

SECTION 01 30 01.00 22

DESIGN, PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

UNIFIED FACILITIES CRITERIA (UFC)

UFC 03-120-10

Interior Design

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submittals with an "ID" and "EE" designation are to be reviewed concurrently by the NAVFAC Interior Designer and Electrical Engineer. Refer to Section 01 33 00 Submittal Procedures. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

Contractor's Interior Designer's Qualifications; G, ID

FF&E and A/V Schedule and Schedule Updates; G, ID

FF&E and A/V Concept Presentation Submittal / Over The Shoulder Review; G, ID

Best Value Determination Pricing Solicitation / Over The Shoulder Review; G, ID

Best Value Determination Recommendation FF&E and A/V; G, ID

Best Value Determination Recommendation A/V; G, EE Preliminary (Pre-Final) FF&E and A/V Package; G, ID

Final FF&E and A/V Package; G, ID

Audio Visual Package; G, EE

1.3 GENERAL REQUIREMENTS

Furnishings, Fixtures, and Equipment (FF&E and A/V) includes, but is not limited to items such as; systems and modular furniture, desks, workstations, seating, storage, filing, visual display items, accessories, artwork, training and conference furniture, soft window treatments, shop equipment, dorm and quarters furnishings and other miscellaneous items to support facility functions. Weapon racks, drying cages, and lockers are not typically considered FF&E and A/V. FF&E and A/V must be fully integrated with the building systems and finishes. FF&E and A/V may also include specialty items for which the customer activity will be responsible for specifying.

The design and documentation of the FF&E and A/V must be funded as Interior Design Services and included in the Base Bid. The purchase and installation of the FF&E and A/V Package and A/V Package must be funded separately as the FF&E and A/V Planned Modifications. The Government FF&E and A/V estimates on the SECTION 00 22 13.00 20 SUPPLEMENTARY INSTRUCTIONS to OFFERORS Bid Schedule/Price Proposal Form for the FF&E and A/V Planned Modifications do NOT include the Contractor's Handling and Administration Rate (HAR). This Government FF&E and A/V estimate must not be altered by Contractors during the bid process.

All FF&E and A/V items are subject to the Buy American Act or Trade Agreement Act, unless they are considered COTS (Consumer Off The Shelf) items..

1.4 INTERIOR DESIGN SERVICES

1.4.1 Interior Designer Qualifications and Affiliations

Per UFC 03-120-10, The Prime Contractor must provide the services of an Interior Designer with the following qualifications. The Prime Contractor's Interior Designer, must be certified by the National Council for Interior Design Qualification (NCIDQ), must have attained certification, registration or licensure and must have experience as the primary interior designer on projects of similar type, size, scope and complexity. Experience writing non-proprietary, technical performance criteria for competitive furniture bids and experience analyzing competitive furniture bid proposals, is required and must be clearly indicated in resume. The Prime Contractor's Interior Designer, Design Firm owners, and any Specialists must NOT have any affiliation or partnership with any furniture, fixture, or equipment products, any furniture dealership or manufacturers. Provide a detailed resume, client references and documentation of the Prime Contractor's Interior Designer's qualifications and significant interior design experience to the NAVFAC Interior Designer PRIOR to the Kick-off/Partnering Meeting. The Government will approve/disapprove the Prime Contractor's Interior Designer based on the provided documentation and past performance.

1.4.2 Concept FF&E and A/V package

A basic concept FF&E and A/V package, prepared by the A/E's Interior Designer, indicating the salient characteristics of all required FF&E and A/V items, will be provided to the Prime Contractor. The Prime Contractor's Interior Designer must further develop and revise this concept package, as required, to prepare/provide a final, best valued FF&E and A/V package, in accordance with the requirements in this document. The Prime Contractor must provide the Contractor's Interior Designer a complete set of the construction drawings (CAD files) prior to commencement of work on the project.

1.4.3 FF&E and A/V Schedule

For all projects, including fast track projects and renovations, the Prime Contractor is responsible for sufficiently scheduling all FF&E and A/V meetings and deliverables early enough to:

- a. Obtain the required government approvals
- b. Meet all FF&E and A/V ordering and installation lead times
- c. Complete the FF&E and A/V installation by the contract completion date

All submittal due dates for the FF&E and A/V must be noted in the FF&E and A/V Schedule and reflected in the Prime Contractor's construction schedule. A proposed FF&E and A/V schedule for all FF&E and A/V Services and Deliverables must be provided to the Construction Manager, NAVFAC Interior Designer and Contracting Officer seven business days after the Interior Design Orientation Meeting. An FF&E and A/V Schedule Guideline template is available from the NAVFAC Interior Designer, for your use in developing a schedule. Schedule updates must be submitted as the construction schedule is revised. The Final FF&E and A/V package must be submitted four months prior to the funding deadline (to be determined by funding source) and approved no later than nine months prior to the Contract Completion Date.

