

**ATTACHMENT A  
STRUCTURAL INTERIOR DESIGN (SID) REQUIREMENTS**

**1.0 GENERAL INFORMATION**

Structural Interior Design includes all building related elements and components generally part of the building itself, such as wall finishes, ceilings finishes, floor coverings, marker/bulletin boards, blinds, signage and built in casework. The SID should be developed in conjunction with the furniture footprint.

**1.2 INTERIOR DESIGNER QUALIFICATIONS**

The Contractor shall have an Interior Designer certified by the National Council for Interior Design Qualification (NCIDQ) design and prepare the FF&E Package. The Interior Designer shall not be affiliated with any furniture dealership/vendor or manufacturer. The Government Contracting Officer reserves the right to approve/disapprove the qualifications of the interior designer selected.

**2.0 STRUCTURAL INTERIOR DESIGN (SID) REQUIREMENTS FOR THE INTERIM AND FINAL DESIGN SUBMITTALS**

**2.1. FORMAT AND SCHEDULE**

Prepare and submit for approval an interior and exterior building finishes scheme for an interim design submittal. The DOR shall meet with and discuss the finish schemes with the appropriate Government officials prior to preparation of the schemes to be presented. Present original sets of the schemes to reviewers at an interim design conference.

At the conclusion of the interim phase, after resolutions to the comments have been agreed upon between DOR and Government reviewers, the DB Contractor may proceed to final design with the interior finishes scheme presented.

The SID information and samples are to be submitted in 8 ½" x 11" format using three ring binders with pockets on the inside of the cover. When there are numerous pages with thick samples, use more than one binder. Large D-ring binders are preferred to O-ring binders. Use page protectors that are strong enough to keep pages from tearing out. Anchor large or heavy samples with mechanical fasteners, Velcro, or double-faced foam tape rather than rubber cement or glue. Fold out items must have a maximum spread of 25 ½". Provide cover and spine inserts sheets identifying the document as "Structural Interior Design" package and include the project title and location, project number, Contractor/A/E name and phone number(s), submittal stage and date.

The design submittal requirements will include, but are not limited to:

**2.1.1. Narrative of the Structural Interior Design Objectives**

The SID shall include a narrative that discusses the building related finishes. Include topics that relate to base standards, life safety, sustainable design issues, aesthetics, durability and maintainability, discuss the development and features as they relate to the occupants requirements and the building design.

**2.1.2. Interior Color Boards**

Each item on the color boards shall be identified and keyed to the contract documents to provide a clear indication of how and where each item will be used. To the maximum extent possible, finish samples shall be arranged by room type in order to illustrate room color coordination. All samples shall be labeled on the color boards

with the manufacturer's name, patterns and colors name and number. Samples shall also be keyed or coded to match key code system used on contract drawings.

Material and finish samples shall indicate true pattern, color and texture. Photographs or colored photocopies of materials or fabrics to show large overall patterns are required in conjunction with actual samples to show the actual colors. Finish samples must be large enough to show a complete pattern or design where practical.

Color boards shall include but not be limited to original color samples of the following:

- All walls finishes, ceiling finishes, including information regarding tile patterns.
- All flooring finishes, including information regarding tile patterns.
- All signage, wall base, toilet partitions, accordion/operable/folding partitions and trim
- All millwork materials and finishes (cabinets, counter tops, etc.)
- All window treatments (sills, blinds, etc.)

Color board samples shall reflect all actual finish textures, patterns and colors required as specified. Patterned samples shall be of sufficient size to adequately show pattern and its repeat if a repeat occurs.

### 2.1.3. **Exterior Color Boards**

Prepare exterior finishes color boards in similar format as the interior finishes color boards, for presentation to the reviewers during an interim design conference. The exterior finishes boards shall include original color samples of all exterior finishes including but not limited to the following:

- All Roof Finishes
- All Brick and cast stone Samples
- All Exterior Insulation and Finish Samples
- All Glass Color Samples
- All Exterior Metals Finishes
- All Window & Door Frame Finishes
- All Specialty Item Finishes, including trim

Identify each item on the exterior finishes color boards and key to the building elevations to provide a clear indication of how and where each item will be used.

## 2.2. STRUCTURAL INTERIOR DESIGN DOCUMENTS

### 2.2.1. **General**

Structural interior design related drawings must indicate the placement of extents of SID material, finishes and colors and must be sufficiently detailed to define all interior work. The following is a list of minimum requirements:

### 2.2.2. **Finish Color Schedule**

Provide finish color schedule(s) in the contract documents. Provide a finish code, material type, manufacturer, series, and color designations.

### 2.2.3. **Interior Finish Plans**

Indicate wall and floor patterns and color placement, material transitions and extents of interior finishes.

### 2.2.4. **Furniture Footprint Plans**

Provide furniture footprint plans showing the outline of all freestanding and systems furniture for coordination of all other disciplines.

