

## SCOPE OF WORK (SOW)

July 8, 2016

U.S. DEPARTMENT OF VETERANS AFFAIRS (VA)

OFFICE OF CONSTRUCTION AND FACILITIES MANAGEMENT – CENTRAL REGION (CFM-CR)

### **Furniture Procurement**

#### **1. Purpose**

The CFM Central Region office will move to a new office location. The purpose of this SOW is to identify and award a contract to a Furniture Supplier that will provide turn-key services for an office systems furniture layout design, procurement, delivery, and installation of office furniture. The office furniture includes systems furniture and furniture for individual offices and rooms.

#### **2. Background**

The CFM-CR office is currently located at 3001 Green Bay Road, North Chicago, IL 60064. This office will be relocating to a new office location within 10 miles or so of the existing location. The new office space is being provided by a Developer under a build-to-suit multiyear lease. The Developer will procure the services of an AE and construction contractor to design and build out the new office as desired by the VA. The attached Space Program identifies the total square footage requirements as well as other specific space requirements. The AE will provide a design that meets the requirements of the Space Program. The Furniture Supplier will closely coordinate with the Developer and their AE as well as VA's IT office to develop an acceptable systems furniture design layout. This layout will be approved by the VA CO before ordering any furniture.

The new office space is expected to be at ground level, and has off-street parking/delivery area. There may be other tenants in the same building as well as other buildings in the office complex.

### **3. Scope**

The Furniture Supplier shall deliver a complete, usable, and accurate office design by accomplishing tasks 1 & 2 below. The main challenge in the successful completion of these tasks lies in timing and coordination. The Contractor shall provide a schedule that efficiently executes the tasks and option below in the shortest amount of time based on when the Developer turns the property over for VA use. The Furniture Supplier will also coordinate IT requirements with the VA IT office.

#### Task 1: Office Furniture Design

a. The Furniture Supplier shall use the Government provided Space Program to develop furniture design layout. Close coordination will be required with the Developer and their AE as well as the VA IT office.

#### Task 2: Furniture Procurement

a. Selection: In collaboration with Task 1 Office Design, the Furniture Supplier shall identify specific furniture that reflects the final office layout plan. The Furniture Supplier shall develop and present a minimum of two furniture schemes for each space identified in the Space Program. Contractor shall insure that each furniture scheme properly fits within the each space and enhances the work experience of the employee that will work in that space. The final selection/approval will precede an in-person site visit where VA personnel can personally experience the furniture displayed in an office setting.

b. Procurement: After Task 2a is completed and approved by the VA CO, the Contractor shall procure all approved furniture.

c. Installation: The Furniture Supplier shall properly install all procured office furniture and make the final connections to energize the systems furniture. Also, for individual offices and rooms, the Furniture Supplier will arrange the furniture as directed by the VA CO.

- d. Remove and properly dispose of all packing materials.

#### Option 1: Storage of furniture if needed

a. Provide an itemized list of expenses associated with storage of furniture outside of the main contract scope. The Estimate shall be based on storage at 500 square feet, in two (2) week durations.

b. Contractor should work with furniture supplier/manufacturer to coordinate delivery to coincide with buildout schedule. Should elements outside the control of the Contractor cause a delay in the delivery of furniture AND when all reasonable efforts are made by the Contractor to reschedule are futile, the use of storage will be authorized.

c. Approval - Should storage of furniture become necessary, Option 1 will require VA Contracting Officer (CO) written approval in order to proceed with storage of furniture. The Contractor shall submit all current costs outside the main contract scope to the CO.

d. The contractor shall seek the best value to the government.

#### **4. Schedule**

a. Office Furniture Design shall start within 5 days of NTP (notice to proceed) or as directed by VA Contracting Officer.

b. Furniture Supplier shall closely coordinate systems furniture design efforts through the Project Manager with the Developer and their AE as well as VA's IT office. The Furniture Supplier shall seek VA's written approval of the systems furniture design before ordering any

furniture. A preliminary design shall be completed with 30 days of NTP. VA will have 10 days to review and comment on the design. Then Furniture Supplier shall provide a final design layout within 15 days thereafter.

c. Installation of the furniture shall be accomplished in close coordination with the Lessor and his team of AE and buildout contractor as well as the approved design layout.

## **5. Government Furnished Information:**

a. Space Program: Attached is the space program for the new office.

## **6. Points of Contact:**

1. VA Contracting Officer (CO): The CO shall be responsible for all contractual administration of this Project. All transactions of a legal nature, including contractual agreements, amendments, change orders, etc. shall be approved and processed through the CO. Time and cost modifications can be issued only by the CO.

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2. VA Design/Construction Project Manager: The Project Manager is responsible for the AE design and construction management on behalf of the VA and will manage the Project on a day-to-day basis to ensure that the Project requirements are met from the start of the project through the final acceptance of the project.

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