1.4.4 FF&E and A/V, and CEQ (Collateral Equipment) Services

The Contractor's Interior Designer and Equipment Specialists are responsible for developing equipment packages for FF&E and A/V and other specialty equipment, i.e. shop equipment, kitchen equipment, fitness equipment, laboratory equipment, medical equipment, high density storage, etc., required in the project. The Contractor must obtain the services of equipment specialists to provide design services and assist the Interior Designer with the development of non-proprietary performance criteria for the specialty equipment. Specialty equipment may require coordination with the Prime Contractor and subcontractors for connection of power, data, communications, waterlines, gases, etc. and calibration, testing and training prior to facility turnover and operation. The Equipment Specialist(s) must provide coordination of all necessary steps to provide a completely functional and operational facility.

The Prime Contractor's Interior Designer and Equipment Specialist(s) are required to meet with the Activity to discuss the function of each area, validate all FF&E and A/C, CEQ and specialty equipment requirements, make any necessary changes and additions to the Concept FF&E and A/V package and recommend any adjustments/revisions to the interior building finishes and building infrastructure. The FF&E and A/V/CEQ effort includes the design, selection, specification, color coordination, procurement documentation and installation coordination of the equipment items necessary to meet the functional, operational, sustainability, and aesthetic needs of the facility. The FF&E and A/V/CEQ packages must be fully integrated with the design, construction, and schedule of all building finishes and all building systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architecture, etc.)

All electrical, data and communications outlets, switches, fire extinguishers, thermostats, sprinkler heads, etc. must be accommodated and be fully accessible once equipment is installed. ABA clearances must be accommodated. The Contractor's Interior Designer and A/V Equipment Specialist must work with the Prime Contractor and the electrical and telecommunication subcontractors to coordinate all infrastructure with the Recommended vendors. Dimensioned locations on plans and elevations for Multi-user Telecommunications Outlet Assemblies (MUTOAs), junction boxes, wall outlets and floor boxes, must be determined and provided by Contractor's Interior Designer, based on the sizes, layouts and configurations of the equipment items to be provided. See Section 1.5.9 Subsection g. If infrastructure planned for the building, such as power/data/communications requirements, must be revised to support the FF&E and A/V package, those revisions and coordination are the responsibility of the Contractor's Interior Designer and the Prime Contractor.

The FF&E and A/V plans must take into consideration any/all Collateral Equipment (CEQ) to include specialty equipment, existing and future Government-Furnished, Government Installed (GFGI) equipment and Government-Furnished, Contractor-Installed Equipment (GFCI). These items may include, but are not limited to: multi-function devices, printers, shredders, safes, vending machines, etc.

- a. The Contractor's Interior Designer is responsible for creating an inventory of existing CEQ equipment to be relocated to the new facility and incorporating new and existing CEQ into the FF&E and A/V plans.
- b. The Activity will supply the Contractor's Interior Designer with a complete list of all existing and new CEQ, to include sizes, utility requirements, weight, etc., to be relocated or used in the new facility. The Contractor's Interior Designer is responsible for incorporating this equipment into the FF&E and A/V plan.

These are minimum requirements and the Prime Contractor must be prepared to provide any/all additional meetings and submittals that may be necessary to support the Interior Design effort and FF&E and A/V coordination.

The Contractor's Interior Designer and equipment specialists are responsible for developing competitive and biddable Request for Proposal packages, with comprehensive, non-proprietary, technical performance criteria, as directed by the NAVFAC Interior Designer. Equipment must be biddable by at least three providers and the technical performance criteria must be based on product available through NAVSUP Blanket Purchase Agreements (BPA's), GSA schedules, and other Federal contracts, in compliance with priorities found in FAR Part 8.404, when possible. If NAVSUP BPA/GSA vendors do not have access to the required equipment, research to find appropriate specialty equipment vendors may be required. Utilization of NAVFAC-provided templates is required for all Best Value Determination efforts and deliverables. The utilization of the current NAVSUP BPA list is required for BVD Analysis Request for Pricing. The current NAVSUP BPA (vendor) list and NAVFAC standard templates are available at:

<http://www.wbdg.org/ffc/navy-navfac/collateral-equipment>

MIDLANT specific templates will be provided by the NAVFAC Interior Designer.

1.4.5 Audio Visual (A/V) Services

The A/V package must be prepared by the A/V Certified Technology Specialist-Design (CTS-D) as a separate package. If an Audio Visual Package is required, the design, procurement, and installation of the package must comply with all of the same requirements as those defined for the FF&E and A/V package in this specification section. Additionally, A/V floor plans and elevations must be provided, indicating equipment locations and A/V riser diagrams for all A/V systems, and to coordinate equipment locations and power requirements with power plans and FF&E and A/V locations. The A/V and specialty packages must be fully integrated into the design, construction, and schedule of all building finishes and all building systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architecture, etc.) All outlets, switches, thermostats, fire extinguishers, etc. must be fully accessible once all equipment is

installed. All sprinkler heads, fire extinguishers, ABA clearances, etc. must be accommodated.

