Appendix E

Interior Design Presentation Format

US Army Corps
of Engineers
Savannah District

Interior Design Presentation Format

February 1999

U.S. ARMY ENGINEER DISTRICT, SAVANNAH
CORPS OF ENGINEERS
100 WEST OGLETHORPE AVENUE
SAVANNAH, GEORGIA 31401-3640

THE SAVANNAH DISTRICT'S MANUAL
FOR INTERIOR DESIGN PRESENTATION

SECTION	TITLE	PAGE
	PREFACE	2
	GOVERNMENT CONTRACTING TERMS	3-7
	PRESENTATION FORMAT	
1.	GENERAL NOTES	8
2.	TECHNICAL NOTES	9
3.	SIGNAGE	9-11
4.	SID/CID SUBMITTAL REQUIREMENTS	12-13
5.	SUBMITTAL MATRIX SUMMARY	14-16
6.	CID FURNISHINGS AND COST GUIDELINES	17-19
7.	PREWIRED AND SYSTEMS FURNITURE	19
8.	MANUFACTURER'S SUMMARY LIST	19
9.	FURNITURE LOCATION CODES	20
10.	FURNITURE ILLUSTRATION SHEET	20
11.	FURNITURE PLACEMENT PLAN	20
12.	ARTWORK SHEETS	21
13.	FURNITURE COST ESTIMATE	21
14.	ORDER FORMS	21
15	LETTER OF WAIVER	22
16.	HEALTH AND SAFETY	22
17.	CHECKLIST FOR SID	24-28
18.	CHECKLIST FOR CID	28-29
19.	LESSONS LEARNED	29-36
20.	SID/CID ILLUSTRATIONS	
	APPENDICES	
	A: ADA REQUIREMENTS	
	B: COMMANDERS' POLICY	
	C: UNICOR WAIVER	

THE SAVANNAH DISTRICT'S MANUAL
FOR INTERIOR DESIGN PRESENTATION FORMAT

A. This format is required in accordance with THE SAVANNAH DISTRICT DESIGN MANUAL section 10.8.9. And is developed in accordance with Air Force and Army interior design requirements for SID/CID submittals.

B. SID/CID PACKAGES RUN CONCURRENT WITH THE ARCHITECTURAL SUBMITTALS.

C. "Checklists for Reviews" and "Lessons Learned" are to be used to ensure all required information is included in the Contract Documents, the SID/CID presentation binders and to achieve customer satisfaction.

D. The General Contractor will not be receiving the 8 ½" X 11" SID/CID binders. Verify that all graphic illustrations such as carpet borders, ceramic tile patterns, accent color placement, millwork details and prewired furniture finished and details are on the contract drawings.

E. DO NOT REFERENCE THE SID/CID BINDERS IN THE CONTRACT DOCUMENTS.

F. THIS INFORMATION IS NOT OPTIONAL WHEN PRESENTING A SID/CID SUBMITTAL FOR REVIEW and FINAL DESIGN.

G. The Interior Design Point of Contact for the Savannah District is:

U.S. Army Corps of Engineers
ATTN: EN-DA/Peggy Roberson
100 W. Oglethorpe Avenue
Savannah, GA 31402-0889
COMM (912) 652-5544 FAX (912) 652-5891

GOVERNMENT CONTRACTING TERMS

ARMY	AIR FORCE	DEFINITION
MCA	**MILCON**	**MILITARY CONSTRUCTION** funds appropriated by Congress for new construction-fixed price contracts.
OMA	**O & M**	**OPERATION** AND **MAINTENANCE** funds provided to each installation by the Major Command and used for the day to day operations of the installation. These funds may be used for the renovation of existing buildings or for the purchase of furniture. Funds not spent to award a contract disappear at the end of the FY and cannot be recovered.
FY	**FY**	**FISCAL YEAR:** (A) October 1 through September 30 per the calendar. **(B)** If the project title begins with "FY- . ." This identifies the year Congress will fund the construction Contract Award.
PD	**PD**	**PROJECT DEFINITION:** A conceptual design of the proposed project (floor plans, elevations, cost estimate).
DD FORM 1391	**DD FORM 1391**	A programming document initiated by the installation; passed through the Major Command on to Congress for funding. The **1391** outlines basic needs for a proposed facility and an estimated cost to reach those needs.
JOC	**SABER**	**JOB ORDER CONTRACT OR SIMPLIFIED ACQUISITION OF BASE ENGINEERING REQUIREMENTS:** The installation's method to contract for repair work. Unit prices are agreed upon with a Contractor then individual job orders are negotiated for specific scopes of repair work.

GOVERNMENT CONTRACTING TERMS

ARMY	AIR FORCE	DEFINITION
CBD	**CBD**	**COMMERCE** AND **BUSINESS DAILY:** The federal government's "want ads". Advanced notice of contracting actions & requests for A-E Services.
IFB	**IFB**	**INVITATION FOR BID:** Standard contract procedures with clearly defined requirements, specifications and terms that are not negotiated. Any proposal prepared in response to an IFB must strictly adhered to the terms. Award is based on the lowest bid meeting the requirements and specifications.
RFP **RFQ**	**RFP** **RFQ**	A **REQUEST FOR PROPOSAL** is flexible in contrast to an IFB. It usually defines a problem and allows those who respond to the RFP to suggest a solution.
DESIGN BUILD	**DESIGN BUILD**	A **REQUEST FOR QUOTES** is an informal request for price for standard item. Using the RFP format, performance requirements are outlined; the Construction Contractor and A-E subcontractor are responsibility for the design of specifics to meet performance requirements.
APPENDIX A	**APPENDIX A**	The contractual scope of work for A-E contracts which outlines basic requirements includes specific deliverables and the schedule of design submittals.
SF 254 & 255	**SF 254 & 255**	**STANDARD FORMS** to provide resume information to the government regarding the qualifications of A-E's responding to a CBD announcement.

GOVERNMENT CONTRACTING TERMS

ARMY	AIR FORCE	DEFINITION
SID	**SID**	**STRUCTURAL INTERIOR DESIGN:** Building related finishes; funded with MCA or MILCON dollars; Building Materials and finishes are purchased and installed by the General Contractor; a submittal with samples of proposed building materials being used on a particular project.
CID	**CID**	**COMPREHENSIVE INTERIOR DESIGN:** Furniture related; funded with OMA or O & M dollars: a submittal with furniture illustrations, fabric & finish samples, footprint plans, and furniture ordering information. Purchased by the installation and not by the General Contractor.
PREWIRED WORKSTATION	**PREWIRED WORKSTATION**	**PREWIRED WORKSTATION** is the term used to identify systems furniture purchased with MCA or MILCON funds. The designers will coordinate the footprint plans with the buildings systems and provide the plans and specifications in the contact documents. The General Contractor will purchase and install this furniture.
SYSTEM FURNITURE	**SYSTEM FURNITURE**	**SYSTEMS FURNITURE** is the term used to identify systems furniture purchased with OMA or O& M dollars. The designer will coordinate the footprint plans with the Building systems and provide the plans in the contract documents for "information only. **'I** Procurement information will appear in the CID and will be purchased by the installation.

ARMY	AIR FORCE	DEFINITION
FAR	**FAR**	**FEDERAL ACQUISITION REGULATIONS:** The laws outlining how the government buys products and services. Title 18 of the U.S.Code allows for direct purchase from UNICOR without competitive bids. (FAR) 8.6 identifies UNICOR as a mandatory procurement source to all federal agencies for products that meet the requirements of the ordering office.
FSS	**FSS**	**FEDERAL SUPPLY SCHEDULES** provides indefinite quantity contracts for commercial items at established prices for direct ordering use by government agencies. Address: Furniture Commodity Center (3FN-CO): Crystal Mall 4, RM 403, Washington DC 20406 (703) 305-5056.
UNICOR	**UNICOR**	**UNICOR** is the trade name for the Federal Prison Industries Inc (FPI) a wholly owned government corporation est. in 1934. UNICOR provides a variety of products and services to the Federal Government.
GSA FSC/FSG	**GSA FSC/FSG**	**GENERAL SERVICES ADMINISTRATION** **FEDERAL SUPPLY CLASSES** **FEDERAL SUPPLY GROUPS** are government contracts with private manufacturers that are fixed price, fixed MOL and fixed dates of expirations. GSA CENTRALIZED MAILING LIST SERVICE (7CAFL); PO BOX 6477 FT. WORTH. TX 76115 (817) 334-5215

GOVERNMENT CONTRACTING TERMS

ARMY	AIR FORCE	DEFINITION
MOL	**MOL**	MAXIMDM **ORDER of LIMITATION:** **GSA** FSC/FSC contracts have a ceiling contract dollar amount that can be purchased from a vendor.
OPEN MARKET	**OPEN MARKET**	**OPEN MARKET** is the term indicating products that are not on a **GSA** contract.
ENVIRONMENTAL PRODUCTS GUIDE	**ENVIRONMENTAL PRODUCTS GUIDE**	**GSA** CATALOG SUPPLY ITEMS **GSA** CENTRALIZED MAILING LIST SERVICE (7CAFL); PO BOX 6477 FT. WORTH, TX 76115 (8x7) 334-5215
FSN 595B	**FSN 595B**	**FEDERAL STANDARD NUMBER 595B A** Collection of standard colors used by the various departments or agencies.. Colors have been classified in three categories: 1 is full gloss, 2 is semi gloss and 3 is flat.
FSN 595B FAN DECK	**FSN 595B FAN DECK**	Standard colors are available in a booklet for under **$10.00.** Order number NSN 7690-01-162-2210 **GSA** Specification Unit (3F-BP-W) Seventh and **D** Sts SW Washington DC 20407

INTERIOR DESIGN PRESENTATION FORMAT

GENERAL NOTES

1. DEFINITIONS:

1.1 STRUCTURAL INTERIOR DESIGN (SID): Structural Interior Design is the term referring to the building related finishes. A SID shall involve the selection and sampling of all applied finishes necessary to complete required, the SID shall also include all prewired workstation drawings and specifications. All SID information shall be presented in a 3-ring Binder, 8 ½ x 11″ format. The products sampled in the SID are to be purchased by the General Contractor and are MCA or MILCON funded.

1.2 COMPREHENSIVE INTERIOR DESIGN (CID): Comprehensive Interior Design is the term referring to the furniture related finishes. A CID shall involve the selection and sampling of all the furnishings components necessary to complete the interior environment. The CID shall generally include all free standing furnishings, accessories, Furniture Cost Estimate and generic Order Forms. The products illustrated in the CID are purchased by the installation and are OMA or O&M funded.

1.3 When a "CID Package" is required in the DD Form 1391 and/or the Appendix A, the A/E shall provide to the Government both the SID/ CID illustrated information in the required 8-1/2 X 11 format.

2 . TECHNICAL NOTES:

2.1 SPECIAL REQUIREMENTS: The Interior Designer shall identify items in the SID or CID that require attachment to the building either by cutting or fitting. The Designer must prepare specifications and drawings for this service to be performed.

2.2 DISCLAIMER: Guide Specification 09000 or 09915 Exterior/Interior Finish Schedule indicates all product trade names and colors used for the project. The nonproprietary declaimer indicated within this Guide Specification may also be located on the Finish Schedule of the Contact Drawings.

2.3 FEDERAL STANDARD 595b COLORS (FSN 595b): The use of the Federal Standard Colors is required when indicating exterior colors used on roofs and trim. The use of Federal Standard Colors is not required when indicating interior colors. EXCEPTION: Hurlburt Field, FL requires both exterior and interior paint colors to be indicated with the FSN 595b code.

2.4 CID FURNITURE RESOURCE: Every effort should be made to use UNICOR, GSA Stock or Federal Supply Schedule items. However, when the Interior Designer determines CID items available on FSS/GSA contract or from UNICOR do not meet the functional requirements or there is no current FSS/GSA/ UNICOR resource for a furniture requirement, a waiver to use an Open Market source is required. The Designer shall write a waiver/justification letter (Paragraph 15).

This letter shall be included in the CID Binder; attached to the required Order Form. The Government will process the waiver.

3. SIGNAGE:
Signage is critical to "pathway finding" and is to meet the requirements indicated in the American With Disabilities Act unless directed by the client to do otherwise.

Indicate on separate signage drawings the typical plaque sizes, types locations, and the message for all signage. Submit a sample of the signage color in the SID.

4. SID/CID SUBMITTAL REQUIREMENTS

4.1 The Interior Designer shall be involved in all phases of the design in order to ensure customer satisfaction.

4.2 REVIEWS: During each phase of the project all SID/CID Binders shall be reviewed by the Government with written and annotated comments being issued back to the A/E. This is done in Projnet/DrChecks. See the Savannah District Design Manual for further instructions on this Internet database. These annotated comments are to be incorporated into the next SID/CID Binder update. A printed hard copy of responses from the Interior Designer are to be included in the front inside pocket of the first volume of the SID Binder.

