



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
REAL PROPERTY ADMINISTRATION  
WILLIAM R. SNODGRASS TENNESSEE TOWER  
22ND FLOOR, 312 ROSA L. PARKS AVENUE  
NASHVILLE, TENNESSEE 37243  
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DAVE GOETZ  
COMMISSIONER

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ASSISTANT COMMISSIONER

## TO ALL PROPOSERS

In accordance with Tennessee Code Annotated 12-2-114, the State of Tennessee is seeking proposals for lease space in Madisonville, Tennessee, for the **Department of Children's Services**.

Special attention should be paid to Document 5.03 paragraphs #7 (Utility Costs), #8 (Janitorial Services), and #13 (Automatic Deposits). The State prefers to provide its own janitorial services (except in multi-tenant buildings). If the utilities are not included in the proposed base rental, an exception must be made in Paragraph 4.b of the Lease Proposal Quotation Form.

**Please note that the proposed space must conform to the Summary of Lease Requirements contained in the proposal package or an exception must be made in Paragraph 4(b) in the Lease Proposal Quotation Form**

Proposers should complete all pages of the Lease Proposal Quotation Form and return the original along with required proposal security deposit, floor plans, photos, and all other required attachments. Proposals must be received before **2:00 PM, Central Time, October 28, 2009**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered. Proposals will be publicly opened at 312 Rosa L. Parks Avenue, William R. Snodgrass, Tennessee Tower, **Conference Center North, The Robertson Room** on the 3<sup>rd</sup> Floor.

Attached is Proposal Package No. 0907903-CS62. If you have any questions, please feel free to contact me at 615/741-7470.

Sincerely,

Angie Lotspiech  
Real Property Administration

Enclosure

**STATE OF TENNESSEE**  
**Department of Finance and Administration**  
**Division of Real Property Administration**

**INVITATION FOR LEASE PROPOSALS**  
**NO. 0907903-CS62**

The State of Tennessee has need for office space and hereby invites proposals for lease in accordance with the requirements and conditions contained in this Invitation.

Proposals will be received at:

Real Property Administration  
William R. Snodgrass Tennessee Tower  
22nd Floor - 312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102

until **2:00 PM on October 28, 2009** at which time and place all proposals received will be publicly opened at 312 Rosa L. Parks Avenue in the Conference Center North, **The Robertson Room on the 3<sup>rd</sup> Floor**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered.

The requirements of the desired lease are as follows:

1. LOCATION: Within County and within the following area:  
**Within the city limits of Madisonville, TN**
2. AMOUNT OF NET USABLE SPACE:  
(See Documents 5.06 *Instructions for Submission of Proposals, Paragraph 3*)  
**One acre +/- with a large house containing no less than 5,000 and no more than 5,500 square feet of contiguous living area to be used as a residence for up to 12 adolescents.**
3. TERM: **Five (5) Years**
4. PREFERRED SPACE ARRANGEMENT:  
**Hardwall and open office. See Document 4 - "Summary of Lease Requirement Sheet." You may also preview specific requirements at: <http://tennessee.gov/finance/rpa/leaseProposals.html> by clicking on "Request for Lease Proposals" and referencing the proposal number above.**  
(See Document 5.05 *Criteria for Evaluation of Proposals, Paragraph 3*)
5. PARKING:  
A minimum of **12** available paved and striped parking spaces.  
(See Document 5.04 *Standard Specifications for Office space, Paragraph 17*)
6. OTHER REQUIREMENTS: **Personnel: 11**

This *Invitation*, along with the attached *Letter to All Proposers, Summary of Lease Requirements, Letter to Current Lessor (if Applicable) and Information for Proposers constitute the Proposal Package* and all proposals shall be submitted in accordance with all requirements of the Proposal Package to insure that the Lease Proposal can be adequately evaluated. The State reserves the right to waive any informalities or to reject any or all Lease Proposals.

# ADVERTISEMENT

NO. 0907903-CS62

## THE STATE OF TENNESSEE DESIRES TO LEASE SPACE IN MONROE COUNTY

LOCATION: Within the city limits of Madisonville, TN

AMOUNT: One acre +/- with a large house containing no less than 5,000 and no more than 5,500 square feet of contiguous living area to be used as a residence for up to 12 adolescents

TERM: Five (5) Years

PROPOSAL OPENING: Proposals will be opened on **October 28, 2009 at 2:00 PM**, Central Time in the **Conference Center North, The Robertson Room**.