2.2.5. **Interior Signage**

Include interior signage plans or schedules showing location and quantities of all interior signage. Key each interior sign to a quantitative list indicating size, quantity of each type and signage text.

2.2.6. **Interior Elevations, Sections and Details**

Interior Elevations, Sections and Details: Indicate material, color and finish placement.

**ATTACHMENT B  
FURNITURE, FIXTURES & EQUIPMENT (FF&E) REQUIREMENTS**

**1.0 GENERAL INFORMATION**

FF&E is the selection, layout, specification and documentation of furniture includes but is not limited to workstations, seating, tables, storage and shelving, filing, trash receptacles, clocks, framed artwork, artificial plants, and other accessories. Contract documentation is required to facilitate pricing, procurement and installation. The FF&E package is based on the furniture footprint developed in the SID portion of the interior design. The FF&E package shall be developed concurrently with the building design to ensure that there is coordination between the furniture design, the electrical, IT and other building requirements.

The DOR shall interview Government personnel to determine FF&E requirements for furniture and furnishings. Determine FFE items and quantities by, but not limited to: (1) the number of personnel to occupy the building, (2) job functions and related furniture/office equipment to support the job function, (3) room functions, (4) rank and grade.

**1.2 INTERIOR DESIGNER QUALIFICATIONS**

The Contractor shall have an Interior Designer certified by the National Council for Interior Design Qualification (NCIDQ) design and prepare the FF&E Package. The Interior Designer shall not be affiliated with any furniture dealership/vendor or manufacturer. The Government Contracting Officer reserves the right to approve/disapprove the qualifications of the interior designer selected.

Systems furnishings installers must be the systems furniture manufacturer's dealer of record.

**2.0 FF&E REQUIREMENTS FOR THE INTERIM AND FINAL DESIGN SUBMITTALS**

**2.1. FORMAT AND SCHEDULE**

Prepare and submit for approval a comprehensive FF&E scheme for an interim design submittal. The DOR shall meet with and discuss the FF&E scheme with the appropriate Government officials prior to preparation of the scheme to be presented. Present original sets of the scheme to reviewers at an interim design conference.

At the conclusion of the interim phase, after resolutions to the comments have been agreed upon between DOR and Government reviewers, the DB Contractor may proceed to final design with the FF&E scheme presented.

A complete and approved FF&E package must be submitted to the Government prior to the start of construction to ensure adequate time for furniture acquisition.

The FF&E information and samples are to be submitted in 8 ½" x 11" format using three ring binders with pockets on the inside of the cover. When there are numerous pages with thick samples, use more than one binder. Large D-ring binders are preferred to O-ring binders. Use page protectors that are strong enough to keep pages from tearing out. Anchor large or heavy samples with mechanical fasteners, Velcro, or double-faced foam tape rather than rubber cement or glue. Fold out items must have a maximum spread of 25 ½". Provide cover and spine inserts sheets identifying the document as "Furniture, Fixtures & Equipment" package and include the project title and location, project number, Contractor/A/E name and phone number(s), submittal stage and date.

The design submittal requirements will include, but are not limited to:

2.1.1. **Narrative of Interior Design Objectives**

Provide a narrative description of the furnishings design addressing the selection of furnishings, finishes and colors. The narrative shall also include salient features for each item to be procured in the FF&E package. The FF&E package shall also include the market research that resulted in the selection of a preferred vendor, including the sources that were considered and rejected, and why. Enumerate the design decisions made to fully coordinate the SID and the FF&E, including function, safety and ergonomic considerations, durability and aesthetics.

2.1.2. **Point of Contacts**

Provide a comprehensive list of Point of Contacts (POCs) needed to implement the FF&E project. This would include appropriate project team members, using activity contacts, interior design representatives, contractors and installers involved in the project. For each contact the name, company, job function, address, phone, fax and email.

2.1.3. **Item Code Legend**

Provide a consolidated list of all FF&E items in the design package with the item code and a short description of each item.

2.1.4. **Item Installation List**

The Item Code Legend may be expanded to be used as an Item installation List. Indicate quantity per room, model number, manufacturer and which vendor is responsible for installing each furnishings item.

2.1.5. **Manufacturers Source List**

Provide the Contractor's address, the ordering address, and the payment address including contact names, phone numbers, fax and email address. Also provide GSA contract information including contract number, FSC group, part, section, expiration date, maximum order limit, pricing terms, shipping terms, etc.

