The following information identifies expectations of consultants contracted with the University Architect’s Office (UAO), for a project at Indiana University, specific to the process for obtaining furniture, fixtures and/or equipment (FFE).

**Design, Specification, and Mock-Up**
A. Meetings with end users to be coordinated with UAO Interior Designer
B. Extended Programming Documentation per room for detailed definition of function; UAO Interior Design also requires the cost estimate breakdown per room.
C. Selection and specification of furniture
   - Continued budget review required
   - Specified Designs
     - Must follow university standards and guidelines.
     - Basis of Design, with a minimum of two additional manufacturers (if not open line products)
     - Mock-up presentation as needed
       - Coordination by consultant
       - Develop and provide analysis of evaluation questionnaire(s), as needed
   - Present to UAO Interior Designer for approval (to include defined alignment of specified furniture with designated functions, according to the extended program information)
   - After approval of UAO Interior Designer, presentation to end user to include 3D drawings of office spaces, finish samples (renderings/ boards as needed)

**Documentation, Bidding, and Ordering**
A. Prepare Procurement documents, including:
   - Purchasing Requirements: front end documents (cut/paste)
   - Furniture Specification Spreadsheet (detailed specifications for bidding)
   - Furniture Drawings
B. Work with UAO/ Purchasing through IU Bidding Process
   - Pre-Bid Walk-Through Participation
   - Prepare Addendum(s) in response to vendor questions (information supplied to Purchasing and shared with vendors from IU Purchasing)
C. Review and evaluate bids to determine awards
   - Provide documentation of awarded bid information (justification of award; ie. Low bid, delivery, etc. – format provided by Indiana University)
   - Provide updated Cost Opinion
D. Work with awarded vendors to finalize design and quotes
E. Coordinate furniture with technology and/or utilities (including building systems, electrical, plumbing) where required
   o Ongoing consultation with Architectural Consultant and/or General Contractor to coordinate furniture plans with construction documents throughout construction
   o Review/Approve submittals and shop drawings provided by vendor(s) to UAO, to include: final drawings, quotes, .csv files

Scheduling and Installation
B. Work with vendors to provide installation schedule, includes
   o All coordination with GC and/or IU Department (UITS) for connection to required utilities
   o Installation coordination meeting(s) Participation
C. On site to oversee delivery and sign-off of delivery sheets (any on site coordination of vendor delivery trucks, etc.)
D. Provide Punch-List for each vendor/installation; review with UAO for distribution to vendor(s)
E. Weekly progress meetings until furniture installation is complete (including punch list follow-up)
   o Documented punch lists and documentation of ongoing follow-up communication with associated vendor(s)

“As-Built” information provided to IU UAO at the end of the project to include ALL furniture
F. Submitted in AutoCAD
G. Final Furniture Binder Information (2 complete sets)