

DESIGN STATEMENT OF WORK TEMPLATE

DATE:

PROJECT IDENTIFICATION

Project Title:

Project Location:

Additional Locations: ☐ NO ☐ YES (list other addresses):

PROJECT BACKGROUND

Project Purpose: The _____ is procuring design services for

Brief History:

PROJECT DESCRIPTION

Provide design tasks described below (check each required):

- ☐ Task A: Market Research
- ☐ Task B: Project Schedule
- ☐ Task C: Project Budget
- ☐ Task D: Furnishings Technical Package
- ☐ Task E: Space Projection
- ☐ Task F: Space Planning

The project involves approximately _____ SF of office space, housing approximately _____ persons (employees, contractors, etc). Check here if applicable: ☐ There is special use space included, such as Labs, Training rooms, Break rooms, etc.

OBJECTIVES:

INNOVATION

Requirements indicated are not intended to limit innovative service delivery of the Contractor. The government will consider variations from the Statement of Work, if the proposed change is within the schedule and budget limitations, meets the objectives for the project, and results in an improved outcome. The government must approve all proposed changes in the Statement of Work.

PLACE OF PERFORMANCE (agency name, address, city, state and zip code)

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If the contractor must perform the work at the government's workplace include the address where the contractor's work will be located:

☐ same as above **Place of Performance** ☐ OTHER (list) .

GOVERNMENT FURNISHED MATERIALS

The government will provide the following materials to the contractor after contract award to assist with the project

ITEM	DATED	DESCRIPTION

Other items OR EQUIPMENT furnished by the government:

- ☐ Computer
- ☐ Desk
- ☐ Telephone (☐ local calls only, ☐ unlimited local and long distant calling)
- ☐ Access to copier (standard b&w copies)
- ☐ Access to copier (standard color copies)
- ☐ Access to printer (8.5 x 11 paper)
- ☐ Access to plotter (up to page size:)
- ☐ Government software (list):
- ☐ Training (list):
- ☐ Other (list):

PERIOD OF PERFORMANCE

The government expects to award a task order and issue a notice to proceed on . The project requires the tasks to be completed by the following milestone dates:

The government requires total business days to review the contractor's submittal(s) inclusive of all requirements (tasks) specified in this scope of work document (see page 1 - PROJECT DESCRIPTION).

SECURITY AND CONFIDENTIALITY

The contractor and contractor personnel must comply with the following security and non-disclosure requirements:

- ☐ Background investigation required at Government's expense
- ☐ Background investigation required at Vendor's (contractor) expense
- ☐ Other (list):

PRICING

The contractor shall provide a fee for the required services using the format applicable to the Request for Quote document issued by the Government Contracting Officer.

The contractor will describe how they will structure a team, the approach to manage and accomplish the work, and list professional experience of team members.

List experience and certifications required for project (e.g., LEED Certification).

ATTACHMENT (check box, and include)

☐ **TASK A: MARKET RESEARCH**

The contractor shall interview the government representatives to assess the need for furnishings. The interview topics shall include functions, flexibility, adaptability, aesthetics, durability, and sustainability. Based on the interview, the contractor shall make recommendations to the government to visit showrooms that have furnishings that meet the government's needs. The showroom visits shall be used to inspect the manufacturers' product lines and learn about product features and capabilities.

Prior to procurement implementation, FAR 8.602 market research must be completed. Specifically, subpart (a)(1) requires that agencies (i.e. customer) do market research before making the decision to use the GSA MAS program. The customer agency contracting officer must make a unilateral written determination that furniture items from Federal Prison Industries (FPI) (a/k/a UNICOR) are or are not comparable in terms of price, quality and time of delivery to the commercial items(s) being sought in order to use the GSA MAS program. If the FPI items are comparable in terms of price, quality and time of delivery to the commercial item(s) then the FPI products must be purchased. FAR Part 10 contains policies and procedures for conducting the required market research and provides useful information that relate to: a) publishing formal requests for information, b) querying Government database of contracts, c) participating in on-line communication among industry and acquisitions personnel and customers, d) obtaining source lists from other contracting agencies, e) reviewing catalogs and other generally available product literature published by manufacturers or available on-line, and f) conducting interchange meetings or holding pre-solicitation conferences, g) as well as other useful information.