1.5 FF&E and A/V MEETINGS, PRESENTATIONS AND SUBMITTALS

The Prime Contractor's Interior Designer and the NAVFAC Interior Designer must attend all meetings, site visits and walk-throughs, as well as coordinate FF&E and A/V mock-ups, as required, obtain end-user and NAVFAC approvals and provide a complete and functional FF&E and A/V package. All meetings must be coordinated with advance notice to the NAVFAC Interior Designer, so that schedule and travel can be coordinated.

Each submittal must demonstrate thorough interaction with the Activity's functional requirements and complete coordination with the facility design and the Structural Interior Design (SID).

1.5.1 Interior Design Orientation Meeting

This meeting shall occur at the Pre-Construction/Kick-Off meeting via conference call within 7 days of Pre-Construction/Kick-Off meeting, unless Contractor's Interior Designer approval is pending. The NAVFAC Interior Designer will review the following with the Prime Contractor and the Contractor's Interior Designer: Schedule Development, Concept FF&E and A/V package, Best Value Determination (BVD) NAVFAC templates and process, Number of Best Value Determinations required, and Blanket Purchase Agreement (BPAs), GSA or other mandatory sources to consider. A proposed preliminary schedule for the FF&E and A/V Meetings and Submittals must be submitted to the NAVFAC Interior Designer within 7 business days of this meeting. A final decision on the number of Best Value Determinations required may be dependent on the Prime Contractor's construction schedule and phasing.

1.5.2 FF&E and A/V Concept Presentation Submittal / Over The Shoulder Review

Prior to the FF&E and A/V Concept Presentation to the Activity/End User, the Contractor's Interior Designer and A/V Equipment Specialist must present the FF&E and A/V Concept to the NAVFAC Interior Designer. If the Contractor's Interior Designer is remotely located, they can submit one hard copy of the presentation to the NAVFAC Interior Designer and schedule a follow-up discussion to review the presentation. If the Contractor's Interior Designer is local to the Norfolk, VA area, a meeting is required. The submittal can be presented in a "loose" format or binder (no presentation boards required) for NAVFAC approval prior to the Activity presentation. Catalog cut sheets and visuals from various manufacturers for each major FF&E and A/V item must be provided, along with cut sheets depicting commonly available options. Cut sheets should be clearly labeled with the item numbers used in the Concept FF&E and A/V package and FF&E and A/V plans. Information on durability and availability of finishes should be readily available for discussion. Fabric and finishes should not be discussed, except in terms of durability. The "over-the-shoulder" review meeting will be held via conference call.

1.5.3 FF&E and A/V Concept Presentation to the Activity

After implementing all feedback from the NAVFAC FF&E and A/V Concept Presentation, the Prime Contractor's Interior Designer must present the NAVFAC approved Preliminary (Pre-final) FF&E and A/V package to the Activity, located at MCAS Cherry Point, for feedback and approval. This meeting must include a walk-through of the Activity's existing facility(s)

or similar facility. During this meeting, a detailed, functional review of the entire project must occur, with the proposed FF&E and A/V presentation to follow, to ensure that all current FF&E and A/V requirements have been captured. The presentation must include catalog cut sheets and visuals from various manufacturers for each major FF&E and A/V item, along with cut sheets depicting commonly available options. Cut sheets should be clearly labeled with the item numbers used in the FF&E and A/V plans. FF&E and A/V Presentation boards are not required. Minutes of this meeting with photos of the approved FF&E and A/V concept must be submitted to the NAVFAC Interior Designer within 7 business days.

1.5.4 Best Value Determination Pricing Solicitation / Over The Shoulder Review

After implementing all feedback from the FF&E and A/V Concept Presentation to the Activity, the Prime Contractor's Interior Designer will prepare a pricing solicitation package, using the provided NAVFAC templates, for use in soliciting FF&E and A/V pricing and determining a best value vendor. The Prime Contractor's Interior Designer must submit one electronic copy of the BVD Analysis Request for Pricing Cover Letter (live WORD document), one printed hard copy, in binder format, of the entire pricing solicitation package, and one book-marked, pdf format, electronic copy of the entire pricing solicitation package to the NAVFAC Interior Designer for an "over-the-shoulder" review. This submittal should be in the final, edited format that will be sent to the NAVSUP BPA vendor list. If the Prime Contractor intends to attach an example of their subcontract agreement to the package, a copy of the subcontract agreement must be included in this submittal. This submittal must be approved by NAVFAC prior to requesting pricing.