4.3 FORMAT: Submit all SID/CID information and samples on 8-1/2”x 11" color boards with a maximum spread of 25-1/2" for foldouts.
-
Each binder shall be labeled on the outside spine and front cover with the Phase %, SID or CID, Project title, Location, Date, and A/E firm. Indicate the volume number (example: Vol. 1 of 3).

Each sheet shall be labeled with the Date, Project Tile, Location, A/E firm.

4.3.1 The color boards shall support and anchor all samples. Anchor large or heavy samples with mechanical fasteners or with Velcro. Rubber cement or glue will not be acceptable.

4.3.2 Assemble the 8 1/2" x 11" pages and color boards in a 3-ring binder.

4.3.3 Material and finish samples must indicate true pattern, color and texture. Carpet samples must be large enough to indicate a complete pattern or design.

4.3.4 Photographs or colored photocopies of SID materials or CID fabrics will be disapproved. Color photocopies of artwork are accepted.

4.4 REVISIONS: The Interior Designer shall revise the binders after each review to satisfy review comments. Printed information on existing pages can be updated with "white-out" for cost effective reasons. If the binders are not returned to the A/E for in-house update, the A/E may provide updated inserts to the Government.

4.5 RENDERINGS: Verify that renderings are a contract requirement. All renderings shall be provided by a professional illustrator.

4.6 BLACK AND WHITE SKETCHES: Verify that B&W Sketches are a contract requirement. If they are required, emphasize space-relationships, furnishings, patterns and texture. One major area is to be illustrated and possibly used as a basis for the interior color rendering for the final design.

4.7 SEQUENCE: Organize the SID/CID Binder presentation according to the following sequence:

SEQUENCE OF SID SUBMITTAL

1. TITLE PAGE

2. TABLE OF CONTENTS

3. NARRATIVE OF INTERIOR DESIGN OBJECTIVES

4. EXTERIOR ELEVATION

5. EXTERIOR BUILDING MATERIAL LEGEND

6. EXTERIOR BUILDING MATERIAL COLOR BOARD

7. INTERIOR COLOR PLACEMENT PLAN
   (Half size drawing or 8 1/2" X 11")

8. INTERIOR COLOR BOARDS (according color placement plan)

9. INTERIOR SIGNAGE COLOR BOARDS

10. PREWIRED WORKSTATION COLOR BOARDS

11. INTERIOR FLOOR PLANS

12. ROOM FINISH SCHEDULES

13. SIGNAGE PLANS

14.PREWIRED WORKSTATION COMPOSITE FLOOR PLAN

15. PREWIRED WORKSTATION PANEL PLAN

16. PREWIRED WORKSTATION ELECTRICAL/VOICE/DATA PLAN

17. PREWIRED WORKSTATION ELEVATION AND INVENTORY DRAWINGS

SEQUENCE OF CID SUBMITTAL

18. TITLE PAGE

19. TABLE OF CONTENTS

20. NARRATIVE OF INTERIOR DESIGN OBJECTIVES

21. PHOTO OF INTERIOR COLOR RENDERING (only if required by contract)

22. BLACK AND WHITE SKETCH PERSPECTIVE(on1y if required by contract)

23. COMPOSITE FURNITURE PLANS WITH CONVENTIONAL AND SYSTEMS FURNITURE (full size sheet 1/8" scale. Note: provide all systems furniture plans in the contact drawings and indicate "for information only." This is only if the user is buying and installing the systems furniture. Drawing requirements are the same as indicated in items 11-15 of the SID Sequence.

24. MANUFACTURE'S SUMMARY LISTS

25. FURNITURE LOCATION CODE INDEX

26. CONVENTIONAL FURNITURE PLACEMENT PLANS (1/4" scale)

27. CONVENTIONAL FURNITURE ILLUSTRATION SHEETS

28. ARTWORK ILLUSTRATION SHEETS AND PLACEMENT PLAN

29. ITEMIZED FURNITURE COST ESTIMATE

30. INTERIOR FURNISHING ORDER FORMS

31. LETTER OF JUSTIFICATION FOR WAIVER

5. SID/CID SUBMITTAL MATRIX SUMMARY

INTERIOR DESIGN SUBMITTALS RUN CONCURRENT WITH ARCHITECTURAL SUBMITTALS

		DESIGN PHASE			
ITEM	DESCRIPTION	35%	65%	95%	100%
1.	TITLE PAGE	X	X	X	X
2.	TABLE OF CONTENTS (SID)	X	X	X	X
3.	NARRATIVE (SID)	X	X	X	X
4.	EXTERIOR ELEVATIONS	X	X	X	X
5.	EXTERIOR MATERIAL LEGEND	X	X	X	X
6.	EXTERIOR COLOR BOARDS	X	X	X	X
7.	INTERIOR COLOR PLACEMENT PLAN	X	X	X	X
8.	INTERIOR COLOR BOARDS	X	X	X	X
9.	SIGNAGE COLOR BOARD	X	X	X	X
10.	WORKSTATION COLOR BOARDS	X	X	X	X
11.	INTERIOR FLOOR PLANS	X	X	X	X
12.	ROOM FINISH SCHEDULE	X	X	X	X
13.	SIGNAGE PLANS	X	X	X	X
14.	PREWIRED WORKSTATIONS COMPOSITE FLOOR PLAN	X	X	X	X
15.	PREWIRED WORKSTATION PANEL PLANS	X	X	X	X
16.	PREWIRED WORKSTATION ELECTRICAL/VOICE/DATA PLANS	X	X	X	X
17.	WORKSTATION ELEVATIONS AND INVENTORY DRAWINGS			X	X
18.	TITLE PAGE (CID)	X	X	X	X
19.	TABLE OF CONTENTS	X	X	X	X
20	NARRATIVE	X	X	X	X
21.	PHOTO OF PROPOSED RENDERING TECHNIQUE (APPROVAL NEEDED)	X			
21a.	FINAL INTERIOR RENDERING			X	X

5. Con't. SID/CID SUBMITTAL MATRIX SUMMARY

INTERIOR DESIGN SUBMITTALS RUN CONCURRENT WITH ARCHITECTURAL SUBMITTALS

		DESIGN PHASE			
ITEM	DESCRIPTION	35%	65%	95%	100%
22.	BLACK AND WHITE SKETCHES (ONE SHALL BE APPROVED FOR THE INTERIIOR RENDERING)		X	X	X
23.	COMPOSITE AND SYSTEMS FURNITURE PLANS	X	X	X	X
24.	MANUFACTURER'S SUMMARY LIST			X	X
25.	FURNITURE LOCATION CODE (ONE MAJOR AREA)	X			
25A.	FURNITURE LOCATION CODES (ALL AREAS)		X	X	X
26.	FURNITURE PLACEMENT PLANS (ONE MAJOR AREA)	X			
26A.	FURNITURE PLACEMENT PLANS (ALL AREAS)		X	X	X
27.	FURNITURE INSTALLATION SHEETS (ONE MAJOR AREA)	X			
27A.	FURNITURE INSTALLATION SHEETS (ALL AREAS)		X	X	X
28.	ARTWORK ILLUSTRATION SHEETS (PUBLIC AREAS ONLY, ARTWORK NOT REQUIRED IN PRIVATE OFFICES).			X	X
29.	ITEMIZED COST ESTIMATE		X	X	X
30.	FURNITURE ORDER FORMS (ONE MAJOR AREA)	X			
30A.	FURNITURE ORDER FORMS (ALL AREAS)			X	X
31.	LETTERS OF JUSTIFICATION		X	X	X

6. TYPICAL CID FURNISHINGS AND COST GUIDELINES

6.1 CID FURNISHINGS

ADP tables/printer stands
Acoustical Partial Height Partitions 6' of less in height - freestanding
Artwork
Beds/wall units/ night stands/ chests/ refrigerators
Bedspreads/bedding
Bookcases
Bulletin board/ projection screens (If NOT attached to structure.)
Carts
Chairs - all kinds, including stools
Desks - freestanding
Drafting tables
Draperies
Files - all kinds
Library furniture - book stacks/card files/ study carrels
Modular desk units
Podium/ lecture stands
Systems furniture workstations (If not in SID)
Planters/art/waste & ash receptacles
Storage - all kinds
Tables - all kinds
Upholstered lounge seating (sofas, etc.)
Wardrobes

6.2 FURNISHINGS COST GUIDELINES

The figures are based on an Air Force FY 88 Costs Guide and an inflation factor of 5% per year should be included for subsequent years. These guidelines are for actual items (furniture, window treatments, accessories, etc.) and they do not include other associated cost such as contractor's overhead, profit and shipping.

Overseas Consideration: If local items are used prices may vary from country to country and may vary depending on the current exchange rates.

FACILITY TYPE	$/SOUARE FEET
.	
Administration Space (Conventional Furn)	$ 7.00 - $15.00
Administration Space (Systems Furn)	$33.00 - *
Airmen Club (Not incl kitchen equip)	$14.00
Alert Facilities	$12.00

Auditorium	$35.00
Base Ops DV Lounge	$18.00
Billeting Office	$15.00
Chief Suite (Billeting)	$17.00
Child Development Center	$13.00
Classroom	$20.00
Clinic/Dental Clinic (not incl equip)	$35.00
Conference Room	$18.00
Dining Facility (incl kitchen equip)	$35.00-$45.00
Dining Facility (not incl kitchen equip)	$15.00
DV Suite (Billeting)	$24.00
Flight .Training Center	$30.00
Family Housing Office	$14.00
Golf Clubhouse	$12.00
Intelligence Training Center	$30.00
Medical Training Center	$30.00
Package Store	$28.00
NC Officer Mess (Not incl Kitchen equip)	$17.00
Officer Open Mess (Not incl Kitchen equip)	$17.00
Recreation Center	$11.00
Transient Living Facility	$15.00
Unenlisted Personnel Housing	$16.00*

Visiting Airman Quarters	$13.00
Visiting Officers Quarters	$16.00*
Yacht Clubhouse	$12.00
Youth Center	$12.00

FACILITY TYPE	$/SOUARE FEET
*UNIT BUDGET GUIDES	
Admin Space (Systems Furn)	1994 price ($4,000/per workstation) incl install(ergo chair $350.00)
1988 Price	
Billeting Office/Lobby	$14,000-$16,000 refinish existing. $35.0000-50,000 for new
Distinguished Visitor Suite	$15,000 per one bedroom suite $20,000 per two bedroom suite $37,000 per 2/3 bedroom apartment
Transient Living Facility One Bedroom, Living/Dining 525 sq feet (new construction).	$15,000 per standard unit
Dorms Unaccompanied Enlisted	$2,500-$3,500 Per person
Personnel Housing	
UOPH	$ 7,000 per single unit
VAQ	$ 6,000 per double occupancy
VOQ	$ 5,000 per single occupancy $ 8,000 per single Suite $11,000 per double Suite

PARAGRAPHS 7-15 EXPLAIN THE FORMAT REOUIRED FOR THE FOLLOWING:

7. PREWIRED AND SYSTEMS FURNITURE WORKSTATIONS
8. MANUFACTURE'S SUMMARY LIST
9. FURNITURE LOCATION CODES
10. FURNITURE ILLUSTRATION SHEETS
11. FURNITURE PLACEMENT PLANS
12. ARTWORK
13. FURNITURE COST SUMMARY

14. ORDER FORMS
15. LETTER OF WAIVER JUSTIFICATION

7. PREWIRED AND SYSTEMS FURNITURE

7.1 General

Prewired and or systems furniture workstations shall be designed with generic components and work surfaces that are typically sold by various manufacturers of systems furniture. Indicate on the contract drawings one manufacture's name and finishes as a bases for design. This will provide a general of range colors for competitive bid purposes. Indicate in the Guide Specifications 12640 Prewired Workstations, the fabric width, fiber content, and construction method. DO NOT INDICATE A VENDOR IN THE SPECIFICATIONS. INDICATE A VENDOR ONLY ON THE DRAWINGS.

7.2. COMPOSITE FLOOR PLAN

A Composite floor plan shall show the all panels, components and free-standing furniture in relationship to the building and the building system-s such as light switches and mechanical devices.