Deliverables

After the showroom tours, the contractor will prepare a presentation summarizing the product types and options that will meet the government's requirements. The presentation will include illustrations, documents and photographs showing furniture styles that comply with the interior space design concept, as well as a section explaining the advantages and disadvantage of each manufacturer's solution to desired features. The contractor will prepare a unilateral, written determination that furniture items from Federal Prison Industries (FPI) (a/k/a UNICOR) are or are not comparable in terms of price, quality and time of delivery to the commercial items(s) being sought in order to use the GSA MAS program.

ATTACHMENT (check box, and include)

☐ **TASK B: PROJECT SCHEDULE**

The contractor shall provide a project schedule within _____ business days after the project kick-off meeting. The schedule shall include the tasks performed in this design SOW, and can include an estimated procurement schedule based on product lead times and project/installation requirements, if needed. Each task will be assigned a start/end date.

Deliverable

Task dependencies will be shown using the PERT chart schedule format. The contractor will provide an electronic and _____ hardcopy versions. The schedule shall start with the design effort and extend through the furnishings installation, including acquisition milestones and task durations.

ATTACHMENT (check box, and include)

TASK C: PROJECT BUDGET

The contractor shall provide a project budget within _____ business days of the project kick-off meeting. The budget only reflects cost relating to the furniture and furnishings. At a minimum, the budget shall include:

- Design fee
- Furniture product costs
- Furniture installation, handling and shipping costs (if not included in the schedule price)
- Removal of existing furniture, excess (surplus) or tipping fees
- Cost for interior finishes (product and installation) selected under the SOW
- Furniture storage costs based on volume rates for warehousing
- Architectural finishes and alterations incidental to the furniture
- Other related project costs.

Deliverable

The budget submittal shall include _____ hardcopies and an electronic spreadsheet with the budget items. The contractor shall reference sources for the costs. The contractor shall develop a format for the budget and submit for government approval before completing the task.

ATTACHMENT (check box, and include)

☐ **TASK D: FURNISHINGS TECHNICAL PACKAGE**

The contractor shall develop the documentation necessary for the Government to successfully procure furniture and/or furnishings using a competitive award process.

The Furnishings Technical package may include the following components:

1. Performance Specifications
2. Quantity Estimates for each workspace and furniture type
3. Typical Workstations, Workspaces and Ancillary furnishings
4. Finish Selections
5. Evaluation Factors

At a minimum, the technical package shall include generic performance specifications for the furnishings and estimated quantities of workspace or individual furnishing types. When modular furniture products are required in the project, such as systems furniture or private office casegoods, the technical package shall include typical workspace drawings and component listings.

The Typical Workstations, Workspaces and Ancillary Furnishings illustrate the furnishings with plans and other drawings to convey to the furnishings vendors the desired arrangements and elements necessary. The typicals are used for comparing furnishings contractors' solutions and pricing.

The Performance Specifications describe the minimum performance requirements, capabilities, characteristics, features and level of quality of the furnishings required. The specifications outline the services required to complete the project and how the offers will be evaluated.

The Quantity Estimates are used as the basis for the procurement item listing.

The Finish Selections are used as a guide to subsequent design decisions regarding materials, colors and finishes for the new interior. The finishes help determine the offerors' pricing by establishing finish materials for the furniture (wood) laminate, etc.) and fabric grades.

The Evaluation Factors are used when the furniture procurement will be based on other than the lowest priced offer. Quotations will be evaluated to determine which offers the best value to the government.

The following describes each component

Typical Workstations and Workspaces

The contractor shall develop typical workstation and workspace standards and drawings to include plan views with dimensions, isometrics, furnishing descriptions, storage capacities, accessories, lighting, electrical and data outlet requirements. The government shall identify the types of workspaces that are considered "typical" to the government's use. The contractor shall identify the requirements for each typical workspace, including component dimensions. The contractor shall use a combination of the following tasks to define the typical workspace requirements.

- reusing the existing standards
- interviews
- inventories
- survey
- On-site observations

The interview and site survey are considered the most efficient and yielding the best results. If the government has square footage (SF) standards for the staff workspace, this information will be given to the contractor to include the SF in the final typical workspace plans.

It is not necessary or desired to develop a "typical workspace" for every unique condition. The typical workspaces should represent the overall majority of workstations by functional requirement. Adding typical workspaces to accommodate columns, unique functional requirements for one or two occurrences is not required for the technical package. Ideally, typical workspaces are designed to accommodate some flexibility in the use and assignment.

The contractor shall include quantities based on the number of typicals planned for the project. Support space quantities will be based on actual counts from the space plan or ratio of spaces to FTE.