OWNERS & AGENTS: Proposals received by Real Property Administration after the proposal opening date and time will not be considered. If you desire to submit a proposal for consideration, please contact this office for specific proposal information by **October 23, 2009**. Representatives of Real Property Administration will evaluate conforming proposals after the opening.

**You may also preview specific requirements at:**  
<http://tennessee.gov/finance/rpa/leaseProposals.shtml>  
**by clicking on "Request for Lease Proposals" and referencing the proposal number above.**

CONTACT: Angie Lotspiech  
Real Property Administration  
William R. Snodgrass Tennessee Tower  
22nd Floor, 312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243-1102  
Phone: 615/741-7470

January 2005

**GROUP HOME PROGRAMS**  
**GENERAL ARCHITECTURAL GUIDELINES**

I. Space Guidelines:

1. Bedrooms: 8 @ 120 s.f. each; plus 8 s.f. closet in each.  
1 @ 120 s.f. plus that is handicap accessible and can be used as overflow office space with 8 s.f. closet
2. Laundry: 1 @ 130 s.f. with lockable storage area and hookups for 2 washers and 2 dryers.
3. Dayroom: 1 @ 280 s.f.
4. Bathrooms: Student – 2 baths, each with 1 shower, 2 lavatories and 2 water closets.  
Staff - Full bath meeting handicap accessibility requirements and including a bathtub  
Classroom – Half bath adjoining classroom.
5. Student Living Storage: 120 s.f.
6. Reception Area: 120 s.f.
7. Offices: 1 @ 150 s.f.  
2 @ 120 s.f.  
1 @ 70 s.f. (adjoining classroom)
8. Copier/ Storage: 65 s.f.
9. Classroom: 1 @ 350 s.f.
10. Living Room: 1 @ 160 s.f.
11. Dining Room: 1 @ 315 s.f.
12. Kitchen: 1 @ 200 s.f.
13. Pantry: 1 @ 90 s.f.
14. General Storage: 1 @ 70 s.f.
15. Exterior Storage (for lawnmowers, etc.): 200 s.f.

(Note: the above space designations are intended as general guidelines only.)

II. Additional Requirements:

1. Construction must meet all State and local fire, building, health and sanitation codes, as well as applicable zoning ordinances. Final approval of building design (functional and aesthetic) shall be the right of the Lessee.
2. Construction must meet standards promulgated by the American Correctional Association.
3. Construction must be handicap accessible.
4. Construction must be certified asbestos free.
5. Provide illuminated (LED) exit signs with back-up battery packs and emergency lighting to meet all applicable fire, safety and building codes.
6. Alarm Systems
  - a. Fire Alarm system – Provide a fire alarm system, with smoke detectors in each bedroom and throughout the structure and with sufficient zones to establish the general location of the alarm. Provide visual and audible alarms throughout the building to meet ADA requirements for audible and visual. Provide central control panel with secondary battery power. All Systems must comply with NFPA 101 and ADA and installed by Certified Alarm Contractor.
  - b. Security Alarm System – Install a Security System designed to detect a student trying to leave through any exterior door or window. Provide 2 control pads – one in the dayroom and one in an office. Zone the system to allow for quick detection of the location of a security breach. Also allow for disarmament of single zones of the system, such as the front door, without disarming the entire system. Provide an audible alarm throughout the building.
7. Bathrooms:
  - a. Provide tempered water for student baths, not to exceed 110 degrees F. Provide a minimum hot water storage capacity of 120 gallons.