7.3. PANEL PLAN

The panel plan shall indicate a panel symbol legend, all panel placements, critical dimensions of aisles widths and critical dimensions in relation to the building's structure and the building's n electrical/mechanical system devices and the panels. Each panel shall be noted as follows:

N (non-power) Width (in feet) Height (in inches)
or
P (power)

Example: a non-powered panel 2 feet wide and 68 inches high will be noted on the plan N 2 68

7.4 ELECTRICAL, VOICE AND DATA PLAN

The Electrical, voice and data plans shall indicate all panel placements, a symbol legend, and all receptacles used in each workstation. This plan shall also indicate the height and location of the building's light switches and building's mechanical control devices like thermostats. Provide a general note that on the "PREWIRED WORKSTATION plans" are to be coordinated with the Communication and Mechanical Engineering Plans.

7.5 ELEVATIONS AND INVENTORY PLAN

The Elevation and inventory drawings shall illustrate each typical workstation in elevation form with a related inventory list of all panels and components used to build the typical. The inventory fist shall be generic in description.

7.6 FINISHES

It is suggested when selecting finishes for prewired workstations that only two (2) fabric colors be used: one color for all panels and one color for tack boards. A third color can be used as a means of "way finding" for large open office projects.

7.7 COST

The average cost of a prewired workstation is $4000.00. Do not exceed this average cost figure or the project will be rejected. Verify line item 10 in the 1391 for a line item total cost of the prewired workstations appropriated for the project.

7 . 8 WORKSTATION LOCATION CODE

Each and every workstation will be identified on each plan with a single alpha identification code to indicate the "Typical". For example all like reception stations are "A" and like offices are "B". Every workstation shall have a "room number" that is separate and apart from the fixed room numbering system. This is to provide consistent workstation identification throughout all drawings. An example would be “A-100” “B-101” “B-102” “B-103”

7.9 PREWIRED WORKSTATION PACKAGE ITEMS

1. Panels
1.1 Acoustical/non-acoustical
1.2 Powered/non-powered
1.3 Connecting hardware

2. Components
2.1 Work surfaces
2.2 Drawers
2.3 Shelves(with doors/ without doors)
2.4 Files (lateral, panel hung/ bins)
2.5 Task Lights/special purpose
2.6 Counter tops
2.7 Drafting surface

3. Accessories
3.1 Tack boards
3.2 Locks
3.3 Shelf dividers
3.4 Reader Stand
3.5 Paper flow devices
3.6 Marker boards
3.7 Computer turntable
3.8 Printer stand
3.9 Coat rack
3.10 Wire guides
4. Signage
4.1 Organization signs
4.2 Workstation name signs

8. MANUFACTURER'S SUMMARY LIST

Provide a summary of all the manufactures' used in the CID package.
Manufactures name, address, phone, fax and Point of Contact is to be included.

9. FURNISHINGS LOCATION CODE

This CODE is assigned by the interior designer to each conventional furnishing item indicated in the CID. Use of this code is important for quick reference between Order Forms, Furniture Illustrations, and Placement Plans.
The first letter of the code is a GENERAL CATEGORY

EXAMPLE:
A - Accessories
B - Book storage
C – Chairs

The second number of the code is a SPECIFIC CATEGORY

1 - Plant (7' height in brass container)
2 - Clocks, Peter Pepper, #0000 Color Blue
3 - Wastebaskets, FSS, Color Black
4 - Chalkboard: Egan Visual, Oak

OVERALL EXAMPLE: C1, C2 and C3

C - CHAIRS
1 - Guest chair, Knoll, #1234, Color: #12 Red
2 - Ergo Chair, Knoll Bulldog, 1233, Color: #34- Blue
3 - Stacking Chair, Fixtures, Bola, 1234, Color #12 Multi

10. FURNITURE ILLUSTRATION SHEET

A Furniture Illustration Sheet is a pictorial example with finish samples of a single product specified for the CID. Only one product is illustrated per page.

The Furniture Illustration Sheet shall have the following information:

1. A Picture or line drawings of the product specified.

2. A Location Code to Key the specified product to the Footprint

3. A Sample of the product's finishes.

4. Recap quantity of illustrated item listed by room number (e.g. 4 ea. Room 104 Commander
3 ea. Room 103 Receptionist)

5. Job name, Job Location, Date.

11. FURNITURE PLACEMENT PLAN

A Furniture Placement Plan consist of one room broken out from the Composite Furniture Plan which identifies each furniture component shall be illustrated in the Furniture Placement Plan section. The Furniture Placement Plans shall be drawn at a 1/4" scale. Large rooms/areas shall be drawn at 1/8" scale.

Each Furniture Placement Plan shall contain the following:

1. 1/4" Scale-Drawing showing room and furniture.
2. Location Code and quantity of each item specified per room.
3. Name and Number of Room
4. Job Name, Job Location, Date.

The Composite Furniture Plan shall be a full size contract drawing with location codes. Half sizes will not be acceptable for review.

12. ARTWORK ILLUSTRATIONS SHEETS AND PLANS

The Artwork Illustrations Sheets shall have a pictorial example of the artwork with mat colors. Color photos copies are accepted.

Full size drawings of the Artwork Plan are to show plan placement of artwork and an elevation for all the artwork showing placement height and installation instructions.

Each Artwork sheet shall have the following:

1. A Picture of the proposed artwork.
2. Location Code
4. Room Name and Number that artwork will be displayed in.
5. Job name, Job Number, Date.
6. Mounting height and installation instructions.

13. ITEMIZED FURNITURE COST ESTIMATE

The itemized furniture cost estimate sheets list all furnishings; indicate quantities, unit costs and grand totals. The Cost Estimate is organized according to UNICOR and GSA Source/Schedules. The Cost estimate will also include a general 10% contingency and 7% installation. Because some items will include freight in the price. Note that freight charges are not included.

14. FURNITURE ORDER FORM

The Furniture Order Forms indicate all information necessary to order products specified in the CID. Only one product shall be listed per page.

Organize and separate the Order Forms according to the Sources and GSA Schedules to coordinate with the Itemized Furniture Cost Estimate. Do not organize forms according to the locations codes.

15. LETTER FOR WAIVER/JUSTIFICATION

FOR CID ITEMS THAT REQUIRE A JUSTIFICATION, SUCH AS OPEN MARKET ITEMS FOLLOW THE FORMAT EXAMPLE AND ATTACH IT TO THE APPROPRIATE ORDER FORM. See Appendix "C" for UNICOR Waiver information.

JUSTIFICATION FOR ACOUSTICAL PANELS
December 15, 1994

1. REQUESTING ACTIVITY:	U.S. Army Corps of Engineers EN-DA/Peggy Roberson 100 W. Oglethorpe Avenue Savannah, GA 31402-0889

2. POINT OF CONTACT: Peggy Roberson
(912) 652-5144

3. REQUIREMENTS: To provide acoustical and visual control through a cost effective and timely means. The panels will separate and define workstations for 7 individuals representing 5 engineering disciplines. These individuals are located in 1,470 sq. ft. of open area.

4. PROPOSED SOLUTION: To purchase portable, acoustical panels 62 inches high and various widths from XYZ manufacture. This manufacturer delivers and installs within 30 days from the date they received the order. See the attached order form for stock number, dimensions, colors and manufacturers.

5. UNICOR WAIVER: Market research indicates that the Federal Prison Industry does not supply this type of portable panel.

6. TRIANGLE/INTANGIBLE BENEFITS: The tangible benefits to be gained from this purchase will be an enhancement of employee morale and productivity due to the reduction of sound and visual disturbances currently found in this open space.

7. IMPACT IS REQUEST IS NOT APPROVED: Employee morale will drop, which could impact performance.

8. ESTIMATED DATE ITEMS ARE REQUIRED: ASAP but no later than 30 days.

16. HEALTH AND SAFETY CRITERIA

16.1 PROVIDE PROTECTION AGAINST PERSONAL INJURY AND DEATH FROM:

16.1.1 FALLS

* ASTM D-2047-Test for Slip Resistance of Hard Surfaces

16.1.2 CHEMICAL EMISSIONS
16.1.3 ELECTRONIC EMISSIONS
16.1.4 MICROBIAL CONDITIONS

NOTE: 16.1.2, 16.1.3, and 16.1.4 are not defined by code at the present. OSHA has a proposed regulation in relation to indoor air quality standards. It is currently in the review phase. It is not in

16.1.5 FIRE (Interior Finishes and Furnishings)
* ASTM-E-84-Steiner Tunnel Test.

* NFAP-701-Standard method of Fire Test for Flame Resistant Textiles and Films.

* NFPA-705-Field flame Test for Textiles and Films

* FF 1-70-Standard for the Surface Flammability of Carpet and Rugs (Methenamine Pill Test)

* NFPA 80-Fire Test of Door and Windows\

* NFPA 253-Flooring Radiant Panel Test

* NFPA 258-Research Test method for Determining Smoke Generation of Solid Materials.

*NFPA 259-Potential Heat of Building Materials

*NFPA 260 Methods of Tests and Classification System for Cigarette Ignition Resistance of Components

* NFPA 261- Method of Test for Determining Resistance of Mock-up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes.

* NFPA 264- A Standard Test Method of Test for Heat Release Rates for Upholstered Furniture Components or Composites and Mattresses Using an Oxygen Consumption Calometer.

* NFPA 267- Standard on Mattress, subjected to Open Flame Ignition, Using a Large-Scale Oxygen Consumption Calorimeter.

* UL-1056- Fire Test of Upholstered Furniture

* TB 133- Flammability Test Procedure For Seating Furniture for Use in Public Occupancies. State of California Bureau Home Furnishings.

* TB 117- (Section A though E) Test Procedures for Testing the Flame Retardance of Resilient Filling Materials used in Upholstered Furniture.

16.2 PROVIDE FURNISHINGS AND EQUIPMENT WITH ANTHROPOMORPHIC FIT AND STABILITY
* ANSI/BIFMA X5.6-86 Standard for office Furnishings.

16.3 PROVIDE GLARE-FREE ILLUMINATION OF WORK SURFACES
* ANSI E-97

16.4 PROVIDE ACCEPTABLE REFLECTANCE LEVELS
* ASTM E-97-IES

16.5 PROVIDE FOR USE AND MAKE ACCESSIBLE TO PHYSICALLY DISABLED
* American Disabilities Act: ASTM 117.1
* Uniform Federal Accessibility Standards

16.6 PROVIDE SAFE AND SWIFT EGRESS FROM INTERIOR SPACES
* International Building Code, BOCA

* NFPA 101 Fire Safety Code-94
* National Building Code, BOCA
* Standard Building Code
* Uniform Building Code, ICBO

16.7 PROVIDE ACOUSTIC CONTROL
* Airborne sound: ASTM C 423, PBS C.I
* Speech Privacy: SPP, Speech Privacy Potential
* Impact sound transmission: ASTM C 423-66, PBS C-2

17 CHECKLIST FOR SID REVIEWS

17.1 GENERAL
The Checklists are used to ensure that SID/CID binders and all contact drawings and specifications are complete and will meet customer approval.

17.2 CHECKLISTS FOR SID BINDERS

The correct organization of the SID Binder is important to ensure a rapid and accurate evaluation of the submittal and to ensure all the information provided in the binders appears in the contract documents The SID binder shall include the information in the order indicated in
Paragraphs 4 and paragraph 5 Submittal Matrix Summary 1-17.

17.2.1 CHECKLIST FOR SID NARRATIVE

Review the statement of DESIGN OBJECTIVES. Design Objectives are to indicate the proposed building materials, color scheme and the philosophy for the selection each. When applicable the design narrative shall discuss Energy Efficiency, Safety, Maintenance, Durability, Image and Occupant Morale.

17.2 CHECKLIST FOR EXTERIOR COLOR LEGEND AND COLOR BOARDS
Exterior Colors are often dictated by the Installation's Design Guidance. In these instances, the Federal Standard 59533 paint colors may be referenced for factory-finished items. See examples below.

Metal Roof Federal Standard 595b 0000

17.2.2 REVIEW QUESTIONS

1. Are all exterior materials labeled and properly identified?

2. Do all exterior materials and finishes meet standard Installation Design Guidance requirements?

3. Are there any miscellaneous exterior materials and finishes that need to be listed and sampled in the SID Binder OR indicated in Guide Specifications or and indicated on Finish Schedule? Contract drawings?

4. Are all the exterior materials sampled in SID Binder?

5. Are all exterior materials indicated on Finish Schedule sampled in SID Binder?

17.3 CHECKLIST FOR SID INTERIOR COLOR SCHEME AND COLOR BOARDS:
Review the architectural finish samples for an orderly arrangement on 8 1/2" x 11" color boards according to like rooms/areas receiving like finishes.

Each color board will be noted as a COLOR SCHEME. Each Color Board shall consist of a material sample board and a material legend board.

