

Addendum #1

Project 11-0156, Q-419

Addition to the HM2 Charles "Luke" Milam Aid Station

INSERT specification section 01 30 01.00 22 – Design, Procurement and Installation of Furniture, Fixtures and Equipment into the specifications for project 11-0156, Q419 Addition to the HM2 Charles "Luke" Milam Aid Station. Specification section 01 30 01.00 22 has been added by full text below:

SECTION 01 30 01.00 22

DESIGN, PROCUREMENT AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT
12/11

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Concept FF&E Package ; G NAVFAC MIDLANT ID

SD-02 Preliminary FF&E Package ; G NAVFAC MIDLANT ID

SD-03 Final FF&E Package ; G NAVFAC MIDLANT ID

SD-04 Best Value Determinations ; G NAVFAC MIDLANT ID

SD-05 Audio Visual Package ; G NAVFAC MIDLANT ID

SD-06 Interior Photography ; NOT USED

SD-07 Contractor's Interior Designer's Qualifications ; G NAVFAC MIDLANT ID

1.2 GENERAL REQUIREMENTS

Furnishings, Fixtures, and Equipment (FF&E) shall include, but is not limited to; furniture, shop equipment, specialty equipment, audio visual (A/V), appliances, window treatments, artwork, accessories, and other miscellaneous items to support the facility functions. Weapon racks, drying cages, and lockers are not considered FF&E. FF&E and A/V shall be fully integrated with the building systems and finishes. FF&E may also include specialty items for which the customer activity shall be responsible for specifying.

All FF&E items are subject to the Buy American Act.

1.3 INTERIOR DESIGN SERVICES OPTION

1.3.1 Affiliations

The Prime Contractor's Interior Designer, Design Firm owners, and any Specialists shall NOT have any affiliation with the products specified. The NAVFAC Interior Designer reserves the right to approve/disapprove the Contractor's Interior Designer.

1.3.2 The FF&E package

As a separately priced option, the Prime Contractor shall provide the services of an interior designer who is certified by the National Council for Interior Design Qualification (NCIDQ) to function as the Interior Designer of Record, hereafter referred to as the Prime Contractor's Interior Designer, to prepare and provide the Final, Best Valued FF&E Package and procurement data.

All fixed and movable furnishings selections shall be closely coordinated with the final construction documents and interior finishes. The Prime Contractor's Interior Designer shall be required to attend a site visit to the existing facility at the commencement of the project, program and validate all FF&E and A/V requirements with the Activity based on the Concept FF&E plan, make any necessary changes, with MIDLANT ID approval, to the FF&E and interior building finishes. The FF&E package shall 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 outlets, switches, thermostats, fire extinguishers, etc. shall be fully accessible. All sprinkler heads, fire extinguishers, ADA, etc., clearances shall be accommodated. The Prime Contractor's Interior Designer shall also attend walk-thrus, coordinate mock-ups, and attend any and all required meetings to accomplish this task.

1.3.3 Audio Visual (A/V) and/or other Specialty Furniture or Equipment

When A/V, or other specialty furniture or equipment, i.e. shop equipment, kitchen equipment, fitness equipment, high density storage, etc., is required in the project, the Contractor shall obtain the services of appropriate equipment specialists to provide specifications for the specialty equipment. A Certified Technology Specialist (CTS) is required for the design and preparation of A/V packages. The equipment specialist shall provide separate Best Value Determinations (BVDs) for this equipment, if required by NAVFAC. This Final package shall be in accordance with the general interior design requirements in UFC 3-120-10 and as required for all areas as developed during client FF&E and A/V programming.

The Audio Visual Package shall be designed and incorporated into the FF&E package by

the Contractor's ID and A/V Certified Technology Specialist (CTS), as required. If an A/V package is required, the design, procurement, and installation of the A/V package shall comply with all of the same requirements as those defined for the FF&E package in this specification section. Additionally provide A/V floor plans indicating equipment locations and A/V riser diagrams for all A/V systems and coordinate equipment locations and power requirements with power plans. The A/V and specialty packages shall 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 outlets, switches, thermostats, fire extinguishers, etc. shall be fully accessible. All sprinkler heads, fire extinguishers, ADA, etc., clearances shall be accommodated.