2.1.6. **Furnishings Order Forms**

One Furnishings Order Form will be prepared for each item specified in the design. This form identifies all information required to order each individual item. In addition to the project name and location, project number, and submittal phase, the order form must include:

- a. Furniture item illustration and code
- b. Furniture item name
- c. Job name, location, and date
- d. General Services Administration (GSA) FSC Group, part, and section
- e. GSA Contract Number, Special Item Number (SIN), and contract expiration date
- f. Maximum Order Limitation
- g. GSA Contractor name (Include ordering and payment address, telephone number & fax number, e-mail or website)
- h. Manufacturer's name (Include address, telephone number & fax number) or indicate if same as GSA Contractor
- i. Dealership/Installer name (include address, telephone number, fax number and point of contact name)
- j. Product name
- k. Product model number or National Stock Number (NSN)

- l. Finish name and number (code to finish samples)
- m. Fabric name and number, minimum Wyzenbeek Abrasion Test double rubs (code to fabric samples)
- n. Dimensions
- o. Description (Information provided shall not be proprietary. Include minimum specification requirements and salient features, to include but not be limited to:
  - 1. required features and characteristics
  - 2. ergonomic requirements
  - 3. functional requirements
  - 4. as appropriate identify furniture style
  - 5. construction materials
  - 6. minimum warranty
- p. Justification (Example: "These guest chairs are coordinated to match the task seating at each workstation. The size of the guest chair is critical because of the limited space where they are to be placed. If this company is not selected, coordinate the newly proposed finishes with furniture item numbers #001, 002, 003.")
- q. Item location by room number
- r. Quantity per room
- s. Total quantity
- t. Special instructions (if applicable)
- u. List two other manufacturers that meet the above requirements. Information shall include manufacturer name address and telephone number, product series, product name and any pertinent information.

The goal is to provide this information on one page, however, if necessary, a second page may be used for additional detailed specifications. Open market justifications and/or any other critical procurement information must be indicated as well as special instruction for ordering and/or installation. The Furnishings Order Forms are to be organized by product category in the binder and keyed to the Item Code Legend.

2.1.7. **Color Boards**

Color boards shall be provided for all finishes and fabrics for all FF&E items. Finishes to be included but not limited to paint, laminate, wood finish, fabric, etc.

2.1.8. **Itemized Furniture Cost Estimate**

Provide an itemized cost estimate of furnishings keyed to the plans and specifications of products included in the package. This cost estimate should be based on GSA price schedules. The cost estimate must include separate line items for general contingency, installation, electrical hook-up for systems furniture or other furniture requiring hardwiring by a licensed electrician, freight charges and any other related costs. Installation and freight quotes from vendors should be use in lieu of a percentage allowance when available.

2.2. INTERIOR DESIGN DOCUMENTS

2.2.1. **Overall Furniture and Area Plans**

Provide floor Plans showing locations and quantities of all freestanding, and workstation furniture proposed for each floor of the building. Key each room to a large scale Furniture Placement Plan showing the furniture configuration, of all furniture. Provide enlarged area plans with a key plan identifying the area in which

the building is located. All the items on the drawings should be keyed by furniture item code.

#### 2.2.2. **Workstation Plans**

Provide plans showing each typical workstation configuration in plan view, elevations or isometric view. Drawings shall illustrate panels and all major components for each typical workstation configuration. Workstations shall be identified using the same numbering system as shown on the project drawings. Components shall be keyed to a legend on each sheet which identifies and describes the components along with dimensions. To facilitate review the plan, elevations and isometric of each typical workstation shall appear together on a drawing sheet.

#### 2.2.3. **Panel Plans**

Provide plans showing panel locations and critical dimensions from finished face of walls, columns, panels including clearances and aisle widths. Assemblies shall be keyed to a legend which shall include width, height, configuration and composition of frames, covers finishes, and fabrics, (if different selections exist within a project), power or non-powered connectors and wall mount hardware.

#### 2.2.4. **Electrical and Telecommunication Plans**

Provide plans showing power provisions including type and locations of feeder components, activated outlets and other electrical components. Include on the plans locations and quantities of outlets for workstations. Clearly identify different outlets, i.e. electrical, LAN and telecommunication receptacles indicating each type proposed. Show wiring configuration, (circuiting, switching, internal and external connections) and provide as applicable.

#### 2.2.5. **Artwork Placement Plans**

Provide an Artwork Placement Plan to show location of artwork, assign an artwork item code to each piece of artwork. As an alternative, artwork can be located on the Furniture Plans. Provide a schedule that identifies each piece by room name and number. Provide installation instructions; include mounting height.

#### 2.2.6. **Window Drapery Plans**

Provide Interior Window Drapery Plans. Key each drapery treatment to a schedule showing color, pattern, material, drapery size and type, draw direction, location and quantities.

#### 2.3. **ELECTRONIC DOCUMENTS (Not Required for Interim Submittal)**

Upon completion of the final submittal, provide electronic versions of all documents. Provide electronic drawings in the latest release of AutoCAD and/or Microstation. Provide all files needed to view complete drawings. These drawing files shall not be bound. All text documents shall be submitted in Microsoft Word or Excel.