17.3.1 Each Color Scheme shall be properly identified:
[The following information should be on the lower portion of each sheet]

a. Project title
b. Location
c. Date

d. A/E Firm

17.3.2 Each material legend shall have written identification of materials in the order as follows:

1. Alpha Code
2. Material
3. Manufacturer
4. Color name
5. Color Number

The material legend identification shall be consistent with the material legend found in the Exterior and Interior Finish Guide Specification or in the contract drawings. Without exception all rooms and areas shall be identified and their finishes shown.

* The general contractor will not be receiving the SID binders therefore all finishes and their placement must be on the contract drawings or in the Guide Specifications.

17.4 CHECKLIST FOR INTERIOR COLOR SCHEME

17.4.1 SID REVIEW QUESTIONS

COLOR SCHEME

1. What basic color scheme is used?
    a. Monochromatic
    b. Analogous plus complement accent
    c. Complementary
    d. Split Complementary
    e. Triadic

2. Is there a basic neutral color for all walls?

3. Does the color scheme create a sense of order?

4. Are accent colors appropriate in hue value and intensity to create interest? Do they overpower the space?

5. Are Accent Colors clearly indicated on the contract drawings?

6. Are the colors placed to create a "visual balance" throughout the building?

7. Do the Accent colors assist with "pathway finding"?

GENERAL FINISHES

1. Do finishes offer variety in appearance? (soft, hard, smooth, rough, dull, gloss, matte)

2. Do selected finishes enhance the architectural lines of the rough, dull, gloss, matte) building?

3. Are materials, finishes, and colors appropriate for the surfaces they will be covering?

4. Are walls painted [Gloss] [Semi-Gloss] [eggshell]?
(Flat Latex wall paint is not durable for interior walls.)

5. Do the interior finishes reflect and reinforce the appropriate image for the facility?

6. Is the flooring selected for all areas appropriate in color pattern, texture and scale?

7. Does color and pattern in Carpet/Carpet Tile relate to scale and size of room?

8. Will Carpet/ Carpet Tile color and pattern hide soil and wear path?

9. Are window treatments compatible with architectural detailing?

10. Will window treatment and its installation cause unnecessary wear or abrasion?

11. Are finishes selected creative in use and placement?

12 Will there be acoustical problems because of the materials selected? (A balance of Reflective and Absorptive surfaces is necessary)

13. Will all colors, materials, and finishes retain their appearance long-term?

14. Are all interior finishes labeled and properly identified?

15. Do all interior finishes meet standard codes requirements?

16. Are there any miscellaneous interior finishes and materials that need to be listed, sampled and specified?

17. Are all interior materials sampled in SID Binder listed on the Finish Schedule?

18. Are all materials listed on the Finish Schedule sampled in the SID Binder?

19. Are there any treatments such as bordered carpets, or multi-color ceramic tile borders that need to be illustrated in plans but are not?

20. Are all SID finishes specified according to the quality to ensure quality and performance?

PREWIRED WORKSTATIONS

1. Do the prewired workstations and specifications coordinate to fully cover all the information required for bidding, and installation of the product?

2. Have all the required contract drawings as indicated in paragraph of the Submittal Summary Matrix been provided?

17.4.2 CHECKLIST FOR SAFETY:

Do all finishes selected shall meet code requirements and are appropriate in color, texture, and pattern to insure the well being of the inhabitants?

17.4.3 FACILITY SIGNAGE REVIEW QUESTIONS

1. Is the signage listed on a separate plan and indicated correctly in the specifications?

2. What typeface is specified? Does it meet approved standards?

3. Is Symbol Signage used in lieu of Printed identification for restrooms?

4. Are Signs flexible so that names and rooms can be changed easily?

5. Are Signage colors and samples in the SID?

For additional reference on signage refer to Sign Standards relative to the Department of Defense.

18.5 CHECKLIST FOR CID BINDER LAYOUT

The CID Binder is the most detailed of all binders submitted because of the numerous components specified, priced, and illustrated. The correct organization of

the CID Binder is important to insure a rapid and accurate review of the building's furniture components and their relationship to the architecture and its finishes. The CID Binder shall include the information in the order indicated in paragraph 5 Submittal Matrix Summary items 18-31.

18.5.1 CHECKLIST FOR CID NARRATIVE: Review the statement of DESIGN OBJECTIVES explaining the CID interior design philosophy of the facility. Design Objectives and the proposed method of accomplishing the objectives shall cover, when applicable, the furnishings and their relationship to the building and it's inhabitants, energy, efficiency, safety, health, maintenance, image, personal performance of occupants and functional flexibility.

18.5.2 CID REVIEW QUESTIONS

1. Does the layout of the CID Binder follow the TABLE OF CONTENTS format indicated in paragraph 4.7 and 5?

2. Are all pages properly identified?

3. Are all samples labeled and identified?

4. Are there any miscellaneous components shown on the Footprint Plan that are not shown in the CID Binder?

5. Are there any miscellaneous components shown in the CID Binder that are not reflected on the FURNITURE PLACEMENT PLANS?

CHAIRS

1. Is the chair appropriate for the task?

2. Is the style of the chair in keeping with the overall theme of the building and other components selected?

3. Is the chair scaled correctly for the space it occupies?

4. Are chair costs appropriate for the project?(ERGO $300-350)

5. Is the finish of the chair interesting and in harmony with the elements surrounding it?

6. Are all chairs listed on the composite Footprint Plan, Furniture Placement Plans, Illustration Sheets, Location Code and Order Forms?

DESK

1. Is the desk appropriate for the task?

2. Is the style of the desk in keeping with the overall theme of the building and other components selected?

3. Is the desk too large for the space it occupies?

4. Are the desk costs appropriate for the project?

5. Is the finish of the desk interesting and in harmony with the elements surrounding it?

6. Are all desks listed on the composite Footprint Plan, Furniture Placement Plan, Location Code and Cost Estimate, Furniture Illustration Sheet, and Order Form?

COST ESTIMATES and ORDER FORMS

1. Are cost estimates correct?

2. Are Order Forms completed and accurate?

18.5.3 CHECKLIST FOR SAFETY

1. In the placement of furniture, is emergency egress considered?

2. In the placement of furniture, is consideration given to the requirements for the handicapped. (Reference: Uniform Federal Accessibility Standards and ADA).

19. LESSONS LEARNED

Lessons Learned are for information only and to eliminate lost effort in the development of SID/CID submittals. Lessons learned are from both Air Force and Army projects.

Experience has taught that generally neutral interior environments with color accents used appropriately in SID finishes and all CID finishes provide the best

"look" for a government facility. The common sense approach to all projects is the most cost effective way to achieve customer satisfaction.

Interior Design Solutions are important to the treatment and housing of all personnel. If leaders expect excellence in people, the environment in which they are housed should not be created on a whim or by individuals not technically educated and experienced in creating such environments.

Although interior environments cannot motivate people to excel they can provide a background that creates a functional opportunity for them to excel.

The Savannah District considers a quality interior design environment to be one that meets the followings ten (10) objectives:

1. Complete Coordination between contract drawings and specifications. The lack thereof is a potential source of liability.

2. The use of durable, easily maintained finishes that support "good housekeeping".

3. Appropriate use of accents colors that are easy to "live with" and cost effectively removed when updating the "look".

4. Spaces that are planned to support life safety.

5. Spaces that meet the functional needs of the user. Maximize flexibility for future change in both SID and CID plans.

6. Furnishing selected that support personal performance and personal health.

7. Appropriate use of alll the design elements (Landscape, Architecture and Interior Design) to support "path-way finding" "up to" and within the facility.

8. Accurate documentation of all the contract documents (SID) and procurement documents (CID).

9. Finishes and furniture selected that meet government procurement regulations.

10. Customer satisfaction.

19.1 EXTERIOR FINISHES

1. Exterior SID: The Exterior building finish materials, colors and signage shall be in accordance with the Master Plan/Installation Design Guide of the installation on which the project is being constructed.

2. Verify with each installation what their current standard exterior finishes are.

3. Use the Federal Standard Number 595B to indicate the range of exterior finish colors.

19.2 INTERIOR DESIGN PHILOSOPHY

1. Interiors building finishes, furnishings and colors schemes are to be appropriate and support the function of the facility.

2. Interior design objectives are to create an environment that enhances public image, employee morale, provide building finishes that are durable, easy to clean, cost effective to maintain and support life safety.

3. Appropriate accent colors are easy to "live with" and can be easy and cost effectively removed when updating the "look" is the objective.

4. Accurate documentation of finishes and furnishings in both the SID and the CID.

5. Talk to the customer. Let them know what you are planning before you submit the color boards. Do more in-process design and review communication with the customer before formal submittals.

6. Generally the exterior color scheme should transition and continue into the interior color scheme.

19.3 INTERIOR FINISHES

1. Non-slip surfaces at entryway

2. Semi-gloss for trim only

3. Egg-shell finish for walls if possible.

19.4 INTERIOR COLORS

1. A neutral warm or cool color palette with accent colors used in furnishings has generally been the most successful for most interior projects.

2. Colors in a mid-tone range used for door trim and matching base is generally approved.

3. Light colored carpets shows soil easily and will be disapproved.

3. Painted doors, trim and walls to blend (do not use extreme contrast colors for doors and walls).

5. Because the general contractor can substitute colors, textures and patterns during the construction process "permanent interior building finishes" are most successful if they are neutral colors.

The most typical finishes substituted during construction are: Plastic laminates, vinyl wall coverings, ceramic tile, toilet partitions, wood stains.

19.5 ACCENT COLORS

1. Ceramic tile accent borders on floors and walls in restrooms (one or two colors on a neutral field.)

2. Multi-colored graphic pattern carpet with solid or fleck colors used as accent borders.

3. Accent vinyl wall covering colors used a visual "pathway finding" guide through a facility.

4. Colorful fabrics with small pattern designs used on guest chairs.

19.6 WALL COVERING

1. Use Type II for all areas. Type III only in heavy use corridors. The additional satin resistant coatings used for health care environments.

2. The architect is to design walls with a correct vapor barrier. Wall covering can be used on both exterior and interior perimeter walls.

3. Must meet NFPA Class A Flame Spread rating.

4. Use chair rail when walls are subject to frequent furniture movement and scarring. ig. Conference rooms and waiting areas.

5. Fabric wall covering can only be used in a sprinkled building according to NFPA.

19.7 CARPET

1. Primary interior finish and should be the bases for the overall color scheme.

2. Graphic Patterns with random pattern is the best. Avoid large geometric or rigid patterns. They look askew if adjacent to a wall that is not plumb,

3. Avoid bright or light colors which soil easily.

4. Carpet tile is recommended when power and communications are installed in floor raceways.

5. Carpet tile is best for corridors: use patterned fields and solid-colored borders for "pathway finding".

19.8 SIGNAGE

1. Use the Installations' Design Guidance or the appropriate design guide for the Department of Defense agency.

2. Coordinate the signage color with the interiors color scheme.

3. Specify a flexible sign that allows for easy personnel name change or room name change.

4. Signage changes. It is helpful when ordering additional signage that signage specified be on a GSA schedule.

5. Bulletin Boards and fire exit plans are to be included in facility signage package.

19.9 UPHOLSTERY

1. Tweeds and small-scaled patterns retain their appearance longer.

2. Avoid solid colors because they show dirt, lint and fade faster that patterns and tweeds.

3. Vinyl's are used for wet areas such as labs.

4. Avoid vinyl fabrics in administrative areas or for general use seating.

5. Leather seating is used for only high-ranking officers and directors.

6. Use Nylon and Nylon blends seating fabrics that are easy to maintain.

19.10 FURNITURE

1. Black and wood veneer horizontal surfaces are discouraged in general public use areas. A plastic laminate table surface in public areas retains its appearance longer.

2. Mid-tone range colors for work surfaces are recommended because it will not add to eye fatigue. Light oaks, beige, and grays work best.

3. Black finishes are discouraged for case goods because it is a housekeeping problem.

4. Oak is an acceptable color range for woods and laminated wood surfaces and frames. Darker woods are traditionally accepted for those of higher rank.

5. Use commercial grade, performance tested GSA contracts.

6. Laminate tops are recommended for all work surfaces other that executive suite areas (wood veneer may be used).

7. Systems furniture plans require Air Force HQ Interior Design Review and approval.

8. Acoustical panels over 65" in height may restrict light and air distribution. 62-64" high panels are generally the best.

9. Fabric finishes on flipper doors will not be approved.

19.11 ARTWORK

1. Only use in public areas; not in private personnel offices.

2. Use to assist occupants in "pathway finding"

3. Hang artwork at 5'-6" with security type devices.

4. Choose mats and frames, which complement other accessories and interior color scheme.

5 . Art should be large enough to fill the space.