BVD Pricing Solicitation must include the following;

- a. BVD Analysis Request for Pricing cover letter:
The NAVFAC Cover Letter template must be used and highlighted areas must be edited, as required for the specific project. The electronic version of this submittal must include a "live" WORD document of the letter with all revisions indicated by "tracked changes". Information to clarify the scope can be added to the NAVFAC template provided; but no information should be deleted from the template without discussion with the NAVFAC Interior Designer.
 1. The Contractor's Interior Designer must coordinate a proposed FF&E and A/V "hold pricing" timeframe, up to 12 months, with the Prime Contractor, based on the construction schedule. The "hold pricing" timeframe must be requested in the BVD Analysis Request for Pricing cover letter. If a known price increase is expected, and vendor pricing cannot be held for the "hold pricing" timeframe requested, then the proposed 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 and A/V planned modification. Manufacturer's documentation on the GSA price increase(s) and effective dates must be provided to NAVFAC.
- b. BVD Analysis Request for Pricing Spreadsheet/Questionnaire:
Item numbers must be updated to reflect all required FF&E and A/V items and tagged to coordinate with updated FF&E and A/V Plans. Spreadsheet info must include: Item Tag #, Basic Item Name/Brief Description, Basis of Design Manufacturer Name/Series/Product #, and a representative photo. Clear references to the applicable performance

criteria should be provided below each item description.

c. Performance Criteria:

Non-proprietary, technical, performance criteria must be created for each FF&E and A/V item, or each item category, to establish minimum acceptable FF&E and A/V requirements. Adequate level of detail must be provided so that comparable and competitive pricing can be obtained from at least three NAVSUP BPA vendors. Criteria must clearly reference the applicable FF&E and A/V item tags on the BVD Analysis Request for Pricing Spreadsheet and FF&E and A/V plans.

1. Project Specific Workstation/Desk Typical:

Typicals for each item are required to include: a description, dimensioned plans with power, data and grommet locations, detailed elevations and isometric views, etc. as necessary to communicate the desired layout. Typical must clearly reference the applicable FF&E and A/V item tags on the BVD Analysis Request for Pricing Spreadsheet and FF&E and A/V plans.

d. Updated FF&E and A/V Plans:

FF&E and A/V Plans must be transferred to the Contractor's Interior Designer's and Equipment Specialist's title block with a legend coded to the updated FF&E and A/V item numbers used on the BVD Analysis Request for Pricing Spreadsheet. All Collateral equipment (CEQ), to include Audio Visual equipment, Government Furnished, Government Installed (GFGI) equipment such as printers and vending machines and Government Furnished, Contractor Installed (GFCI) equipment, must be indicated on drawings for coordination purposes.

e. Vendor Mock-Up Requirements:

Requirements, expectations and proposed schedule(s) for mock-ups should be outlined in the BVD Pricing Solicitation. If there is not adequate time in the schedule for mock-ups, the recommended vendor should be prepared to provide detailed 3-D renderings, prior to placing orders, to insure that the Activity is comfortable with the work station/desk design and layout.

1.5.5 BVD Vendor Recommendation and "Over the Shoulder Review"

The Prime Contractor's Interior Designer and A/V Equipment Specialist must submit one hard copy and one book-marked PDF copy of this submittal to the NAVFAC Interior Designer and Electrical Engineer. Book-marked PDF copies must also be sent to the NAVFAC Construction Manager, the NAVFAC Contracting Officer, and IDD/Base Property for Marine Corps Projects.

The Prime Contractor's Interior Designer must schedule an "Over the Shoulder" review conference call to review the results of the BPA Pricing Solicitation and discuss the best value vendor recommendation. The NAVFAC Contracting Officer must provide verbal approval of the NAVSUP BPA vendor recommendation during this call. If clarifications, updates or revisions are required, documentation must be revised and resubmitted. This submittal should include the following:

a. Binder Cover Page/Spine Identification (Project name, Project #, Location, Submittal date, Submittal title)

b. BVD Analysis Request for Pricing Spreadsheets/Questionnaires, as submitted by the three highest rated NAVSUP BPA vendors.

c. Documentation showing that all required NAVSUP BPA sources, including UNICOR, in the appropriate SIN category were contacted (copy of the email solicitation).

d. Bid Response from UNICOR, if received.

e. Completed BVD Analysis Pricing Evaluation Spreadsheet, comparing ALL vendor pricing and responses in a side-by-side format. This spreadsheet must highlight proposed items that do not meet the required performance criteria, indicate specific proposal shortcomings, indicate the recommended BPA vendor, and highlight key factors supporting the best value NAVSUP BPA vendor recommendation. Open Market items and items that do not comply with the Buy America Act or Trade Agreement Act, must be indicated.

f. Back-up information submitted by each bidder. (cut sheets/highlighted pricing sheets/technical specifications, pricing, dealer and manufacturer qualifications for each product showing that product meets all requirements). Provide in cd format and include in the binder for the NAVFAC Interior Designer.

g. A comprehensive written statement outlining the evaluation of each vendor's proposal and the key factors supporting the best value NAVSUP BPA vendor recommendation.

