

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Human Services (DHS) in Wilson County
Principal Use Office/Warehouse/Other	Professional Office
Employee Headcount at Premises	DHS: 30 employees
Transaction Number	DHS: TR# 23-03-901

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<p>Location must be within Wilson County, TN, with a preference to be within the city of Lebanon, TN.</p> <ul style="list-style-type: none"> • Preference is to be centrally located near related government agencies, courts and public transportation route lines, if available in the area. • Preference to locations NOT located within 1,000 feet from the department of Correction or Probation facility. • As this office provides services to the public, the preferred location is obvious from a public road, includes ease of access and identifiable exterior signage. • When available, the preferred location provides municipal water and sewer systems. 	NO
Usable & Rentable Contiguous Square Footage	<p>Estimated: 5,800 – 6,400 USF / 6,400 – 7,000 RSF</p> <ul style="list-style-type: none"> • Usable square footage (“USF”) does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. • The State intends “contiguous” to mean space that is adjacent, including floors below or above. • If the proposed space is located on more than one floor, then there should be an ADA compliant elevator providing service to each floor and each floor shall have code compliant restrooms. Preference is for single-story or groundfloor space. • Proposals with square footage having a 10% deviation (up or down) will be considered an alternate, however, the deviation on usable square footage must not fall below the minimum usable square footage range. 	Yes

	Desired	Alternates Accepted
Parking Requirements	<ul style="list-style-type: none"> Free, paved, well lit, striped parking in area adjacent to the proposed office space. The parking provided shall include handicap parking to meet the relevant code requirements in addition to the minimum spaces and special considerations below: <p>DHS: 30 Staff and 40 Client Total parking spaces = 70</p>	Yes
Special Buildout and Other Specifications	<ul style="list-style-type: none"> Turnkey buildout in accordance with the following schedules: <ul style="list-style-type: none"> Schedule 1: DHS Preliminary Zone Placement Summary Sheet Schedule 2: DHS Space Needs Analysis Schedule 3: DHS Concept Plan (not for construction) Schedule 4: Transaction Window Specifications Schedule 5: Telecom Closet Specifications Schedule 6: Lease Exhibit D Adherence to zone separation is necessary Pro Forma State Lease All State leased offices are required to obtain State Fire Marshall Office approval or waiver which is the Lessor's Duty to Obtain and Furnish to the State. Separate Restrooms for Clients and Staff Separate Entrances for Clients and Staff <p><i>*Please see www.TNLPR.gov to review DHS Bridging Documents and the Signage Package.</i></p> <p><input type="checkbox"/> Please check box to confirm review of Bridging Documents.</p> <p><input type="checkbox"/> Please check box to confirm review of Signage Package.</p>	No
Term Length	<ul style="list-style-type: none"> Ten (10) Years comprised of a base 10-year term plus a two (2) year renewal option 	Yes
Commencement Date	<ul style="list-style-type: none"> Preference for commencement to be within 18 to 24 months. Estimated commencement to be on or before February 28, 2027, depending on scope of work of the awarded location, pursuant to Pro Forma Lease, Sections 19 and 20. 	Yes
Termination for Convenience	<ul style="list-style-type: none"> Termination for Convenience: 90 day per Block 6 of Lease. 	Yes

	Desired	Alternates Accepted
Termination for Cause	<ul style="list-style-type: none"> Termination for Cause: see Lease - Exhibit A, Paragraph 5. No changes are allowed to this clause. 	No
Terms and Conditions	<ul style="list-style-type: none"> As set forth in State of Tennessee Pro Forma Lease. A copy of the Pro Forma Lease document can be found at www.tnlpr.gov underneath "Standard Forms" at "Lease Template" Any comments or proposed alterations to the terms in the Lease Template are required to be submitted with your initial bid submission of the Lease Proposal Quotation Form at the time when the initial bid submitted. Failure to include proposed changes or alterations with original bid submission is considered "Acceptance" of the terms in the State's Proforma Lease Template. No alterations are permitted later in the process. 	No
Utility, Services and Other Costs	<ul style="list-style-type: none"> Preference is for FULL SERVICE Gross lease with no pass throughs; however, proposal may be quoted as MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for Modified Gross consideration. 	Yes

Communications:

Interested parties must direct all communications regarding this procurement to the Leasing Agent, the State's official point of contact. Email is the preferred form of communication.