1.4 FURNISHINGS, FIXTURES, AND EQUIPMENT (FF&E) SUBMITTALS FOR THE INTERIOR DESIGN SERVICES OPTION

Develop design as described and in accordance with the Activity requirements. Include in the design all loose furnishings required to produce an optimum functional facility, consistent with quality commercial design. This project also includes the preparation of specific detailed information for each selected item. Each submittal shall demonstrate thorough interaction with the Activity requirements and complete coordination with the facility design and the Structural Interior Design (SID).

For all projects, including fast track projects, the Prime Contractor shall be responsible for sufficiently scheduling all FF&E and A/V and any revisions to SID submittals early enough to obtain the required government approvals, and meet all ordering and installation lead times to complete the project by the contract completion date.

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

1.4.1 FF&E Requirements (Interior Design Orientation) Meeting

This meeting shall occur at NAVFAC MIDLANT, located in Norfolk, VA or via conference call prior to the FF&E "Over the Shoulder" Review and the development of the FF&E package. The NAVFAC Interior Designer will review with the Contractor's Interior Designer a sample format of the FF&E submittal, review the Best Value Determination (BVD) process, discuss the number of Best Value Determinations required and discuss Blanket Purchase Agreement (BPAs), GSA or other mandatory sources to consider. Minutes of this meeting shall be submitted to the NAVFAC Interior Designer within 7 business days.

1.4.2 FF&E "Over the Shoulder" Review

Prior to the Preliminary FF&E Submittal the Contractor's Interior Designer shall meet with the NAVFAC Interior Designer for an "over-the-shoulder" review to present a minimum of two preliminary FF&E options and a FF&E Estimated Cost Summary. These options can be presented in a "loose" format for preliminary approval prior to the Activity presentation. The "over-the-shoulder" review meeting shall be held at NAVFAC, located in Norfolk, VA or via conference call.

1.4.3 FF&E Concept Presentation

The Prime Contractor's Interior Designer shall present the NAVFAC approved preliminary FF&E package to the Activity for approval at MCB Camp LeJeune, Jacksonville, NC. This presentation shall include loose format samples and catalog cuts. Sample boards are not

required.

1.4.4 Best Value Determination (BVD) Analysis "Over the Shoulder Review"

Prior to issuing the Best Value Determination (BVD) Analysis, the Prime Contractor's Interior Designer shall meet with the NAVFAC Interior Designer for an "over-the-shoulder" review of the solicitation package and the most current NAVSUP BPA vendor list. It is the Prime Contractor's Interior Designer's responsibility to utilize the most current NAVSUP BPA list at:

https://acquisition.navy.mil/rda/home/acquisition_one_source/strategic_sourcing/don_furniture_acquisition

The "over-the-shoulder" review meeting shall be held via conference call. The Contractor's Interior Designer must provide a copy of the BVD Analysis Request for Pricing cover letter to the Contractor for review and comment prior to the BVD Analysis "Over the Shoulder Review" meeting.

BVD Analysis Solicitation shall include the following;

- a. Copy of the BVD Analysis Request for Pricing cover letter
- b. BVD Analysis Request for Pricing Spreadsheet/Questionnaire with "basis of design" item product numbers, photos & descriptions
- c. Technical Specification to establish minimum acceptable FF&E requirements
- d. Project Specific Room/Furniture Typical.
- e. Furniture Plans with Legends coded to the BVD Analysis RFP (PDF format)

1.4.5 BVD Submittal and "Over the Shoulder Review"

The Prime Contractor's Interior Designer shall be responsible for thoroughly evaluating each proposal and submit one (1) copy of the Preliminary BVA BVD package to the NAVFAC Interior Designer and one (1) copy to IDD/Base Property for Marine Corps projects. An electronic copy shall be sent to the NAVFAC Contracting Officer. The "over-the-shoulder" review meeting shall be held via conference call to review the results of the solicitation and determine a best value recommendation. The BVD Submittal shall be in a 3-ring binder and shall include the following items for review and approval:

- a. Cover Title Page (project name, project #, location, submittal date, submittal title)
- b. Table of Contents
- c. Point of Contact List
- d. Narrative of Interior Designer Objectives
- e. BVD Analysis Request for Pricing Spreadsheet/Questionnaire completed by all bidders and completed Questionnaire
- f. Copy of all information sent to bidders and documentation that all required sources were contacted

g. Back-up Information submitted by each bidder (cut sheets/highlighted pricing sheets/technical specifications, pricing, dealer and manufacturer qualification for each product showing that products meets all requirements.) Provide in CD format and include within each binder]

h. Response(s) from UNICOR

i. BVD Analysis Pricing Evaluation Spreadsheet comparing bidder quotes/responses.

j. Contractor's Interior Designer recommendation for the Best Value vendor and justifications.