19.12 PLANTS AND ACCESSORIES

1. Plants help soften the space.

2. Do not specify live plants. This type of specification requires a maintenance contract.

3. Use quality artificial plants such as with real trucks, bark etc.

4. Specify sturdy containers. Limit the use of wicker baskets.

19.13 Window Treatments

1. Use doubled return hems and doubled bottom hems.

2. Draperies are not encouraged in areas other that executive suites and living areas.

3. Mini blinds that match the window frame are recommended for admin space.

4. Vertical blinds are accepted and can have a fabric inserts. Do not specify any fabric vertical blinds without using a PVC insert vain.

5. Specify blackout lining in sleeping areas

6. Fabric valances may be used over mini blinds

7. Use decorative rods or top treatments to give draperies a finished appearance.

8. Draperies are to be 2.5 fullness.

9. Ripple fold over pinched pleats recommended.

10. Draperies are to have minimum 4-inch returns and 2 inch overlaps with a 4-inch heading. Weighted at the corners and all seams.

19.14 BEDSPREADS

1. Use a fitted style bedspread.

2. Pattern is recommended.

3. Minimum 5 oz 100% polyester fill

4. Fabric must have dimensional stability with less than 2% shrinkage after washing at 160 F degrees.

19.15 THE DISTINGUISHING CHARACTERISTICS OF SUCCESSFUL INTERIORS

The Savannah District holds firmly to the position that a successful interior design solution consistently incorporates typical finishes, colors and features to obtain quality interior design solutions. The following guidelines shall be the basis from which all projects will be reviewed and judged for their success.

When planning for the interior environment emphases of one from each of the following groups will hopefully achieve good design:

1. Architectural Emphasis or Component Emphasis

2. Color System in Contrast or Color System in Continuity

3. Directional Reinforcement OF Directional Change

4. Value Contrast or Value similarity

5. Surface/Texture Emphases or Surface Pattern Emphasis

6. Contemporary/Traditional Emphases or Eclectic Emphasis

Interior SID: Permanent interior building finishes are to be neutral in color. "Permanent finishes" are considered:

1. Plastic Laminates

2. Vinyl Composition Tile

3. Ceramic Tile or other hard tiles

4. Wood doors (stained wood finish)

5. Metal Doors and Metal Trim

6. Toilet Partitions

7. The majority of walls and ceilings.

The appropriate placement of accent hues and patterns for a Government project are considered to be:

1. Accent borders on floors and walls in restrooms.

2. Multi-colored graphic patterned carpet used throughout the facility.

3. Accent colors on vertical surfaces used as visual assistant in “path wayfinding”

4. Artwork

5. Upholstery fabric

Although cost constraints can limit complex design details throughout the facility, there are areas where cost effective use of accents hues and identifying architectural features should be considered and used to create an image. The following areas are ranked according to importance:

1. Lobby Areas
2. Main Conference rooms
3. Command Areas
4. Employee Break rooms and Toilet Rooms
5. General Office Areas

Successful "Path wayfinding" is achieved when users and visitors easily find their way “up to" a building and throughout its interiors. The District's position is that "path wayfinding" can successfully be obtained by incorporating reason and experience offered by a multi-disciplined team of the Landscape Architect, the Architect and the Interior Designer.

20. SID/CID ILLUSTRATIONS

30% STRUCTURAL INTERIOR DESIGN

FY – 2003
UEPH DORMS

ENGLIN AIR FORCE BASE
FLORIDA

U.S. ARMY CORP OF ENGINEERS
MOBILE DISTRICT
MOBILE, ALABAMA
APRIL 1994

Building Exterior Elevation

1. SMOOTH FACE BLOCK LIGHT TAN
2. GLACING, PPG, SOLARBRONZE TINT
3. META, RCSF, FEDERAL STANDARD 595B 000000
4. METAL GURRER, FEDERAL STANDARD 595B 000000

EXTERIOR MATERIAL SAMPLES

SAMPLE 1

SAMPLE 2

SAMPLE 3

SAMPLE 4

FLOOR PLAN OF BUILDING

COLOR SCHEME "**A**"- GENERAL OFFICE AREAS
COLOR SCHEME "B" TOILET ROOMS
COLOR SCHEME "C" MISCELLANEOUS AREAS

FIRM PROJECT NAME

INTERIOR COLOR PLACEMENT

DATE LOCATION

INTERIOR
COLOR BOARDS

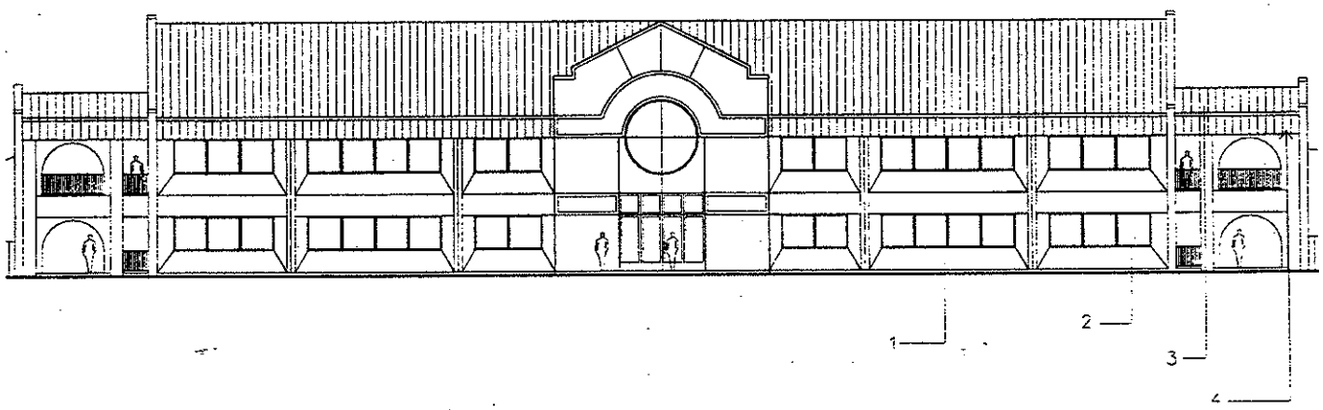
FIRM

PROJECT NAME

INTERIOR COLOR BOARD

DATE

LOCATION

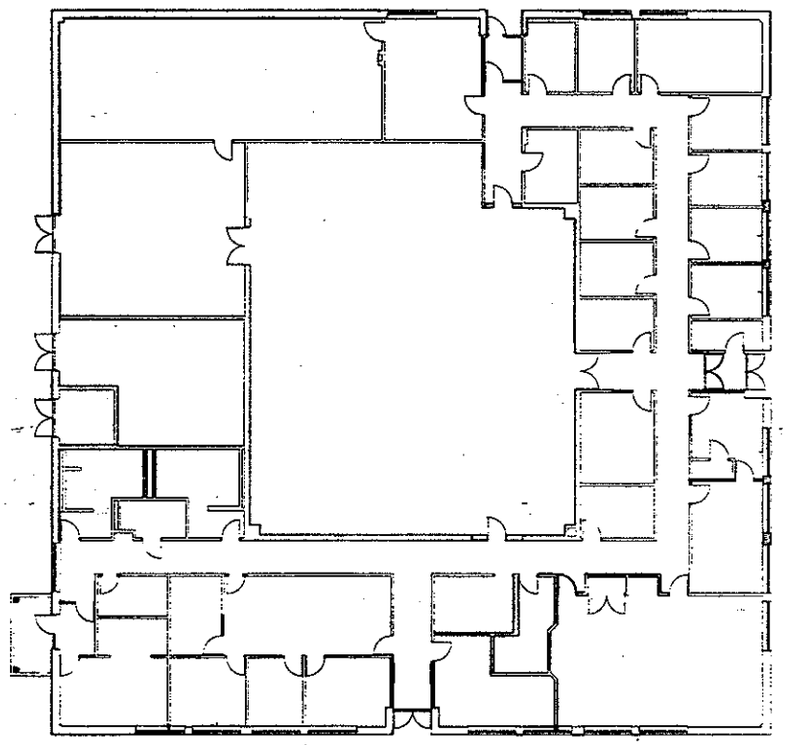


1. SMOOTH FACE BLOCK, LT. TAN
2. GLAZING, PPG, SOLARBRONZE TINT
3. METAL ROOF, FEDERAL STANDARD 595B 00000C
4. METAL GUTTER, FEDERAL STANDARD 595B 00000

FRM
DATE

EXTERIOR ELEVATIONS

PROJECT NAME
LOCATION



COLOR SCHEME "A"- GENERAL OFFICE AREAS

COLOR SCHEME "B" TOILET ROOMS

COLOR SCHEME "C" MISCELLANEOUS AREAS

FIRM

DATE

INTERIOR COLOR PLACEMENT

PROJECT NAME

LOCATION

INTERIOR
COLOR BOARDS

FRM

DATE

PROJECT NAME

LOCATION

SAMPLE

FIELD

CT-1

ACCENT

CT-2

SAMPLE

GROUT-1

SAMPLE

CT-3

FLOOR TILE

SAMPLE

P-2

CEILING

SAMPLE

TP-1

PL-1

FIRM

DATE

COLOR SCHEME "C"

PROJECT NAME

LOCATION

CT-1: CERAMIC TILE, AMERICAN OLEAN, 153 ALMOND. 4" X 4"

CT-2: CERAMIC TILE, AMERICAN OLEN, 2" X 2" TEAL

CT-3: CERAMIC TILE, AMERICAN OLEN, 2" X 2" A 20 BEACH TAN

GROUT-1: AMERICAN OLEAN, BROWN

P-2: EPOXY PAINT, WHITE (FOR CEILINGS)

PL-1: PLASTIC LAMINATE, WILSONART, ALMOND, 513 COUNTER TOPS

TP-1: PLASTIC LAMINATE, WILSONART, ALMOND 513 TOILET PARTITIONS

FIRM

DATE

COLOR SCHEME "C"

PROJECT NAME

LOCATION

SAMPLE

APCO WHITE (PLAQUE HOLDER)

SAMPLE

LETTERING

APCO BLACK

SAMPLE

APCO CLEAR (INSERT)

FIRM

DATE

SIGNAGE

PROJECT NAME

LOCATION

XYZ SYSTEMS MFG.

SAMPLE

PANELS FABRIC
466 TAN

SAMPLE

TACKBOARD
033 TEAL

SAMPLE

FLIPPER DOOR AND TRIM
PUTTY

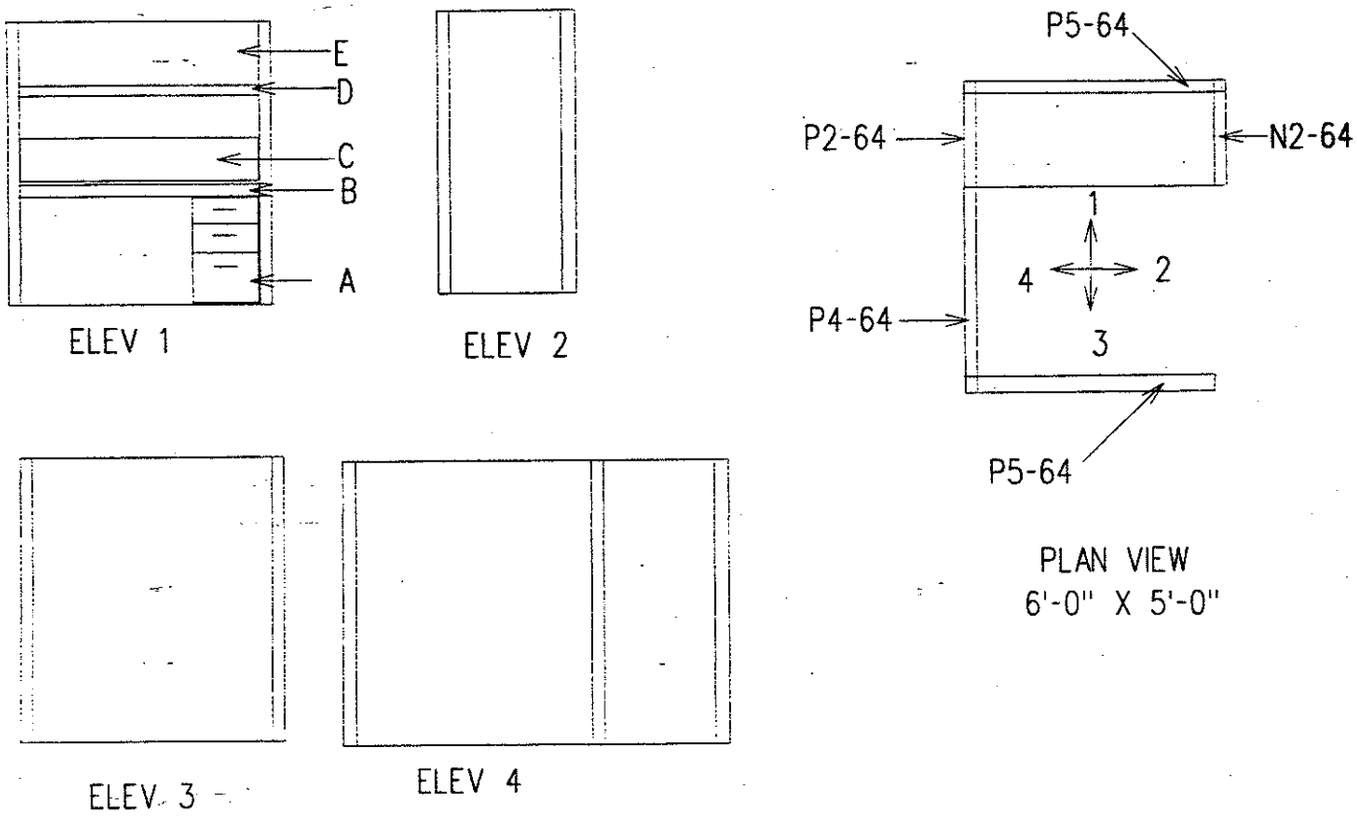
COMPONENTS

WORKSURFACES

FIRM
DATE

PREWIRED WORKSTATION COLOR BOARD

PROJECT NAME
LOCATION



QTY.	CODE	DESCRIPTION
2	P5-64	2' W X 64"H POWERED ACOUSTICAL PANEL
1	N2-64	2'W X 64"H NON-POWERED ACOUSTICAL PANEL
1	A	3", 3", 12" DRAWER PEDESTAL
1	B	23"D X 60" W HANGING WORK SURFACE