Name: Ellen Mims

Phone Number: 615-961-0067

Email: lpr.coordinator@tn.gov or ellen.mims@tn.gov

The completed "Lease Proposal Form" aka Lease Proposal Quotation Form must be submitted as follows no later 2pm Central time on Wednesday May 29, 2024.

Submittals must be received via either:

Email: lpr.coordinator@tn.gov

(It is recommended that any email submission be sent 'returned receipt requested' and confirm email is received)

And/or

Printed copy to:

Department of General Services/STREAM

Attn: Steve J. Lusk, Esq., Executive Director of Compliance

William R. Snodgrass Tennessee Tower 22th floor
312 Rosa L. Parks Avenue, Nashville, TN 37243

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal Evaluation Method, by using the following link:

https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office use and capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Schedules applicable to each agency.

Landlord shall furnish and install metal window blinds for all exterior windows.

See the Pro Forma Lease document- Exhibit D for General Specifications and Interior Design Standards.

SCHEDULE 1
DHS PRELIMINARY ZONE PLACEMENT SUMMARY SHEET
(Subject to revision in final plan approved by State design team)

DHS Wilson County Space Summary Sheet

Staff Counts – Total Staff: 30

Program Director – 1 (office)
Administrative Secretary - 1
Field Supervisor – 1
Eligibility Assistant – 3 (reception)
Eligibility Assistant – 1
Eligibility Counselor – 10
Contact Support Staff - 7
Appeals & Hearings – 1
Child Care – 1
Child Care – 1 FA25%
Voc Rehab – 1 FA25%
APS – 1 FA25%
Investigations – 1 FA25%

Zone One (Public Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Lobby to include:
 - Sign-In Kiosk Station (no privacy panels) (20 sf each) – 1
 - Self-Serve Kiosk (with privacy panels) (20 sf each) – 2
 - ADA Sit-Down Computer Stations (20 sf each) – 2
 - TennCare Sit-Down Computer Stations (20 sf each) – 1
 - Public Use Multi-Function Copier Area (50sf) – 1
 - 2 Bulletin Boards w/ bookcase underneath (16 sf) – 1
 - Waiting room seating (20 sf per seat) – 4
 - Transaction Windows to Reception Area – 3
2. Accessible Public Restroom(s) – quantity determined by plumbing code requirements (Client and Staff restrooms will be separate and will not share a plumbing wall)

(Secure access to Zone Two from here)

Zone Two (Staff-Only Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Assigned Office (120 sf) – 1
2. Enclave (120 sf) – 2
3. Break Room (240 sf) (sized for 8 people)
(refer to lease for exact requirements in break room)
4. Conference Room (445 sf) – seating for 28 people, do not have to be around table. – 1
5. File Room (620 sf) Shelving Units to be 15”d. Lateral File Cabinets to be 5-drawer units.
6. Telecom Room (80 sf) (room must be temperature controlled)
7. Accessible Staff Restroom(s) - Client and Staff restrooms will be separate and will not share the same plumbing wall. Quantity of Restrooms determined by plumbing code requirements.