- b. All student bathroom and shower fixtures should be heavy-duty, intuitional type fixtures. Provide single lever anti-scald shower water controls. Shower heads shall be vandal resistant.
  - (1) Recessed toilet paper dispensers equal to Bobrick Model B-667.6 (theft resistant spindle)
  - (2) 16" x 20" stainless steel framed mirror equal to Bobrick Model B-290, at each student lavatory.
  - (3) Break-away towel hooks equal to Bobrick Model B-903
  - (4) Recessed stainless steel soap shelves equal to Bobrick Model B-4380
  - (5) Shower doors – 1/4" thick translucent acrylic plastic glazing in full frame (aluminum) with full length piano hinge and spring loaded ball type catch.
- c. Showers should be heavy duty construction rather than standard residential type showers. Provide drying area with drain outside each shower stall.
- d. Provide water cut-off valves for each bathroom in order to make it possible to repair/replace any fixture by just turning off the affected bathroom rather than the entire facility. Valves should be secured from students.
- e. Provide floor drains located in toilet areas sufficient to handle overflow of toilets.
- 8. Pantry: Provide duplex outlet, water supply and drain for an icemaker. Provide outlets for two freezers and one refrigerator.
- 9. Kitchen:
  - a. Provide an engineered kitchen hood/ exhaust system with automatic vent hood fire suppression system.
  - b. Provide a large heavy duty range top with six eyes as manufactured by Jenn-Air or equal. Provide a double oven, including at least one convection oven as manufactured by Jenn-Air or equal.
  - c. Provide a triple compartment stainless steel kitchen sink with a 1 hp disposal unit. Each basin shall be 18" x 10" x 12" deep. 16 gauge all welded construction. Provide a separate hand wash sink with counter sanitation barrier.
  - d. Provide a commercial heavy duty under counter dishwasher as manufactured by Hobart or equal to meet State specifications.
  - e. Provide 20 l.f. of counter and base cabinets and 28 l.f. of wall cabinets.
- 10. Provide floor drains in all bathrooms, mechanical rooms, and laundry appliance platform.
- 11. Doors and Frames:
  - a. Frames: All door frames shall be welded hollow metal 16 gauge, pressed steel with internal reinforcements for butts and strikes. Non-label frames can be used where permitted by code. Provide 1 hour label frames as required by code. Frames shall bear UL label.
  - b. Exterior doors: 14 gauge Cold Rolled, level sheet steel, flush, seamless, enclosed flush top and closed bottom with 16 gauge Channel, 1 3/4" thick, with narrow light vision panel and rigid polystyrene or urethane foam core.
  - c. Weather –strip all exterior doors with continuous extruded aluminum and vinyl weather protection at head and jambs. Provide positive seal threshold weather protection. Threshold shall not be raised more than 1/2" above floor level on either side. Threshold shall have beveled edges.
  - d. Interior Doors: 1 3/4" thick solid core, flush, hardwood veneer. Non-label doors can be used where permitted by code. Provide 1 hour label doors as required by code. Bifold and sliding doors are not acceptable for any applications.
  - e. Provide a landing at all stairs that have a door opening (if applicable).
- 12. Door Hardware: Shall be heavy duty type, certified Grade I under A.N.S.I. A1156.Z series 4000. Lock sets and passage sets to be 2 1/8" Global design knobs, with 2 5/8" round rose. Russwin, Schlage, Sargent or equal. Provide door hardware in accordance with the following schedule:
  - a. Hardware Schedule:
    - (1) Closets, stairs, and bathrooms: - passage set.
    - (2) Office, bedrooms, laundry, storage rooms, pantry, mechanical rooms - lock set.
    - (3) Exterior doors – lock set to comply with fire codes