10 EACH TYPICAL" A"

FIRM

DATE

PREWIRED WORKSTATION

TYPICAL "A"

LOCATION

INSERT CONTRACT DRAWINGS OF:

FLOOR PLANS

FINISH SCHEDULE

SIGNAGE PLAN

PREWIRED WORKSTATIONS DRAWINGS

FIRM

DATE

PROJECT NAME

LOCATION

100%
COMPREHENSIVE INTERIOR DESIGN

FY-95
UEPH DORMS

EGLIN AIR FORCE BASE
FLORIDA

U.S. ARMY CORPS OF ENGINEERS
MOBILE DISTRICT
MOBILE, ALABAMA
APRIL 1994

MANUFACTURER ABC
109 MAIN STREET
ANYWHERE, USA 00000
POINT OF CONTACT:
1-800-000-0000

MANUFACTURER XYZ
109 MAIN STREET
ANYWHERE, USA 00000
POINT OF CONTACT:
1-800-000-0000

MANUFACTURER XXX
109 MAIN STREET
ANYWHERE, USA 00000
POINT OF CONTACT:
1-800-000-0000

INSERT COMPOSITE FURNITURE PLANS

FIRM

DATE

PROJECT NAME

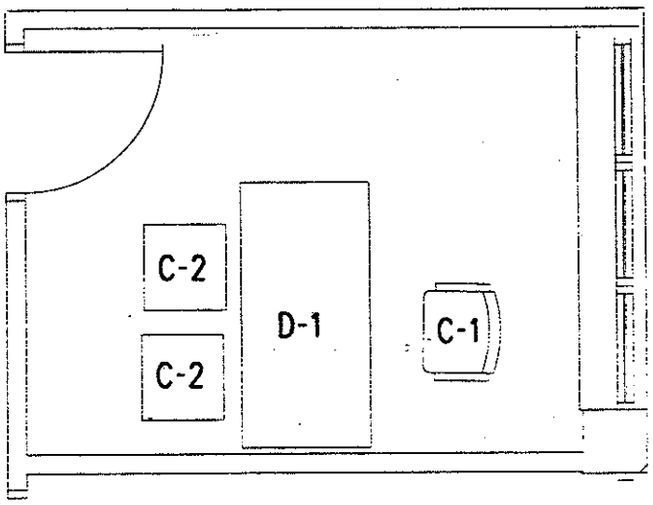
LOCATION

A- ACCESSORIES

B- BOOKCASES

C- CHAIRS

D- DESKS



ROOM:123

QTY.	LOCATION CODE	DESCRIPTION
1 EA.	C-1	KNOLL BULL DOG , BLACK FRAME, COLOR: TEAL
2 EA.	C-2	KRUGER, "VERSA" BLACK FRAME, TEAL
1 EA.	D-1:	XYZ , WOOD: WALNUT

FIRM

DATE

FURNITURE PLACEMENT PLAN

PROJECT NAME

LOCATION

FURNITURE ILLUSTRATION

C-2

SINGLE LINE DRAWING
OR
CUT SHEET

FABRIC:
002 BLUE

SAMPLE

FRAME
BLACK

SAMPLE

ROOM	QTY	TOTALS
123	2	8
124	2	
125	2	
126	2	

FIRM
DATE

FURNITURE ILLUSTRATION SHEET

PROJECT NAME
LOCATION

ARTWORK ILLUSTRATION

A-1

A-1

MAT
002 BLUE

SAMPLE

FRAME
BLACK

SAMPLE

MOUNTING INSTRUCTIONS:

PLACE CENTER OF WALL WITH TOP OF FRAME 64"
ABOVE THE FINISHED FLOOR

ROOM	QTY	TOTALS
123	1	1

FIRM
DATE

ART ILLUSTRATION SHEET

PROJECT NAME
LOCATION

FIRM
DATE

COST ESTIMATE

PROJECT NAME
LOCATION

SOURCE: FSC GROUP 71, PART X CONFERENCE TABLES

CODE	MFG.	ITEM	QT.	UNIT PRICE	TOTAL
T-1	KRUGER	TABLE	04	$ 350.00	1,400.00
T-2	KRUGER	TABLE	01	$ 350.00	350.00
T-3	KRUGER	TABLE	04	$ 350.00	1,400.00
				TOTAL:	$5,4350.00
T-5	VECTA	TABLE	04	$1,000.00	$4,000.00
T-6	VECTA	TABLE	04	$1,000.00	$4,000.00
				TOTAL:	$8,000.00

TOTAL OF ALL CID SOURCES:
10% CONTINGENCY:
7% INSTALLATION:
MISCELLANEOUS FEES:

GRAND TOTAL:

FURNITURE ORDER FORM SAMPLE
PROJECT TITLE

1. LOCATION CODE:
2 DIRECTORATE:
4. DEPARTMENT
5. ACTIVITY:
6. FSC GROUP: 71 PART III SECTION: L CLASS 7110 SIN 499-1 CONTRACT EXPIRATION DATE: MOL:
7. SOURCE: Manufacturer's name etc....
8. PRODUCT NAME:
9. PRODUCT STOCK NUMBER:
10. PRODUCT FABRIC NAME AND COLOR NUMBER:
11. PRODUCT FINISH NAME AND COLOR NUMBER:
12. DIMENSIONS: WEIGHT:
13. DESCRIPTION:(Include construction information; fabric content, finish application)
14. JUSTIFICATION: These guest chairs are coordinated to match the tasks seating at each workstation. The size of the guest chair was critical because of the limited space where they were to be placed. If this company is not selected coordinate the newly proposed finishes with Location Codes: C3, C4 and C5.
15. ROOM LOCATION QUANTITY PER ROOM
16. TOTAL QUANTITY:
17. UNIT PRICE:
18. TOTAL PRICE:
19. FREIGHT CHARGES: FOB DESTINATION (Note if freight charges are included in the price of the CID item.)
20. Additional remarks or justification.

21. APPENDICES

A. ADA REQUIREMENTS

B. COMMANDER'S POLICY

C. UNICOR WAIVER

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EA/CECW-EP

25 JAN 1994

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Access for People with Disabilities

1. Reference Secretary of Defense memorandum dated 20 October 1993, subject as above (enclosure 1).

2. In accordance with the referenced memorandum, the Department of Defense (DoD) has implemented a new policy concerning accessibility standards. In the past, USACE was required to meet the requirements of the **Uniform Federal Accessibility Standards (UFAS)** and not the **Americans with Disabilities Act Accessibility Guidelines (ADAAG)**. The new policy requires that, in addition to meeting UFAS requirements as required by 42 U.S.C. 4151-4157 and consistent with 29 U.S.C. 794, the requirements of the ADAAG that provide equal or greater accessibility then the requirements of the UFAS must also be met in those facilities subject to UFAS. The facilities excluded under UFAS (such as unaccompanied personnel housing) are still excluded under this new policy, even though the ADAAG has no such exclusions. The implementation of this new policy is considered to have *routine application* as defined by ER 1110-345-100.

3. Copies of UFAS and ADAAG criteria are available from the Architectural and Transportation Barriers Compliance Board, telephone (202) 272-5434. Copies of the Title II Technical Assistance Manual which explains differences between the two standards are available from the Department of Justice, (202) 514-0301.

4. The Directorate of Military Programs POC is Mr. D. S. Gim, CEMP-EA, (202) 272-0440, and the Directorate of Civil Works POC is Mr. Douglas J. Kamien, CECW-EP, (202) 272-8894.

FOR THE DIRECTORS OF MILITARY PROGRAMS AND CIVIL WORKS:

Encl

RICHARD C. ARMSTRONG, P.E.
Chief, Engineering Division
Directorate of Military Programs

PAUL D. BARBER, P.E.
Chief, Engineering Division
Directorate of Civil Works

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EA

31 MAR 1993

COMMANDER'S POLICY MEMORANDUM #7

SUBJECT: Comprehensive Interior Designs

1. The Vice Chief of Staff, Army has placed priority on providing quality living conditions for our soldiers wherever stationed. While this initial thrust to improve the quality of interior environments is directed at barracks facilities, my overall concern is that we ensure quality interior living, working, and training conditions for all of our customers.

2. In order for the Army and our other customers to recruit and retain dedicated career professionals, excellent environments are needed to provide a high quality of life. Our customers and our own personnel spend a majority of their time in interior environments. Excellence in building interiors and furnishings is critical in meeting our customer's and our own functional and operations requirements. Excellent comprehensive interior design must be given high priority in the planning, programming, design, and implementation of our construction projects.

ARTHUR E. WILLIAMS
Lieutenant General, USA
Commanding

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

CEMP-EA

Regulation
No. 1110-345-122

15 April 1994

Engineering and Design
INTERIOR DESIGN

1. **Purpose.** This regulation establishes policy, requirements, and responsibilities to be followed in the planning, design, approval, and procurement of interior designs for military construction projects and improvement programs.

2. **Applicability.** This regulation applies to HQUSACE/OCE elements, major subordinate commands (MSC), district commands and technical centers, laboratories, and field operating activities (FOA) having military construction (MILCON) responsibilities.

3. **References.** References and additional information resources are listed at Appendix A.

4. **Projects Requiring Interior Design.** Interior design is required on all new building construction and renovation projects regardless of funding source. Interior design guidance for most facility types is provided by Design Guide (DG) 1110-3-122. Interior design guidance for medical facilities is furnished by Architectural and Engineering Instructions, Medical Design Standards. Interior design for family housing will be in accordance with Architectural and Engineering Instructions, Army Family Housing.

5. **Interior Design Services.** Two types of interior design services are offered.

a. **Building-Related Interior Design.** Building-related interior design service will be provided for all facilities. This service requires the accommodation of needed furniture and equipment within the building, and the design or selection of items normally provided as part of the building construction project in accordance with AR 415-15. These services will be provided as an integral part of the project design and shall include:

(1) Basic space planning for anticipated furniture and equipment requirements in conjunction with the functional layout of the building design and such requirements as life safety, privacy, lighting, ventilation, and accessibility.

(2) Design, selection, and coordination of surface materials and colors that are applied to or compose walls, floors, ceilings, trims, doors, windows, window treatments, built-in furniture and installed building equipment, lighting, signage and other items which are permanently attached to, or are integral to the building. Appendix B further defines interior design elements that are building-related and furniture-related.

b. **Furniture-Related Interior Design.** Furniture-related interior design should be provided for all facilities where the arrangement of furniture and furnishings is important to building functionality. Furniture-related interior design services relate to the accommodation and selection of items that will be provided or procured by the Government. This service will be provided when requested by the using activity and will normally include:

(1) Selection, and color coordination of furniture and equipment drawn from existing inventory, procured from Government supply sources (see Appendix C), or procured by competitive bid. These items normally include such things as ergonomic chairs, freestanding and mobile furniture, draperies, lamps, rugs, plant materials, planters, and free standing or wall hung art.

(2) Detailed space design, placement planning, and procurement documentation for the selected furniture, furnishings, and equipment.