Minimum Performance Specifications

At least three manufacturers on GSA Multiple Award Schedules must be capable of meeting the specifications and those manufacturers and product lines should be indicated in the specifying document presented to the government.

The contractor shall prepare a comparison of manufacturers/product lines and performance criteria. The contractor will conduct the research necessary, based on the manufacturers' product information, to confirm that three manufacturers meet all the mandatory performance criteria. If a manufacturer does not meet the criteria, another manufacturer must be selected.

The performance specification shall be provided in a format that allows for easy comparison of each vendor's quote to the performance specification. The format shall include a reference area for the vendor to indicate where the requirement is met in the vendor's submittal documents and if confirmed by the contractor.

The contractor shall develop performance specifications listing the features, capacities and capabilities required of the products to be acquired. The specifications shall include the government's specific requirements. Specifications should not be broad-based, but instead enumerate characteristics critical to the function of the product (e.g., cable capacity, functional capability, etc. Do not include panel widths and thickness unless a specific width or thickness is necessary for the performance of the product.). When a best value procurement will be conducted, specifications may include desired product characteristics that are considered to add value to the product. Specifications shall clearly distinguish between the mandatory characteristics and the optional characteristics that add value but are not required. Supporting explanations of how desired features add value shall be provided separately from the specifications to aid the agency in evaluating competing offers.

Quantity Estimates

The Contractor shall provide an item listing with an estimated quantity for each workstation typical and individual product type required. Items shall be grouped by type.

Finish Selections

The Contractor shall select the color scheme and finishes for the typical workspace furniture. The finishes set a quality level allowing other vendor offers to more accurately price the furnishings desired by the Government. The finishes selected at this phase are not likely to be the actual final finishes, but the finishes selected should represent an acceptable baseline for the future. The finishes shall be used to guide project designers and help coordinate other finishes, materials and colors that will become part of the project.

The contractor shall develop three (3) finish options to be presented to the government. Prepare presentation board(s) or similar presentation style to show the furniture finishes for the typical workspaces.

After the preliminary presentation, the contractor will refine the finishes based on government comments. Prepare a second presentation that reflects the refinements. Resubmit the presentation materials with the refinements.

The government shall select and approve the scheme(s). The Contractor shall coordinate with the government to make sure that all color schemes and finishes will not conflict with finishes in other parts of the project.

After the second submission, the contractor will work with the government to resolve any outstanding finishes selections. After resolution, prepare a final submission for the project record.

Evaluation Factors

The Contractor shall provide a description of product features to be used as evaluation factors in a best value determination.

Deliverable

The contractor shall develop a "Technical Package" document to include:

- Overview of the project
- Objectives of the procurement
- **Summary of workstation/workspace/furniture quantities**
- **Typical workstation/workspace drawings to include:**
 - Bases for the development and design for the workspace.
 - Special functional needs
 - Typical workspace drawings, to scale and dimensioned
 - Plan view
 - 3-dimensional illustration

- Elevation for areas with tiled panel covers or other special conditions
- List of workspace components, (major components that make up the functional and aesthetic basis of the workspace). Include sizes, capacities and finishes
- Accessories required to make the workstation fully functional, including electrical and data access locations, paper management, equipment arms, trays, etc.
- Space plan (if available) with the workspaces keyed to the space plan.
- Hardcopy of the workspace drawings and electronic copies in Adobe® PDF format and CAD drawing files, AutoCAD® compatible, for the typical workspaces.

Minimum performance specification for the furnishings

- Overview of the functional requirements, features and capabilities.
- Performance specifications
- Project Management Plan for the vendor. Include the project management tasks required of the successful vendor.
- Price submission format
- Provide a hardcopy and softcopies in PDF format and an editable format e.g., Microsoft Word.
- **Evaluation factors**
 - Overview of the best value determination process
 - List of evaluation factors to be included in the furnishing procurement
 - Supporting explanatory information on the added value provided by the product features
 - Provide a hardcopy and softcopies in PDF format and an editable format e.g., Microsoft Word.
- **Finish Selections**
 - Provide sample boards with actual samples keyed to workstation typical plans. Using the key numbers on the sample boards and plans, list the samples and materials with generic description, manufacturer and model/finish/color.
 - Include fabric manufacturers' product line, color and pattern number for all chosen fabrics.
 - Provide one electronic copy in PDF format and one AutoCAD (*.dwg) compatible format.