1.5.6 Vendor Recommendation Letter and De-Briefs

Following the approval of the NAVSUP BPA vendor recommendation, the Contractor's Interior Designer must send out notification to the NAVSUP BPA vendors who submitted pricing proposals and provide de-briefs to vendors, if requested. Templates for these notification letters and guidance for a standard de-brief will be provided by the NAVFAC Interior Designer.

1.5.7 Preliminary FF&E and A/V Presentation and Best Value Determination Recommendation FF&E and A/V Submittal (Similar for Preliminary A/V Presentation and Best Value Determination Recommendation A/V Submittal)

Once the best value vendor recommendation has been made, the Prime Contractor's Interior Designer must work in conjunction with the recommended vendor to develop the FF&E and A/V package that will be procured for the project. This package must be presented to the Activity and NAVFAC in loose format at a meeting to occur at the Activity, located in MCAS Cherry Point. Recommended FF&E and A/V finish and fabric samples for all major FF&E and A/V items should also be presented with large samples of the building interior finishes available for reference. All final product decisions, accessory additions and finish selections must be finalized at this meeting. Once Activity and NAVFAC feedback are implemented into the package, the Preliminary FF&E and A/V package must be submitted, in binder format, for review and comment.

Quantity of submittals required:

Provide one binder and one bookmarked electronic copy each, for the NAVFAC Interior Designer, the Activity and for Base Property/IDD for Marine Corps projects. Provide bookmarked electronic copies only for the Construction Manager and Contracting Officer.

The Preliminary FF&E and A/V Submittal must include the following:

- a. Binder Cover Page/Spine Identification (Project name, Project #, Location, Submittal date, Submittal title)
- b. Table of Contents and Identification Tabs for each section.
- c. Point of Contact List to include contact info for recommended BPA vendor(s), subcontractors and manufacturers.
- d. Preliminary FF&E and A/V Cost Summary to include shipping, freight, handling, professional installation, project management, HAR, SIOH and applicable sales tax. Cost summary template will be provided by the NAVFAC Interior Designer.
- e. Procurement Data "spec" Sheets for each product indicating item number, item manufacturer/series/product number, detailed item description, quantity, room location, general appearance, and proposed finish and fabric selections. Procurement Data Sheet template will be provided by NAVFAC Interior Designer. Creation of these Procurement Data Sheets is the responsibility of the Contractor's Interior Designer; not the BPA vendor or dealership. Item costs listed on Procurement Data Sheets must match costs on
- f. Updated FF&E and A/V Plans coded to the FF&E and A/V Cost Summary List and Procurement Data Sheets. All sizes and configurations of the FF&E and A/V to be provided should be reflected on these updated plans. All Collateral equipment (CEQ), to include Audio Visual equipment, Government Furnished, Government Installed (GFGI) equipment such as printers and vending machines and Government Furnished, Contractor Installed (GFCI) equipment must be indicated on drawings for coordination purposes.
- g. FF&E and A/V Cost Comparison worksheet, listing all cost differences between bid pricing and final pricing, with justifications.
- h. Updated Electrical and Telecommunication Plans: Provide dimensioned locations on plans and elevations for Multi-user Telecommunications Outlet Assemblies (MUTOAs), junction boxes, wall outlets and floor boxes, based on the sizes, layouts and configurations of the FF&E and A/V items to be provided.
- i. Performance Criteria for all FF&E and A/V that was used in the BVD Pricing Solicitation.
- j. Finish and fabric samples for all FF&E items attached to 8-1/2" x 11" mat boards and inserted into heavy duty plastic sheet protectors. All samples must have the manufacturer names and numbers listed and must reference the FF&E and A/V Item tags on the Procurement Data Sheets. Actual finish and fabric samples are required.
- k. Copy of Manufacturer Bill of Materials (BOM) on manufacturer letterhead for each vendor. Bill of Materials must be coded to the FF&E and A/V Cost Summary Item codes. Sum of all manufacturer's Bill of Material totals must match Cost Summary totals exactly.
- l. Best Value Determination Guideline sheets; completed and signed by the Contractor's Interior Designer. Templates and guidance can be

found at:

<http://www.wbdg.org/ffc/navy-navfac/collateral-equipment>

1.5.8 Final FF&E and A/V Submittal

Once Activity and NAVFAC feedback are implemented into the package, the Final FF&E and A/V package must be submitted, in binder format, for review and approval.

Quantity of submittals required:

Provide one binder and one bookmarked electronic copy each for the NAVFAC Interior Designer, the Activity, and for Base Property. Provide bookmarked electronic copies only for the Contracting Officer and the Construction Manager.