This regulation supersedes ER 1110-345-122, 31 October 1989.

(3) Coordination of furniture-related items with the building design.

6. General Requirements.

a. **Building-Related Interior Design.** General requirements for building-related interior design are as follows:

(1) Preparation of the basic space layout plans for furniture and equipment, in coordination with the functional layout of the building design.

(2) Specification of the material and color applications for interior component surfaces, and preparation of color and finish schedules.

(3) Design and specification of permanent features such as signage, graphics, casework, and built-in equipment; and the preparation of appropriate schedules.

(4) Coordination of finishes, interior components, lighting, acoustical treatment, electrical, information systems, and mechanical elements.

(5) Preparation of display books or boards showing layout diagrams, special details, and material and color samples, for the purpose of obtaining approval of the design scheme and for facilitating the execution of the design intent through the construction contract or other procurement.

(6) Description of interior design intentions for enhancement of energy efficiency, safety, health, functional flexibility, maintenance, increased personnel performance, and projecting the proper image.

b. **Furniture-Related Interior Design.** General requirements for furniture-related interior design are:

(1) Coordination with all the tasks identified in paragraph 6a above, so that the furniture-related and building-related design schemes reflect a single, coordinated design theme.

(2) Selection and description of furniture and equipment from available Government sources of supply (see Appendix C). Selection will be based on factors indicated in DG 1110-3-122. When Government source items do not meet requirements, purchase specifications to include materials testing and/or rating requirements to meet minimum Federal standards, and any other data necessary for procurement on the open market will be provided.

(3) Preparation of detailed furniture arrangement and placement plans, and coordination with electrical, information systems, and mechanical elements.

(4) Preparation of procurement documents with source data, item identification, color and finish schedules, and cost estimates. Documents will reflect current source data for procurement.

(5) Preparation of display books or boards showing layout diagrams, selected furniture and equipment, material and color samples. Perspectives or sketches may also be necessary to obtaining approval of the design scheme.

(6) Technical consultation during procurement, delivery, and placement, to assure receipt of specified and selected items, and completion and coordination of the overall design scheme.

7. Design Requirements. Preparation of project interior designs will coincide with the project design process described in AR 415-15. An interior design analysis will be prepared as part of the project design analysis required by ER 1110-345-700. Interior design drawings will likewise be prepared as part of the project drawings required by ER 1110-345-710.

a. **Concept Design.** During the concept design phase, those responsible for interior design will meet with representatives of the using activity and the building design team to determine the design concept. The design concept should meet the users functional, physical, and aesthetic needs as defined below.

(1) Functional. Achieve space planning layout which considers all furniture and equipment required to support the users operation. Related design issues include accessibility, privacy, safety, and health.

(2) Physical. Assure that environmental support systems such as electrical, lighting, mechanical,

information systems, and structure meet the users physical requirements.

(3) Aesthetic. Meet the users needs for aesthetic expression. Aesthetic needs are the physical interpretations of the users sociological and psychological needs. Design issues related to these needs include the use of light, color, and texture.

b. **Final Design.** Upon approval of the concept design, those responsible for design will develop the design concept in sufficient detail to assure successful execution. Building-related interior design is the detailed design and specification of building-related elements in the contract documents. Furniture-related interior design includes the detailed design and preparation of procurement documents.

8. **Responsibilities.**

a. **Planning Phase.**

(1) The using activity and installation will:

(a) Provide design and design review funds for furniture-related design, as indicated in paragraphs 10 and 11 of this regulation.

(b) Provide funds for procurement of furniture and equipment, and indicate these funds on DD Form 1391, as required by AR 415-15.

(c) Identify unique functional requirements related to the interior design of the facility.

(d) Identify existing furniture and equipment to be reused in addition to new furniture and equipment required.

(2) USACE MSC and district commands responsible for design will assist, on a reimbursable basis, in determining preliminary design requirements, indicated in paragraphs 8a(l)(c) and (d) above, during development of the planning and programming documents.

b. **Design Phase.**

(1) The designated representative of the using activity, having final approval authority for the project will review and approve interior design in a manner that is compatible with the provisions of AR 415-15.

(2) USACE MSC and district commands will:

(a) Accomplish interior design services within the scope and methods described herein, and as stated in the programming documents and design directives.

(b) Assure that interior design services are coordinated with the architectural design and reflect the requirements of the using activity.

(c) Verify and validate the technical adequacy and professional quality of the interior design.

c. **Construction and Procurement Phases.**

(1) The using activity and installation have the following responsibilities regarding interior design:

(a) Procurement of furniture and equipment for delivery to coincide as closely as possible with beneficial occupancy of the building.

(b) Tracking of procurement to assure timely receipt of required furniture and equipment.

(c) Warehousing of furniture and equipment until it is required for placement in the building.

(d) Delivery, assembly, and placement of furniture and furnishings at the project site.

(e) Verification that furniture and equipment received meet specifications requirements.

(f) Establishment of a move in date for the user. This date should be coordinated with the USACE MSC or district command to assure adequate time to furnish the facility after it is released for beneficial occupancy.

(2) USACE MSC and district commands have the following responsibilities:

(a) Assure that appropriate information is provided to the using activity to fully describe the interior design intentions, and the maintenance and operational aspects of the building.

(b) Establish beneficial occupancy date so that procurement of furniture and equipment by the using activity or by USACE may be scheduled for a timely delivery.

(3) When USACE provides furniture-related interior design services, the using activity or installation may request the following execution services from USACE on a reimbursable basis:

(a) Technical consultation during procurement, delivery and placement of furniture and equipment.

(b) Assistance in evaluating deviations from specified furniture and equipment to avoid installation of inferior or inappropriate furniture and equipment.

(c) Services in support of the using activities responsibilities indicated in paragraphs 8c(l)(a), (b), and (e) above including supervision of assembly and placement.

9. Methods of Accomplishment. Design and design review shall be accomplished by, or in consultation with professional interior designers and architects. Qualification of designers will be based on completion of a recognized program of academic training in interior design and demonstrated interior design experience. When furniture-related services are provided, those services should be accomplished by the same designer providing the building-related services if possible. Methods for accomplishment of interior design may include in-house capability, Architect Engineer (A-E) contract, separate interior design service contract, or indefinite delivery contract for interior design services.

10. Funding. Project design funds will be used for building-related interior design services. Funds for furniture-related interior design services, including design reviews, will be provided separately by the using activity, except as indicated in paragraph 11 of this regulation.

11. Exception. Because the furniture-related interior design is critical to the operational effectiveness of living, administrative, and operational facilities, USACE encourages the use of furniture-related interior design services. USACE will provide furniture-related interior design services as an integral part of the building design without additional cost to the using activity for Category Codes 610, 310 & 171 and for DA Standard Design Packages with comprehensive interior designs. The using activity, however, must commit funds for the procurement of the furniture on the DD Form 1391 and request this additional service.

FOR THE COMMANDER:

WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

3 Appendices
APP A - References
APP B - Definitions
APP C - Government Sources of Supply

APPENDIX A

REFERENCES

1. Federal Acquisition Regulations (FAR).

a. Part 8, Required Sources of Supplies and Services.

b. Part 10, Specifications, Standards, and Other Purchase Descriptions.

2. Department of the Army.

a. AR 415-15, Military Construction, Army (MCA) Program Development.

b. AR 415-17, Cost Estimating for Military Programming.

3. U.S. Army Corps Of Engineers.

a. ER 1110-345-700, Engineering and Design, Design Analyses.

b. ER 1110-345-710, Engineering and Design, Drawings.

c. DG 1110-3-122, Design Guide for Interiors.

d. Architectural and Engineering Instructions (AEI), Design Criteria issued by HQUSACE (CEMP-EA). Additional copies are available from HQUSACE (CEMP-EA), 20 Massachusetts Ave., N.W., Washington, DC 20314-1000.

e. Architectural and Engineering Instructions (AEI), Medical Design Standards, issued by HQUSACE (CEMP-EM). Additional copies are available from HQUSACE (CEMP-EM), 20 Massachusetts Ave., N.W., Washington, DC 20314-1000.

APPENDIX B

DEFINITIONS

1. Building-related Interior Design. Design in support of installed building equipment and personal property fixed are an integral part of building-related interior design.

a. Installed Building Equipment. Construction elements of building-related interior design are defined as installed building equipment by Appendix H, Equipment Installation, of AR 415-15. They consist of items that are affixed or built into the facility and become an integral part of the facility. Installed building equipment is MILCON funded and is provided as part of the construction contract. Examples of installed building equipment associated with building-related interior design are listed in paragraph H-1 of AR 415-15.

b. Personal Property Fixed. Personal property fixed is defined by AR 415-15, Appendix H as capital equipment and other equipment of a movable nature that has been fixed in place or attached to real property, but may be severed or removed from buildings without destroying the usefulness of the facilities. Personal property fixed is normally funded as Other Procurement, Army (OPA), however, the utility support for this equipment is MILCON funded. Equipment installation may be funded by either fund source, and installation responsibilities must be defined in the contract documents.

c. Pre-wired Work Stations. Pre-wired work stations are a special area within personal property fixed.

(1) Physical Definition. The physical characteristics of a pre-wired work station should include posts, panels, partitions, wiring for electrical and information systems, task lighting, and partition hung components to support individual or group work efforts. Both panel to panel and post and panel systems are acceptable. Additional system components are ambient lighting and partition supported files. Pre-wired work stations do not include movable furniture and furnishings such as chairs, stand alone file cabinets, coat hooks, file trays, or similar accoutrements.

(2) Functional Definition. A pre-wired work station should, at a minimum, provide for the following functions:

(a) An acoustically treated enclosure defining the limits of an individual or a shared use work station.

(b) Adequate work surfaces to accommodate the individual's equipment, writing surface, and work layout surface.

(c) Storage space for individual files and supplies.

(d) Task lighting and electrical and information systems outlets to support the individual's equipment.

(3) Planning and Design. When pre-wired work stations are planned as an integral part of new construction or MILCON funded renovation they may be MILCON funded. To obtain MILCON funded pre-wired work stations, they must be justified and itemized on programming documents. Indicate number of work stations, unit cost and total cost as a line item under primary facility. Pre-wired work stations must also be itemized in Government estimates, and contractor pricing.

(4) Construction. MILCON funded pre-wired work stations will be provided by the construction contractor based on project drawings and specifications. When the contractor provides pre-wired work stations, the provisions of the FAR that apply to construction are applicable.

2. Furniture-related Interior Design. Elements associated with furniture-related interior design are defined as personal property moveable by Appendix H of AR 415-15. Elements associated with furniture-

related interior design consist of capital equipment and other equipment of a movable nature. Personal property is generally mission specific and can be separated from the building without destroying its use for another function. Personal property should be financed from Operations and Maintenance, Army (OMA) or Other Procurement, Army (OPA) funds, depending on the investment threshold.

a. Physical Definition. Items associated with furniture-related interior design include, but are not limited to, the following items:

(1) Furniture. Including Desks, Tables, Chairs, Sofas, Ergonomic Seating, Free Standing and Mobile Storage, Free Standing Acoustical Screens, and Modular and Automated Data Processing (ADP) Furniture.

(2) Furnishings. Including Art Work, Curtains, Draperies, and Rugs.

(3) Mission Equipment. Including Computers, ADP, Medical and Dental, Organs and Pianos, Simulators and Training Aids, Printing,
Photographic, and Shop Equipment.

b. Planning and Design. Users should provide OMA or OPA funding for furniture, furnishings, equipment and for the associated installation costs. When furniture-related interior design is requested as part of a MILCON project, furniture and furnishings should be itemized on DD Form 1391 and Government estimates. DD Form 1391 should indicate furniture requirements in Section 13, and furniture cost itemized in Section 2G.

c. Procurement. Procurement of furniture and furnishings is considered Government procurement, and the provisions of FAR Parts 8 and 10 apply. See Appendix C for Government Sources of Supply. When systems furniture is provided as part of an OMA funded renovation project or a reconfiguration, it is to be procured as furniture.