If reusing any furniture the contractor will include the following tasks:

- Evaluate existing furniture and establish criteria for furniture to be reused. Establish an inventory of existing furniture to be reused, by type, condition, and location.
- Cross reference inventory to the furnishings plan provided by the furniture vendor.

ATTACHMENT (check box, and include)

☐ **TASK E: SPACE PROJECTION**

The Contractor will develop a space projection for quickly assessing the government's overall spatial needs. Work with the government to determine the total spatial requirement. The result of this effort shall be a quick overview of the spatial requirements based on occupants and support space per occupant. The contractor shall include the following tasks:

- Collect FTE, contractor and other personnel counts. Consolidate staff counts into generic descriptions such as administrator, director, division chief, branch chief, professional, technical, administrative, etc). Determine totals for each function.
- Assign typical workspace areas based on generic staff positions and functional requirements
- Multiply the staff counts by the area assignment (typical workspace area)
- Assess the current support use
- Review support space deficiencies, add needed support to the existing space totals
- Determine support space allocation per person
- Calculate total support space based on the staff counts
- Add the staff, support space and circulation totals for an order of magnitude space projection.

Deliverable

- The Contractor will document and tabulate a Space Projection Report. Discuss formats with the government and present formats for approval before completing the projection. The report shall include the following:
 - Summaries and tabulations of personnel, departmental square footage and special requirements at current levels and government defined future date(s). If the government requires an occupancy forecasts over a period of years, state the years required
 - Space standards for offices and work stations.
 - Space allocations for all support space and special space.
 - Provide a hard and softcopy of the spreadsheets

ATTACHMENT (check box, and include)

☐ **TASK F: SPACE PLANNING**

Block Plans (only required for projects over 10,000 SF)

Using the program and typical workspaces, the contractor will prepare color coded block plans (if the project is over 10,000SF). Include on the plans the organization, area and number of office and workstations forecast for each block of space. List the total support space for that block. Submittals shall include 1/8" or 1/16" scaled floor plans with the information required above.

Schematic Plans (All Projects)

After approval of the block plan, the contractor will prepare schematic space plans illustrating the locations of each workstation, office and support space. Label each space with the name and area required in the program. Illustrate circulation space as part of the plan. Include a table that summarizes the number of offices, workstations and support spaces by size and type. Include plan options that will improve overall space utilization.

Space Plans (All Projects)

After approval of the schematic plans, the contractor will develop detailed space plans showing all workspaces, offices, support space and furniture. Include all equipment, millwork and fixtures that will occupy floor space. Show partitions, walls and door swings. Label all spaces with the name of the function housed, (i.e. office, workstation, conference room, etc.) (no employee names), actual area allocated and room number. Include a table that summarizes the number of offices, workstations and support spaces by size and type.

Deliverables

- The Contractor will provide hardcopy full size plans at 1/8" scale. Include a coversheet with the project name, design firm name, address and telephone number. Drawing sheets shall include title blocks with the design firm's name address and telephone number. Include the following in the title blocks:
 - Project and North Arrow
 - Issue date
 - Revision Dates
 - Project Name and Address
 - Drawing scale
 - Sheet Title
 - Sheet Number
- On each sheet, include:
 - The plans, elevations, details or schedules
 - Sheet notes
 - Legend
 - Key notes
 - Sheet/Detail titles for each element shown with scale and reference bubbles
- Provide one electronic copy in Adobe® .PDF format and one AutoCAD® .dwg compatible format.

SELECTION/EVALUATION CRITERIA

The contractor will be evaluated on a "Best Value" basis, considering the proposed project approach, demonstrated understanding of the project's requirements and relevance of the company's and key personnel's past experience.

Contractor's Offer Submittal

- The contractor offer shall provide the information in the following sequence and format, unless the FAR overrides:
- Company Name, Address, GSA contract numbers held, Primary Point of Contact name, telephone, mobile cell phone and email. Include the RFP or RFQ number. Provide an overall history of the contractor's business, including date founded, current employees, NAICS Code, CCR and DUNS number. Provide a list of government contracts held in the past five years.
- Project Understanding and Approach: Based on the solicitation, describe the approach the contractor will take to complete the project.
- Company Experience
- Provide a list of five (5) relevant projects, similar in scope, complexity and scale that were completed by the contractor's firm in the past five years. Provide references for each project.
- Resumes
- Pricing: Use the format pricing sheet provided
- Exclusions and conditions to the pricing