The Final FF&E and A/V Submittal must include the following:

- a. Binder Cover Page/Spine Identification (Project name, Project #, Location, Submittal date, Submittal title)
- b. Table of Contents and Identification Tabs for each section.
- c. Point of Contact List to include contact info for recommended BPA vendor(s), subcontractors and manufacturers.
- d. Final FF&E and A/V Cost Summary to include shipping, freight, handling, professional installation, project management, HAR, SIOH, and applicable sales tax. Cost summary template will be provided by the NAVFAC Interior Designer.
- e. Final Procurement Data "Spec" Sheets for each product indicating item number, item manufacturer/series/product number, detailed item description, quantity, room location, general appearance, and proposed finish and fabric selections. Procurement Data Sheet template will be provided by NAVFAC Interior Designer. Creation of these Procurement Data Sheets is the responsibility of the Contractor's Interior Designer; not the BPA vendor or dealership. Item costs listed on Procurement Data Sheets must match costs on Cost Summary and costs on the Bill of Materials from each vendor.
- f. Final updated FF&E and A/V Plans coded to the FF&E and A/V Cost Summary List and Procurement Data Sheets. All sizes and configurations of the FF&E and A/V to be provided should be reflected on these updated plans. All Collateral equipment (CEQ), to include Audio Visual equipment, Government Furnished, Government Installed (GFGI) equipment such as printers and vending machines and Government Furnished, Contractor Installed (GFCI) equipment must be indicated on drawings for coordination purposes.
- g. FF&E and A/V Final Cost Comparison worksheet, listing all cost differences between bid pricing and final pricing with justifications.
- h. Updated Electrical and Telecommunication Plans: Provide dimensioned locations on plans and elevations for Multi-user Telecommunications Outlet Assemblies (MUTOAs), junction boxes, wall outlets and floor

boxes, based on the sizes, layouts and configurations of the FF&E and A/V items to be provided.

- i. Performance Criteria for all FF&E and A/V that was used in the BVD Pricing Solicitation.
- j. Finish and fabric samples for all FF&E items attached to 8-1/2" x 11" mat boards and inserted into heavy duty plastic sheet protectors. All samples must have the manufacturer names and numbers listed and must reference the FF&E and A/V Item tags on the Procurement Data Sheets. Actual finish and fabric samples are required.
- k. Copy of Manufacturer Bill of Materials (BOM) on manufacturer letterhead for each vendor. Bill of Materials must be coded to the FF&E and A/V Cost Summary Item codes. Sum of all manufacturer's Bill of Material totals must match Cost Summary totals and Procurement Data sheets exactly.
- l. Best Value Determination Guideline sheets; completed and signed by the Contractor's Interior Designer. Templates and guidance can be found at:

<http://www.wbdg.org/ffc/navy-navfac/collateral-equipment>

1.6 BEST VALUE DETERMINATION

A Best Value Determination (BVD) is required by FAR 8.404 when placing orders against Federal Supply Schedules for the selection of furniture and furnishings. Best Value is defined in FAR 2.101 as ensuring that the order to be placed under a Federal Supply Schedule results in the lowest overall cost alternative (considering quality, price, special features, administrative costs and client's functionality) to meet the government's needs.

- a. A (BVD) shall be performed on a minimum of three manufacturers for orders exceeding a total procurement of \$10,000 from an individual manufacturer. Multiple BVDs may be required in order to complete the final FF&E and A/V package.
- b. The required quantity of BVD's to be performed will be determined by the NAVFAC Interior Designer and as necessary to support the construction schedule during the design phase and is dependent on the appropriate NAVSUP BPA category(s) to be utilized and specific project requirements.
- c. Documentation must be provided to the Government with the final FF&E and A/V package. Specific Documentation is indicated in the BVD Vendor Recommendation and the Final FF&E and A/V Submittal. The Best Value Determination Guidelines form must be completed and signed by the Contractor's Interior Designer.

1.6.1 BVD Justifications

The Prime Contractor's Interior Designer is responsible for the following written BVD justifications:

For FF&E and A/V procurements with a value of \$10,000 or less, the Interior Designer may utilize any current NAVSUP BPA holder. If none of the NAVSUP BPA holders can supply the item, then any other manufacturer

may be utilized.

For FF&E and A/V procurements with a value greater than \$10,000 and \$250,000 or less, the Prime Contractor's Interior Designer must always review published pricing from at least three current NAVSUP BPA holders, in the applicable SIN Category and Region. Pricing from Federal Prison Industries (UNICOR) must also be requested, via email, and reviewed if UNICOR holds a BPA in the applicable SIN Category. Documentation of the email to UNICOR is required. In addition to the review of published list prices, the Contractor's Interior Designer must confirm the pricing with the vendor via a written quote. The BVD Guidelines Micro Purchase Threshold - Simplified Acquisition Threshold form must be completed and submitted for all FF&E and A/V procurements greater than \$10,000 and \$250,000 or less.