1.4.6 BVD Analysis FF&E Mock-Up

The Prime Contractor's Interior Designer shall coordinate a mock-up for best value review of [IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S)] by at least the top three (3) BPA vendors submitting the highest rated FF&E proposals, as determined by NAVFAC. The reviewers shall include the NAVFAC Interior Designer, Contracting Officer, [IDD/Base Property,] and the Activity.]]

1.4.7 Preliminary FF&E Submittal

The Preliminary FF&E submittal shall be presented to the Activity and NAVFAC in loose format at a meeting to occur at the Activity at MCB Camp LeJeune, Jacksonville, NC. Immediately following this meeting, the Preliminary FF&E submittal binders shall be submitted. Five (5) submittals will be required; (1) for the NAVFAC Project Manager, (3) for the FEAD/ROICC and IDD/Base Property, and (1) for the Activity.

Submit the following in a 3-ring binder (with the exception of the 16x20 color boards for the Activity only) for review and approval:

a. Cover Title Page (project name and number, submittal date and title)

b. Table of Contents

c. Point of Contact List (includes contact info for recommended Best Value BPA Holder(s) vendors and subcontractors)

d. Preliminary FF&E list (Cost Summary) to include shipping, freight, handling, professional installation, project management, HAR and applicable sales tax

e. Preliminary Procurement Data Spec Sheets for each product indicating general appearance as well as proposed finish and fabric selections

f. Furniture placement plans coded to the FF&E list and Procurement Data Spec Sheets

g. Technical Specifications used in bid request for all furniture, fixtures and equipment etc.

h. 16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent (1 copy required for Activity only)

i. Final Finish/Fabric Selections and Samples attached to boards in 8" x 10" binder format in using edge-reinforced, heavy-duty plastic sheet protectors for each board/sheet.

j. 8x10 color photographs of the color boards

1.4.8 Final FF&E Mock-Up (NOT USED)

The Prime Contractor and his Interior Designer shall coordinate an on-site mock-up and review of [IDENTIFY REQUIRED FURNITURE TYPICAL(S)] with the selected, best-valued BPA vendor(s). Building finishes and fixtures shall be installed in the affected area(s) to the greatest extent practicable in order to assess building systems/fixture coordination. The reviewers shall include the NAVFAC Interior Designer and Construction Manager, The Prime Contractor's Interior Designer, [IDD, Base Property,] and the Activity. The BPA vendor(s) shall be available on-site to respond to questions. [The mock-up exercise shall be completed prior to the submittal of the Final FF&E submittal and award of the modification for turnkey furniture procurement.]]

1.4.9 Final FF&E Submittal

The Final FF&E submittal shall be due 10 months prior to BOD following the receipt of review comments on the preliminary FF&E submittal and shall include furniture, furnishings, artwork, and equipment and shall be in the format described below or the format provided by the NAVFAC Interior Designer and the UFC 3-120-10 Interior Design.

These are minimum requirements and the Contractor shall be prepared to provide any additional meetings and submittals that may be necessary to support the Interior Design effort and FF&E coordination.

The Final FF&E Submittal shall be submitted in a 3-ring binder for review and approval. The number of final submittals required shall be;

Five (5) total, one each for the NAVFAC Project Manager and the Property Activity. Three to be shared between the FEAD/ROICC and IDD/Base.

The Final FF&E Submittal and shall include the following;

- a. Cover Title Page with project name, project #, submittal date, submittal title identified on binder cover and spine.
- b. Table of Contents
- c. Point of Contact List which includes contact info for recommended Best Value BPA Holder(s) vendors and subcontractors.
- d. Final FF&E list (Cost Summary) to include shipping, handling, freight, professional installation, project management, HAR and any applicable sales tax.
- e. Final Procurement Data Spec Sheets for each product indicating final finish and fabric selections
- f. Final Finish Selections and Memo Samples for the FF&E submitted in 8 x 10 binder format, using heavy-duty plastic sheet protectors.
- g. Copy of Final Quote(s)/Response(s) on letterhead from the vendor(s) determined to be the Best Value.
- h. Best Value Determination Guidelines sheets; completed and signed by the Contactor's

Interior Designer.