PROCUREMENT PROCEDURES FOR FURNITURE

A. THE MISSION-COMPREHENSIVE INTERIOR DESIGN PACKAGE

B. PRIORITIES FOR USE OF GOVERNMENT SUPPLY SOURCES IN ACCORDANCE WITH FEDERAL ACQUISITION REGULATION 8.001.

- AGENCY INVENTORIES
- EXCESS FROM OTHER AGENCIES
- FEDERAL PRISON INDUSTRIES
- COMMITTEE FOR PURCHASE FROM THE BLIND AND OTHER SEVERELY HANDICAPPED
- GSA STOCK PROGRAMS (DEFENSE LOGISTICS AGENCY, DEPARTMENT OF VETERANS AFFAIRS, MILITARY INVENTORY CONTROL POINTS.
- MANDATORY FEDERAL SUPPLY SCHEDULES
- OPTIONAL USE OF FEDERAL SUPPLY SCHEDULES
- COMMERCIAL SOURCES

C. PROCURING FROM THE FEDERAL PRISON INDUSTRIES, REQUESTS FOR WAIVER.

D. GSA STOCK PROGRAMS

E. PROCUREMENT FROM FEDERAL SUPPLY SCHEDULES

- COMPETITION REQUIREMENTS
- MAXIMUM ORDER LIMITATIONS

F. PROCUREMENT FROM OPEN MARKET SOURCES

- UNDER $25,000, REQUEST FOR QUOTATIONS
- OVER $25,000, INVITATION FOR BID (IFB'S)

G. SPECIFICATIONS

H. COMMUNICATION

APPENDIX C

GOVERNMENT SOURCES OF SUPPLY

1. Priority of Sources. FAR, Part 8.001, indicates the order of preference for acquisition of supplies and services for the Federal Government.

2. Federal Prison Industries (FPI). FPI is a mandatory source of supply and should be considered in accordance with the requirements of FAR, Part 8.6. A furniture catalog and other product information are available from UNICOR, Federal Prisons Industries, Inc., 320 Ist Street, N.W., Washington, DC 20534.

3. General Services Administration (GSA). The use of Federal Supply Schedules is optional for Department of Defense agencies. GSA schedules do provide a wide selection of furniture and furnishing products. GSA Federal Supply Service source information is available through the Centralized Mailing Lists Services (CMLS), P.O. Box 6477, Fort Worth, TX 76115.

WAIVER REQUEST PROCEDURE

In accordance with Title 18, U.S.C., Sec. 4124(a) and Federal Acquisition Regulations subpart 8.6, Federal Prison Industries, Inc. (UNICOR) has a mandatory preference for supplies listed in its "Schedule of Products." When an ordering office wishes to purchase supplies listed in the "Schedule" from sources other than UNICOR, it will submit a request for waiver to the Customer Service Manager, Federal Prison Industries, Inc. (UNICOR). The request will be directed as follows:

Federal Prison Industries, Inc.
320 First St., N. W. (ACACIA)
Washington, DC 20534
Attn: Customer Service Manager

Telephone: 1-800-827-3168
Facsimile: 202-628-1597

Federal Prison Industries, Inc. (UNICOR) will consider requests for waivers based on documented disparities in price, inability to meet reasonable delivery dates, and disqualifying variations in function and "match." Requests will be considered in connection with the standards set out in its Waiver Policy. UNICOR has attempted to set out with the greatest degree of objectivity the standards that it applies in making decisions on waivers. While there must inevitably be some discretion exercised in these decisions, UNICOR will always give careful consideration to a customer's request. It is guided in all its decisions by its commitment to "Total Customer Satisfaction."

A. Requests shall contain the following information:

1. As complete a description as possible of the required items: e.g., National Stock Number, descriptive literature such as cuts, illustrations, drawings, and brochures that explain the characteristics and/or the construction. When applicable, e.g., items built to a military or Federal specification, a complete technical data package should be submitted.
2. Quantity required, price of preferred item and required delivery date.
3. In situations where the waiver request is based on functional differences, a comparison of the functional differences between the requested item and the "schedule" item should be provided identifying as a minimum:

   (a) inadequacies of the "schedule" item to perform the required functions; and
   (b) economic, or other advantages of the item requested.
4. Estimated annual usage or future need for similar items or a statement that the requirement is nonrecurring and no future need is anticipated. Indicate if this or similar items have previously been purchased from UNICOR.

B. UNICOR delivery schedules are consistent with delivery schedules for comparable items appearing on General Services Administration Federal Supply Schedules (FSS). Where schedules for comparable items do not exist, deliveries are consistent with good commercial practices. In the event that delivery times shorter than normally available from the FSS or commercial sources are required, certification, in writing from the contracting officer must be provided stating the reason for the shorter delivery requirement.

C. All factors are considered when a determination is made. This includes customer needs, current factory loading and future requirements. Each request is evaluated on its own merits. UNICOR policy does not permit blanket waivers but evaluates each request on a case-by-case basis considering, primarily, the needs of the customer.

D. Appeals to waiver denials can be made by forwarding reasons for the appeal to the Customer Service Manager by letter. Please note in your transmission that this is an appeal and reference the original waiver identification number. Appeals should be transmitted no later than 30 days after receipt of the original decision.

E. Every attempt will be made to respond to waiver requests and appeals within five (5) working days of receipt.

F. Ordering offices should not initiate action to acquire similar items from sources other than UNICOR until a request for waiver is approved.

To check the status of your request or to inquire about prices, delivery, order status or other concerns please call the UNICOR Customer Service Hotline:

1-800-827-3168

8.403 Types of Federal Supply Schedules.

8.403-1 Single-award schedules.

Single-award schedules cover contracts made with one supplier at a stated price for delivery to a geographic area as defined in the schedule. Most schedules contain all information necessary for placing orders. Some schedules specify that contractor catalogs must be used for additional ordering information to aid in the selection of fabrics, colors, and similar variables.

8.403-2 Multiple-award schedules.

Multiple-award schedules cover contracts made with more than one supplier for comparable supplies and services. Contracts are awarded to suppliers of the same generic types of items at varying prices for delivery within the same geographic area. Contractor catalogs and pricelists must be used with the schedules to prepare delivery orders. The catalogs and pricelists contain information such as item descriptions, prices and discounts, order limitations, and delivery.

8.403-3 New Item Introductory Schedule.

The New Item Introductory Schedule (NIIS) provides the means to introduce new or improved products into the Federal Supply System. The schedule lists brand names of products available from various suppliers. With the exception of GSA, the only mandatory user of this schedule, Federal agencies and agencies authorized by law or agreement may use the NIIS on an optional basis. Ordering offices must use contractor catalogs and pricelists with the schedule to prepare delivery orders.

8.403-4 International Federal Supply Schedule.

(a) The International Federal Supply Schedule (IFSS) provides sources of supply (supplies and services) at reasonable prices to U.S. Government activities located overseas. The use of the schedule is mandatory only on GSA.

(b) The schedule is divided into two sections. Section A includes those items which were awarded under sealed bid procedures, while Section B covers items that were awarded under negotiated procedures.

(c) Ordering offices need to review the information in the schedule and any applicable contractor's catalogs/price lists to ensure the proper placement of orders. Orders are placed directly with the contractors.

(d) Ordering offices shall forward copies of any orders (at the time the orders are issued) to the contracting office designated in the IFSS.

8.404 Using schedules.

(a) The planning, solicitation, and award phases of Federal Supply Schedules comply with FAR requirements. Consequently, contracting officers need not seek further competition, synopsize the solicitation or award, determine fair and reasonable pricing, or consider small business-small purchase set-aside procedures when placing an order under a Federal Supply Schedule.

(b) Before soliciting commercial sources, executive agencies shall determine if the required supplies or services, or similar supplies or services fulfilling the same purpose, are available from schedules (see FPMR 101-26.4). If so, the ordering office shall proceed in accordance with the procedure of 8.404-1 or 8.404-2, as appropriate.

(c) In the case of mandatory schedules, ordering offices shall not (1) solicit bids, proposals, quotations, or otherwise test the market solely for the purpose of seeking alternative sources to Federal Supply Schedules; or (2) request formal or informal quotations from Federal Supply Schedule contractors for the purpose of price comparisons.

8.404-1 Mandatory use. See Deviation per AL-91-7

Schedules identify executive agencies required to use them as mandatory sources of supply. The single-award schedule shall be used as a primary source and the multiple-award schedule as a secondary source. The following are exceptions to the mandatory-use requirement:

(a) *Urgent requirements.* When an ordering office requires supplies or services with a shorter delivery time than specified in the schedules, and time permits, the ordering office shall request the contractor by letter, telegram, mailgram, or telephone conversation (confirmed in writing) to state the best delivery time that can be met under the circumstances and subject to all other terms and conditions of the schedule contract. The contractor shall be instructed to reply to the inquiry within not more than 3 workdays after receipt, by the same or a faster communications medium than the one by which the inquiry was received. If the contractor offers accelerated delivery acceptable to the ordering office, orders shall obligate the contractor to make the shorter delivery under all other terms and conditions of the contract. When the contractor fails to reply, or the best delivery time does not meet the ordering office's requirements, use of the schedule is not mandatory.

(b) *Small requirements.* Dollar or quantity minimums are established for most schedules, below which ordering offices are not obligated to order and contractors are not obligated to accept orders. Ordering offices may submit orders below established minimums, subject to the contractor's acceptance. Once an order is accepted, the contractor is obligated to perform according to all the terms and conditions of the contract. Some schedules require the contractor to accept orders below the dollar or quantity minimum, but authorize the contractor to include a service charge up to a certain dollar amount. In these cases, the

8.405 Ordering office responsibilities.

Ordering offices shall place orders directly with contractors and shall perform contract administration on individual orders. Ordering offices should deal directly with contractors concerning contract performance (see 41 CFR 101-26.403-1).

8.405-1 Ordering from multiple-award schedules.

When ordering from multiple award schedules, ordering offices shall use the procedures set forth below. When these procedures are followed, orders placed against schedules will result in the lowest overall cost alternative to meet the needs of the Government.

(a) Orders should be placed with the schedule contractor offering the lowest delivered price available. The ordering office shall review the schedule price lists that are reasonably available at the ordering office. Where the ordering office has available fewer than three price lists from current schedule contractors that offer the required items, the ordering activity shall obtain additional price lists from schedule contractors listed in the GSA schedule for the required items. The ordering office shall fully justify in the contract file orders for a line item exceeding the price reasonableness verification threshold at 13.106 placed at other than the lowest price identified in its review. Justification for ordering a higher priced item may be based on such considerations as—

(1) Delivery time in terms of actual need that cannot be met by a contractor offering a lower price;

(2) Specific or unusual requirements such as differences in performance characteristics;

(3) Compatibility with existing equipment or systems;

(4) Trade-in considerations that favor a higher priced item and produce the lowest net cost; and

(5) Special features of one item not provided by comparable items that are required in effective program performance.

(b) When two or more items at the same delivered price will meet an ordering office's needs, the ordering office shall give preference to the items of small business and/or labor surplus area concerns by following the order of priority in 14.407-6 for equal low bids.

(c) When a schedule lists both foreign and domestic items that will meet the ordering office's needs, the ordering office shall apply the procedures of Part 25, Foreign Acquisition.

(d) If an item available from a multiple-award schedule is ordered from the schedule contractor at a price lower than the schedule price, the ordering office shall notify the schedule contracting office within 10 days.

8.405-2 Order placement.

Ordering offices may use Optional Form 347, or an agency-prescribed form, to order items from schedules and shall place orders directly with the contractor within the limitations specified in each schedule. Orders shall include, at a minimum, the following information in addition to any information required by the schedule:

(a) Complete shipping and billing addresses.

(b) Contract number and date.

(c) Agency order number.

(d) F.o.b. delivery point; i.e., origin or destination.

(e) Discount terms.

(f) Delivery time.

(g) Special item number or national stock number.

(h) Brief, complete description of each item (when ordering by model number, features and options such as color, finish, and electrical characteristics, if available, must be specified).

(i) Quantity and any variation in quantity.

(j) Number of units.

(k) Unit price.

(l) Total price of order.

(m) Points of inspection and acceptance.

(n) Other pertinent data; e.g., delivery instructions or receiving hours and size-of-truck limitation.

(o) Marking requirements.

(p) Level of preservation, packaging, and packing.

8.405-3 Inspection and acceptance.

(a) Consignees shall inspect supplies at destination except when—

(1) The schedule provides for the schedule contracting agency to perform source inspection (in this case, the schedule will indicate that mandatory source inspection is required); or

(2) A schedule item is covered by a product description, and the ordering office determines that the schedule contracting agency's inspection assistance is needed (inspection assistance may be based on the ordering volume, the complexity of items, or the past performance of the supplier).

(b) When the schedule contracting agency performs the inspection, as specified in the schedule, the ordering office will provide two copies of the order specifying source inspection to the schedule contracting agency. The schedule contracting agency will notify the ordering office of acceptance or rejection of the supplies.

(c) Material inspected at source by the schedule contracting agency, and determined to conform with the product description of the schedule, shall not be reinspected for the same purpose. The consignee shall limit inspection to quantity and condition on receipt.

(d) Unless otherwise provided in the schedule, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

8.405-4 Delinquent performance.

When the contractor fails to perform on the order, the