For FF&E and A/V procurements greater than \$250,000, UNICOR and all BPA holders in the applicable SIN Category and Region must always be solicited. Documentation of the email to UNICOR is required. The Prime Contractor's Interior Designer must develop a Request for Proposal pricing package complete with non-proprietary performance criteria and project requirements based on a generic design. This Request for Proposal must have adequate information for the BPA holders and UNICOR to develop an FF&E and A/V price and performance proposal and must be distributed to all NAVSUP BPA holders in the applicable SIN Category and Region. The BVD Guidelines Greater than Simplified Acquisition Threshold form must be completed and submitted for all FF&E and A/V procurements greater than \$250,000 and manufacturer's quotes and a summary of all proposals must be attached.

1.6.2 FF&E Evaluation Factors

The Best Value Determination must address issues such as:

- a. Space planning; human factors data related to anthropometrics (reach, clearance, adjustability), space, and acoustics.
- b. Ergonomics.
- c. Product quality (including construction and materials); sustainability features, product warranties; history of the product and/or manufacturer.
- d. Ability to service products through dealers or others within a certain geographical range of the project.
- e. Price (including freight, design, project management and installation)
- f. Aesthetics.
- g. Appropriateness; lighting, power and telecommunications systems management and/or coordination as related to the facility (when applicable); and other project specific factors as identified and/or required.
- h. The goal is to create a fully integrated design solution by providing quality FF&E and A/V products to meet the functional needs of the customer. Customer preferences must be considered. The focus must be on the best overall value. Use of the NAVFAC Best Value

Determination form templates provided by the NAVFAC Interior Designer, is required.

PART 2 FF&E and A/V TURNKEY EFFORT

2.1 FF&E and A/V PACKAGE PLANNED MODIFICATION

FF&E and A/V Planned Modification: As a planned modification, provide procurement and installation coordination of the complete and usable Final FF&E and A/V package. The FF&E and A/V Package must include shipping, freight, handling, installation and the Prime Contractor's FF&E and A/V Handling and Administration Rate (HAR) percentage as applied to the final FF&E and A/V total cost and sales tax, if applicable.

- a. The Audio Visual (AV) Equipment will be identified as a separate line item, priced separately from the FF&E and A/V and funded as a separate planned modification. The A/V Package must include shipping, freight, handling, installation, applicable state sales tax, and the Prime Contractor's A/V Handling and Administration Rate (HAR) percentage as applied to the final A/V total cost (excluding taxes).

2.1.1 Authorization

The Government will provide separate funding for procurement and installation coordination of the FF&E and A/V package. Construction funds will not be used. Upon receipt of required funding, the Prime Contractor will be authorized by the Contracting Officer, as a planned modification to the construction contract, to procure and install all Final FF&E and A/V utilizing NAVSUP Blanket Purchase Agreements (BPAs), GSA schedules, and other Federal contracts and complying with priorities found in FAR Part 8.404. The Prime Contractor will be expected to procure and coordinate the installation of the approved Final FF&E and A/V package exactly as specified, or NAVFAC approved equal. The amount of the modification will be the actual cost of these items from the Federal Government price schedules NAVSUP BPAs and/or GSA, including any freight and installation charges from the furniture supplier as well as the Prime Contractor's Handling and Administration Rate (HAR) and any applicable state sales tax. The HAR must cover all of the Prime Contractor's effort related to storage, coordination, handling, administration of subcontractors, and all other associated costs and profit for the procurement of FF&E and A/V.

The Government will indicate the FF&E and A/V preliminary estimate based on the Concept Design in Spec Section 00 22 13 Supplementary Instructions to Bidders. This Government estimate must not be altered by Prime Contractors during the bid process. Prime Contractors must propose a HAR only. The Prime Contractor's proposed HAR may not exceed 5 percent of the total FF&E and A/V costs, as noted on the Supplementary Instructions to Bidders. The HAR must not include costs associated with the effort required in Part 1.4 INTERIOR DESIGN SERVICES.

FF&E and A/V items are subject to the Buy American Act or Trade Agreement Act, unless they are considered COTS (Consumer Off The Shelf) items by the Contracting Officer.

2.1.2 Procurement, Installation Schedule and Price Increases

The Prime Contractor and Contractor's Interior Designer must coordinate the building completion date with the installation dealer(s) specified in the FF&E and A/V Package and keep the NAVFAC Interior Designer updated on the status.

FF&E and A/V product should be ordered as soon as the planned modification is awarded to avoid incurring additional costs for price increases. Delayed production and phased delivery dates can be coordinated with the installation dealer at the time of order placement, to coincide with the contract completion date.

The Prime Contractor must anticipate possible manufacturer price increases if order placement is delayed. Any costs incurred due to manufacturer price increases after the FF&E and A/V planned modification will be the burden of the Prime Contractor. Any FF&E and A/V storage costs incurred due to construction delays and lack of communication with the installation dealer are the responsibility of the Prime Contractor.

2.1.3 Use of Blanket Purchase Agreements (BPA) and GSA Schedules

The Prime Contractor will receive a letter of authorization from the Contracting Officer citing the name of the furniture dealer(s) and authorization to access the Federal Government supply sources.