- i. Final Furniture Placement Plans coded to the FF&E list, Procurement Data Sheets and specifications
- j. CD copy of the final FF&E binder.

1.4.10 Punch List: See section 2.1.13 Punch List.

1.4.11 FF&E and Interior Finish Construction Submittals

Submit any revisions or deviations caused by discontinued items or NAVFAC required changes to the Contracting Officer for approval by the NAVFAC Interior Designer.

1.5 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 price, special features, administrative costs and client's needs) 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 \$3000 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 during the design phase and is dependent on the appropriate NAVSUP BPA category(s) to be utilized and specific project requirements.
- c. Documentation shall be provided to the Government with the final FF&E package. Specific Documentation is indicated in 1.3.5 Preliminary BVA Submittal and "Over the Shoulder Review." The BVD Statement shall be completed and signed by the contractor's interior designer.

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

1.5.1 Total procurement of \$3,000 or less

For any procurement in the FF&E package with a value of \$3,000 or less, the Interior Designer may utilize any BPA holder. If the BPA holders cannot supply the item, then any other manufacturer may be utilized.

1.5.2 Total procurement greater than \$3,000 and less than \$150,000

For any procurement in the FF&E package with a value greater than \$3,000 and \$150,000 or less, the Prime Contractor's Interior Designer shall always review pricing from at least three manufacturers as well as UNICOR. In addition to the review of published list prices, the Contractor's Interior Designer shall develop performance criteria and project requirements based on a generic design for the BPA holders and UNICOR to develop a price and performance proposal. The BVD form must be completed and submitted for all FF&E procurements greater than \$3,000 and \$150,000 or less.

1.5.3 Total procurement greater than \$150,000

From all BPA holders under the applicable group for FF&E procurements greater than \$150,000. UNICOR must always be solicited. The Prime Contractor's Interior Designer shall develop performance criteria and project requirements based on a generic design for the BPA holders and UNICOR to develop a price and performance proposal. The BVD form must be completed and submitted for all FF&E procurements greater than \$100,000 and manufacturer's quotes and a summary of all proposals must be attached.

1.5.4 UNICOR

Federal Prison Industries (UNICOR) must be considered as part of all BVDs. This must be done by sending an email with the requirements and evaluation criteria. If they are not comparable in one or more areas of price, quality, and time of delivery, the designer can specify product under NAVSUP BPA or GSA schedule.

1.5.5 Evaluation Factors

The Best Value Determination shall 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)
- f. Aesthetics
- g. Appropriateness; and 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. Emphasis shall be to create a fully integrated design solution by providing quality products to meet the functional needs of the customer. Customer preferences shall be considered. The focus shall be on the best overall value. Use the NAVFAC Best Value Determination forms provided by the NAVFAC Interior Designer.]

PART 2 FF&E TURNKEY EFFORT

2.1 FF&E PACKAGE PLANNED MODIFICATION

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

a. The Audio Visual (AV) Equipment will be funded as part of the FF&E Package as a 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). The A/V Equipment Package will be identified as a separate line item, and priced separately from the FF&E.

2.1.1 Authorization

The Government will provide separate funding for procurement and installation coordination of the FF&E package and A/V packages. Construction funds will not be used. Upon receipt of required funding, the Prime Contractor shall be authorized by the Contracting Officer, as a planned modification to the construction contract, to procure and install all Final FF&E utilizing NAVSUP Blanket Purchase Agreements (BPA's), 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 package exactly as specified. 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 HAR and any applicable state sales tax. The HAR includes 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.

The Government will indicate the FF&E and A/V estimate based on the Concept Design FF&E plan in the contract solicitation Price Proposal Form (Bid Schedule). This Government estimate shall not be altered by Prime Contractors during the bid process.

Prime Contractors shall propose a Handling and Administration Rate (HAR) only. The Prime Contractor will propose the FF&E HAR in the contract solicitation. The Prime Contractor's proposed HAR may not exceed 5% of the total FF&E costs, as noted on the bid schedule. The HAR shall not include costs associated with the Interior Design Services required in the Interior Design Services Option.

FF&E items are subject to the Buy American Act.

2.1.2 Procurement and Installation

The Prime Contractor shall coordinate the building completion date with the installation dealer(s) specified in the FF&E Package. The Prime Contractor shall anticipate possible manufacturer price increases if order placement is delayed. It is recommended to order the FF&E product once the planned modification is awarded and funds are received to avoid incurring additional costs. Delayed production and delivery dates can be noted at the time of order placement to coincide with building completion dates. Any costs incurred due to manufacturer price increases will be the burden 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 other information to use when accessing the Federal Government supply sources.

