FURNITURE DESIGN AND SPECIFICATION PROCESS

What happens between submitting your request and installation of new furniture?

The University Architect’s Office (UAO), is responsible for specifying appropriate furniture for Indiana University occupied spaces to satisfy functional, durability, and code compliant requirements within aesthetically appropriate and fiscally responsible parameters of the university. The average number of “Requests for Services (RFS) for Furniture” responded to by the UAO Interior Design Office is over 1,400 per year. Requests range from single item requests to complete furnishing of new and renovated buildings, for all Indiana University campuses.

UAO Interior Design has developed the following list of expectations as a reference for our University community to review and understand the internal process required to specify and procure furniture (furniture not associated with a new building or major renovation project). Furniture acquired as part of a new building or major renovation project will be included in the design and request process for that particular project – a separate RFS will not be submitted. Once you have entered an RFS marked as “Furniture Only”, your request will route through the following phases:

PHASE 1: PROJECT ASSIGNMENT
- 1-2 weeks anticipated
- RFS received by Capital Planning and Facilities Support Resources and routed to the University Architect’s Office for assignment to an Interior Designer. Upon assignment, a confirmation e-mail will be sent to the requestor.

PHASE 2: SCOPE REVIEW
- 1 week anticipated
- Assigned UAO Interior Designer to review/discuss scope of work with the requestor during a phone conversation or scheduled meeting. With some requests, the information provided in the Request for Service is sufficient to contact a vendor immediately.

PHASE 3: DESIGN
- Timing varies
- Levels of anticipated response based on scope of request:
  - Level 1 – No site visit needed by assigned UAO Interior Designer; request can be quickly responded to from information provided in RFS
    
    *Example:* Product request does not impact the footprint of a space, product is an EHS approved ergonomic product, accessory, etc., and a contracted vendor is already established with IU Purchasing.

  - Level 2 – Additional information is needed to proceed. 1-3 weeks design time anticipated after first design consultation meeting or discussion with assigned UAO Interior Designer.
    
    *Includes the assigned UAO Interior Designer contacting the appropriate vendor who will assist on the request as directed by that assigned UAO Interior Designer.***
    
    *Typically involves the production of a drawing*
    
    *Approval requires UAO Interior Design review for code and ADA compliance.*
    
    *Example:* Products requested are part of an established building standard and/or have an established contracted vendor within the IU Procurement Services system. The assigned UAO Interior Designer will have this information.
o Level 3 – Additional information is needed to proceed. More extensive design and/or procurement processes are required and design time will vary based on complexity of the request.
  ▪ Typically includes multiple meetings/reviews and iterations of design drawings with UAO Interior Designer and a consultant or contracted vendor(s).**
  ▪ Approval requires UAO Interior Design review for code and ADA compliance.
  Example: May include coordination with a minor construction project.
  Example: May include inventory of existing furnishings to complete the request.**
  Example: May require developing drawings and specifications for a bid process through Purchasing

** NOTES:
  ❖ Vendors are allowed 2 weeks to complete a request for design or provide update to a design or quote to IU, after requested by IU.
  ❖ Vendors reserve the right to charge design fees if multiple designs are requested to complete a project. The requestor will be notified if design modifications and changes are in excess of typical expectations given project size/scope.
  ❖ Vendors are required to obtain UAO approval prior to presenting designs to the point of contact

PHASE 4: FINAL QUOTE & APPROVAL
  • 1 week anticipated
  Upon approval of design, preliminary cost, and any necessary bid processes, a Final Quote is to be generated by the vendor(s) and provided to requester for financial review/approval and confirmation of account number to cover cost

PHASE 5: ORDER PROCESS
  • 1 -2 weeks anticipated
  Approved documents are submitted by the assigned UAO Interior Designer and a Requisition is initiated by the CPF Support Resources Purchasing Representative, and routed to the appropriate individuals for financial approval via KFS
  • Once a requisition receives all KFS approvals needed, it routes to IU Purchasing for a Purchase Order to be generated and sent to the vendor
  • Vendor receives Purchase Order and enters it into their queue

PHASE 6: LEAD TIME FOR ORDER MANUFACTURE
  • 4-12 weeks (typical)
  Depending on product ordered, a 4-12 week lead time should be anticipated for the manufacturer to fabricate product and prepare to be shipped. The average product lead time is 6-8 weeks.
  • Products that are custom or specialty items may require a longer lead time

PHASE 7: INSTALLATION
  • 1-2 weeks anticipated (unless otherwise noted by the vendor or assigned University Interior Designer)
  • Product shipped from manufacturer to assigned destination
  • Product is received at the vendor’s warehouse and installation is scheduled with the point of contact

Please also review the “Requester or Point of Contact Responsibilities”, also found on the IU Interior Design website.