2.1.4 Deposits

The Prime Contractor must anticipate providing a deposit(s) of between 30 percent and 50 percent of the FF&E and A/V costs when placing the orders with the manufacturer's dealerships.

2.1.5 Davis Bacon Wages

Davis Bacon wages do not apply to the FF&E and A/V installer from the Government supply sources. The workforce for the FF&E and A/V installation and delivery must be separate and distinct from the labor workforce performing under the construction contract.

2.1.6 Sales Tax

The Prime Contractor must take maximum advantage of all exemptions from State and Local taxation authorities whether available to it directly or available to the Prime Contractor based on an exemption afforded the Government. The responsibility for paying applicable taxes rests with the Prime Contractor. Any state and local taxes applicable to the FF&E and A/V must be included within the FF&E and A/V Dealer's quote and funded in the FF&E and A/V planned modification. Any items purchased as building materials, such as carpet, are taxable.

2.1.7 Bonds

FF&E and A/V items are not considered construction and the Prime Contractor is not required by the Government to secure any additional bonds for the award of the FF&E and A/V line item, unless otherwise indicated in the contract. If any additional bond is required for the FF&E and A/V line item it is to be included in the Prime Contractor's FF&E and A/V HAR.

2.1.8 Unique Item Identification (IUID) and Valuation

Unique item identification and valuation is a system of marking and valuing items delivered to DoD that enhances logistics, contracting, and financial business transactions. The IUID policy is mandatory for all DoD contracts that require the delivery of items. An item is a single article or a single unit formed by a grouping of subassemblies, components, or constituent parts. The Prime Contractor must provide DoD Unique item identification, valuation and delivery of data for all required FF&E and A/V items for which the government's unit acquisition cost is \$5,000 or more. This information must be provided in the Ordering Documentation referenced in Section 3.3 at the final FF&E and A/V punch list site visit.

PART 3 EXECUTION

3.1 Installation

The FF&E and A/V package includes the installation of all furniture and furnishings as specified in the FF&E and A/V package. The FF&E and A/V installation dealer(s) specified in the FF&E and A/V package must receive, store as required, transport to the project site, off load, inside deliver, unpack, assemble, place/install, clean, and dispose of all the trash for all FF&E and A/V package. It is the Prime Contractor's responsibility to coordinate the building completion, occupancy, and furniture installation dates with the installation dealer(s) specified in the FF&E and A/V package. Any costs associated with or delaying FF&E and A/V shipments is the responsibility of the Prime Contractor.

3.2 Installation Warranty

All FF&E and A/V must be installed in accordance with the manufacturer's instructions and warranty requirements. All FF&E and A/V must be leveled and aligned. All doors, drawers and accessories must be leveled and aligned to open, close and otherwise operate smoothly and securely.

All FF&E and A/V must be installed by the furniture manufacturer's dealer of record and not the Prime Contractor. The Government reserves the right to approve/disapprove the Prime Contractor's FF&E and A/V installers. In addition, dealer, teaming partners and installation team(s) must be located within a 250 mile radius of the project site, unless approved by the NAVFAC Interior Designer. The Prime Contractor must repair, to the Government's satisfaction, any/all damage to any facility finish that is a result of the furniture installation and correct all punch list items for the FF&E and A/V. The Prime Contractor must obtain services of equipment specialists to install the electrical equipment, to include but not limited to televisions, Video Teleconference Equipment, ceiling mounted projectors, and mission essential electronic equipment included in the FF&E and A/V package.

3.3 Ordering Documentation

After award of the FF&E and A/V package, two CD copies of all ordering documentation, including Factory Order number (FO), warranty information and operating instructions for all products, must be provided to the Contracting Officer at the final FF&E and A/V punch list walk-thru.

3.4 Post Award Changes

The Government requires the Prime Contractor to provide FF&E and A/V items exactly as specified in the Final FF&E and A/V submittals and as awarded in the FF&E and A/V planned modification. Should changes become necessary, careful consideration is essential to assure that equivalent quality, price and functionality of the item are maintained. Coordination with building finishes and other FF&E and A/V items is required for all proposed substitutions. Information on specific item type, quality, color, finish, fabric, price, sustainability, life cycle, and dealership service must be provided to the NAVFAC Interior Designer for item approval. After award of the FF&E and A/V planned modification, any request to change the FF&E and A/V items which affects the price of the item must be negotiated and may not be funded. The Prime Contractor must obtain approval from the NAVFAC Interior Designer and the Contracting Officer for any changes to the FF&E and A/V Package.

Post award FF&E and A/V manufacturer's price increases, beyond the "hold pricing" date, are the responsibility of the Prime Contractor and must not be transferred to the Government.

3.5 Punch List

The Contractor, his Interior Designer must attend at least one punch list site visit with the installation dealer(s), NAVFAC Interior Designer and the Base Representative/Activity Contact. The site visit must identify all punch list items (at installation dealer's 98 percent completion).

-- End of Section --