- (4) Provide self – closing hinges on all bedroom doors. Provide high grade heavy – duty closures on all exterior doors.
    - (5) Provide cushioned wall mounted knob bumper stops at all locations except where floor mounted stops are required (i.e. where doors do not open against a wall). Provide solid blocking in walls and partitions for mounting and supporting door stops.
  - b. Keying Schedule:
    - (1) Key the Director’s office separately (provide 4 keys).
    - (2) Key all other offices, classroom, and copier room identically (provide 10 keys).
    - (3) Key storage rooms, mechanical rooms, kitchen and pantry identically (provide 10 keys).
    - (4) Key exterior doors identically (provide 10 keys).
    - (5) Master Key – operates all locksets (provide 4 keys)
    - (6) Provide a wall mounted lockable key box to be securely mounted as directed by the lessee.
    - (7) Tag and label all keys.
13. Windows: Shall be single hung, aluminum frames, comparable to Alenco Series 1000 windows, with insulated glass
14. Drywall/ Gypsum Board:
  - a. Interior walls and partitions shall be 5/8” thick; fire rated abuse resistant gypsum board.
  - b. Ceiling shall be 5/8” thick, fire rated gypsum board. Drop in type ceilings are not acceptable except in office areas.
  - c. Backer board at toilet/ shower rooms shall be equal to 1/2” “Durock” tile backer board where ceramic tile is used.
  - d. Wall board at kitchen and bathrooms shall be 5/8” thick water proof, “green” gypsum board.
15. Insulation:
  - a. Exterior walls shall be insulated with foil faced batts, minimum R-19 value (6” thick), or shall have equal insulation as approved by Lessee to provide a minimum R-19 Value.
  - b. Ceiling insulation shall be minimum R-38 value (12” thick)
  - c. Provide dense sound attenuation in perimeter walls of all bathrooms, offices, classrooms and mechanical rooms.
16. Painting: All painted surfaces shall receive a prime coat and two top coats. Surfaces should be smooth and free of any imperfections prior to application of paint. Semi-gloss latex enamel should be used throughout.
17. Heating, Ventilation and Air Conditioning Systems:
  - a. Heating/ Air Conditioning Systems: Provide central forced air heating and air conditioning, sufficiently zoned to provide constant temperatures in all areas. Locate all thermostats in the Director’s office and utilize in-duct remote sensors.
  - b. Ventilation: Provide a ceiling mounted commercial grade electric heat/ vent unit in each full bathroom. Separately switch heater. Exhaust fan shall be switched common with light. Exhaust to outside of building. Provide exhaust fan in laundry with capacity to change air six (6) times per hour. Switch separately from light. Exhaust to outside of building.
18. Lighting: Primary lighting shall be fluorescent surface mounted fixtures with protective covers. Lighting in storage closets, and mechanical rooms may be incandescent but bulbs will require protective covers. Preference should be given to energy efficient lighting fixtures.
19. Flooring:
  - a. Resilient Flooring: Provide commercial grade vinyl composition tile in foyers, pantry, kitchen, dining room, storage areas and mechanical rooms. Tile shall be 12” x 12” x 1/8”, thru color vinyl composition tile equal to Armstrong Excelon. In bathrooms, provide commercial grade ceramic or quarry tile.
  - b. Carpet: Provide commercial grade carpet in all other areas. Carpet shall meet the aesthetic requirements of the lessee with regard to color and texture. Installation shall be direct glue down.
20. Finish Carpentry:

- a. Shelving: Provide heavy-duty wood shelving, floor to ceiling, on all walls of all storage areas. Provide wood shelving at top of each student closet.
  - b. Cabinets and Casework: All cabinets and casework shall conform to Custom Grade requirements of AWI Quality Standards. Cabinets and casework shall be constructed of plywood. Particle board, ship board or “wood product” board shall not be used for cabinet construction. Doors and drawer fronts shall have “finger-pull” edges. Pull hardware shall not be used.
  - c. Counter tops: Plastic laminate finishes shall be selected from standard available high pressure laminated plastic, GP grade, solid color. All work surfaces or counter tops on build-in cabinets and casework shall be finished with plastic laminate. Counters shall have rolled front edge and molded 4” backsplash. Seal all edges with silicone caulk where counter tops meet walls.
21. Telephone System: Provide conduit system including outlet boxes, conduits, cabinets, etc. for telephone and computer cabling and equipment. Locate telephone outlets in dayroom, offices, handicap bedroom, one additional bedroom and kitchen. Provide pull wires in each section of conduit.
  22. Provide full length aluminum “mini” blinds equal to Levelor 1” wide blinds at all windows.
  23. Provide locking covers on all electrical panels.
  24. Preference is given to natural gas heating, hot water heaters and electrical kitchen appliances.
  25. Provide water coolers in the dining room and recreation/ dayroom room.
  26. Provide heavy duty interior stair rail brackets at a minimum of 16” on center (if applicable).
  27. Preference is given to brick construction for low maintenance and durability.
  28. Provide covered entries and porches at all exterior doors. Provide covered stairs as required by fire codes (if applicable).
  29. Provide interior stairs that are used for a primary means of escape which are enclosed with “20 minute” protection to the outside (if applicable).
  30. Provide one hour protection and smoke detection connected to the building alarm system for all hazardous areas.
  31. Provide a sprinkler system to all buildings complying with NFPA 13 R.
  32. Provide inspection of all sprinkler systems and standpipes complying with NFPA 25.
  33. Exterior lighting shall be photo cell controlled. Provide a minimum of six dual floodlights located as approved by lessee plus lighting for all exterior doors and stairs as required by building codes. Provide one additional floodlight on the storage building.
  34. Provide weatherproof outlets around the exterior perimeter of the building, minimum of one (1) per side. Provide switched interior florescent lighting and two (2) duplex receptacles in the storage building.
  35. Paving:
    - a. Parking – Provide paved, lined parking for at least 12 vehicles, one of which must meet ADA accessibility requirements. Provide concrete curbs for all parking spaces.
    - b. Recreation – Provide a 600 s.f. paved recreation area with heavy-duty basketball goal, net and backboard meeting State specifications. Provide a 100 s.f. concrete patio area at the rear door.
    - c. Sidewalks – Provide minimum of 4’0” wide sidewalks with broom finish to connect the outdoor recreation area and the building, the parking area and the storage building.
    - d. Dumpster – Provide a suitably designed and located area for normal storage of a trash dumpster (approximately 6 ft x 6 ft container size). Location shall take into consideration aesthetic appearance of project and ease of access for trash pick up. Provide a concrete pad or apron of sufficient size for trash dumpster.
  36. Provide securely mounted hose bibs around the exterior perimeter of the building, minimum of one (1) per side.
  37. Gutters – Provide seamless aluminum gutters to include leaf guards with factory based on enamel finish to match or coordinate with building exterior, complete with all necessary matching components, downspouts and group splash blocks of all eaves.
  38. Drainage – The site shall be graded to provide positive drainage away from the building, porches, walks, parking and recreation areas.
  39. Size – Structure should be 4,000 – 4,200 s.f. and should be located on at least one acre of land. Preference given to single floor structure.

40. Landscaping: Landscaping of grounds shall be professionally designed and installed during accepted planting seasons. Submit a landscaping plan with architectural drawings and site plan for Lessee's approval. Lessor shall maintain landscaping for one year. Landscaping should include but not limited to, installation of:
  - a. Shade trees – Minimum of 9 balled and burlaped – minimum of 6 ft tall planted. Specie – native (unless site has existing trees of adequate size).
  - b. Shrubs – Minimum size – a gallon. Specie – native
  - c. Seeding or sodding – 100% hydromulch or solid sodding.
41. The purpose of the structure is to provide a program for 8 teenage youth. Each youth to have separate bedrooms. Consequently, all construction materials, hardware, appliances, fixtures and finishes should be chosen for strength and durability.
42. The Lessor shall repaint the entire structure, inside and out, at a minimum frequency of every thirty-six (36) months.
43. The Lessor, at the Lessor's expense, shall utilize an architect to develop, based upon the advertised lease specifications and the expressed needs of the occupying agency's personnel, equipment and work flow. The space layout shall be acceptable to the Lessee, and an acceptable layout shall be a condition of the lease. Finalized plans must be approved by the State Fire Marshall's office prior to construction. Two final dimensioned floor plans of the space to be occupied by the State shall be submitted to the occupying agency prior to occupancy of the space and any lease payment.
44. Provide heavy duty wooden shelving in storerooms.
45. Provide exterior GFI electrical outlets at front and rear of building.
46. Provide exterior water faucets at front and rear of building.
47. All finishes shall be submitted to the Lessee at a Pre-Construction conference for review and approval. Items to be reviewed include, but not limited to:
  - a. Brick or stone veneer samples
  - b. Window specifications
  - c. Carpet specifications and color samples
  - d. Paint colors
  - e. Vinyl floor tile samples
  - f. Ceramic tile samples
  - g. HVAC system specifications
  - h. Security system specifications
  - i. Fire alarm system specifications
  - j. Lessor supplied kitchen equipment specifications
  - k. Bathroom shower specifications
  - l. Bathroom fixture specifications (stalls, paper holders, etc.)