2.1.4 Deposits

The Prime Contractor should anticipate providing a deposit of between 30% and 50% of the FF&E 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 installer from the Government supply sources. The workforce for the FF&E installation and delivery shall be separate and distinct from the labor workforce performing under the construction contract.

2.1.6 Sales Tax

The Prime Contractor shall 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 shall be included within the FF&E Dealer's quote. Any items purchased as building materials such as carpet are taxable.

2.1.7 Bonds

FF&E items are not considered construction and the prime contractor shall not be required to secure any additional bond for the award of the FF&E line item unless otherwise indicated in the contract. If any additional bond is required for the FF&E line item it is to be included in the prime contractor's FF&E 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 shall provide DoD Unique item identification, valuation and delivery of data for all required FF&E items for which the government's unit acquisition cost is \$5,000 or more.

PART 3 EXECUTIONS

3.1 Installation

The FF&E package includes the installation of all furniture and furnishings as specified in the FF&E package. The installation dealer(s) specified in the FF&E package shall 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 furniture and furnishings. 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 package. Any costs associated with or delaying furniture shipments is the responsibility of the Prime Contractor.

The Prime Contractor shall provide and coordinate all Building Systems (HVAC,

Plumbing, Fire Protection, Communications, Electrical, Data, Architectural, etc. with the furniture plans and furniture installation. All outlets, switches, thermostats, etc. shall be fully accessible. All sprinkler heads, fire extinguishers, ADA, etc., clearances shall be accommodated.

3.2 Installation Warranty

All movable furnishings shall be installed in accordance with the manufacturer's instructions and warranty requirements. All movable furnishings shall be level and aligned. All doors, drawers and accessories shall be level and aligned to open, close and otherwise operate smoothly and securely.

All furniture shall 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 installers. In addition, installation dealer(s) must be located within a 100 mile radius of the project site unless approved by the Government Interior Designer. The Prime Contractor shall 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 furniture/furnishings. The Prime Contractor shall 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 package.

3.3 Ordering Documentation.

After award of the FF&E and A/V package, three CD copies and one binder copy of all ordering documentation to include Factory Order number (FO) and warranty information for all products shall be provided to the contracting officer at the Final FF&E Walk-Thru.

3.4 Post Award Changes

After award of the FF&E turnkey modification, any request to change the FF&E items must be submitted to the Contracting Officer. The FF&E turnkey modification will have been accepted, priced, and negotiated as detailed in the final package. Those items will have been agreed to considering color, specific type and quality of material, price, sustainability, life cycle, and dealership service. The Government will require the Prime Contractor to provide exactly those items. Should changes become necessary, careful consideration shall be essential to assure that equivalent quality, price and other aspects of the item are maintained. Otherwise, price adjustments must be negotiated. Coordination with building finishes and other FF&E items is required for all proposed and approved substitutions. The Prime Contractor shall obtain approval from the Contracting Officer and NAVFAC Interior Designer for any changes to the FF&E Package.

Post award FF&E manufacturer's price increases, beyond the pricing guarantee date, are the responsibility of the Prime Contractor and shall not be transferred to the Government.

3.5 Punch List

The Contractor, his Interior Designer (and A/V consultant or other specialty consultants, if applicable) shall attend two punch list site visits with the installation dealer(s), NAVFAC Interior Designer and the Base Representative/Activity Contact. The first site visit shall identify all punch list items (at installation dealer's 98% completion)

and the second (at 100% completion) will confirm that all punch list items have been resolved.

3.6 Interior Photography Submittal (NOT USED)

Upon completion of the FF&E installation, the Contractor shall provide professional Interior Photography of the completed interior. The photographer must be in the business of specializing in architectural and interior photography. The submittal shall be a minimum of 6 photos. "Before" and "After" photos are required for all renovation projects. Permission for publishing and using the photos by NAVFAC is required. Images to be submitted on a CD as a JPEG or PDF with a resolution of no less than 300 dpi as well as 8x10 matte photographs. The photographs shall be taken prior to occupancy and staged with accessories as needed. Additional lighting may be needed to ensure quality images.

3.7 Best Value Determination

A best value determination shall be performed on the final FF&E package. A best value determination 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 price, special features, administrative costs and client's needs) to meet the government's needs.

-- End of Section --