Open Office (systems furniture)

1. Reception Workstation (49sf*) – 3
2. Assigned Workstation (49sf*) – 22
3. Free Address Workstations (30 sf*) – 2
Free Address staff coverage at 50%
4. 28 Staff Lateral File Cabinets (224sf) – 1
26 Assigned Staff: 1 3-drawer lateral file each
4 Free Address Staff: 1 dwr of lateral file each
5. Locker Units (16sf) - 1
6. Mail Area (49sf) – 1
7. Multi-Function Copier Area (50sf) –2
8. Recycle Bin (6sf) – 1
9. Shredder Bin (6sf) - 1

*See Workstation Legend below

Workstation Legend	
25sf Quiet Or Collaborative^	Pin Wheels, 24x60 Hoteling
30sf Quiet Or Collaborative^	30x72 Hoteling
49sf Quiet Or Assigned	Full Size Station
Collaborative Open Area	Worksurface on top of storage with stools

^Quiet or Collaborative function determined by panel height

SCHEDULE 2

DHS SPACE NEEDS ANALYSIS

(Subject to revision in final plan approved by State design team)

Space Needs Analysis Report

SNA Number: 34501-95-01

Agency: Human Services

County: WILSON City: Lebanon

Employees: 30

SNA Date: 05-16-2023

Prepared By: RNK

Checked By:

Area Needed: 3,831
 Major Circulation: 50% 1,916
 Total Net Usable Needed: 5,747

SNA Note: Typical Field Office. Information based on Space Summary Sheet dated and approved on 05/09/2023.

Space Type	Standard Description	Wall	Area	Count	Memo
P	00000 Administrative Secretary	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Appeals & Hearing	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 APS	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Child Care	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Child Care	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Contract Support Staff	0	49	7	Zone 2 Staff Area. Assigned Workstation.
P	00000 Eligibility Assistant	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Eligibility Assistant	0	49	3	Zone 2 Reception. Assigned Workstation.
P	00000 Eligibility Counselor	0	49	10	Zone 2 Staff Area. Assigned Workstation.
P	00000 Field Supervisor	0	49	1	Zone 2 Staff Area. Assigned Workstation.
P	00000 Investigations	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
P	00000 Program Director	H	120	1	Zone 2 Staff Area. Assigned Office.
P	00000 VR	None	0	1	Mobile. Free Address. Position will use Free Address station in Zone 2 Staff Area when in office.
S	BR Break Room	H	240	1	Zone 2. With base and wall cabinets, countertop with sink. Sized for 8 people.

Space Type	Standard Description	Wall	Area	Count	Memo
S	CL Client Lobby	H	400	1	Zone 1. With 3 pass through windows to Eligibility Assistants. Space includes seating for 4 clients (80 sq.ft.), 2 - Self-Serve Stand-up Kiosk Stations (40 sq.ft.), 1 - Sign-In Stand-Up Kiosk Station (20 sq.ft.), 2 - ADA Sit-down Computer Stations (40 sq.ft.), 1 - TennCare Sit-Down Computer Station (20 sq.ft.), Client Multi-function Copier (50 sq.ft.), Storage Bookcase and 2 Bulletin Boards (16 sq.ft.). Includes circulation. Will require direct access to client restroom(s).
S	CR Conference Room	H	445	1	Zone 2. Seating for 28.
S	RE Enclave	H	120	2	Zone 2.
S	FSR File Storage Room	H	620	1	Zone 2. 15"d Shelving and 5-drawer lateral file cabinets.
S	FAH Free Address Hoteling	0	30	2	Zone 2 Staff Area.
S	LU Locker Unit	0	16	1	Zone 2 Staff Area. Each Unit contains 6 - lockers.
S	MA Mail Area	0	49	1	Zone 2. Near Reception stations.
S	MFC Multi-Function Copier	0	50	2	Zone 2 Staff Area. One to be located near Reception stations.
S	RB Recycle Bin	0	6	1	Zone 2 Staff Area.
S	SB Shredder Bin	0	6	1	Zone 2 Staff Area.
S	SS Supplemental Space	0	224	1	Zone 2. Space for (28) 3dwr Lateral File Cabinets that will be located in/near Staff Area.
S	TC Telecom. Closet	H	80	1	Zone 2. For telephone and computer equipment. Room must be independently temperature controlled.

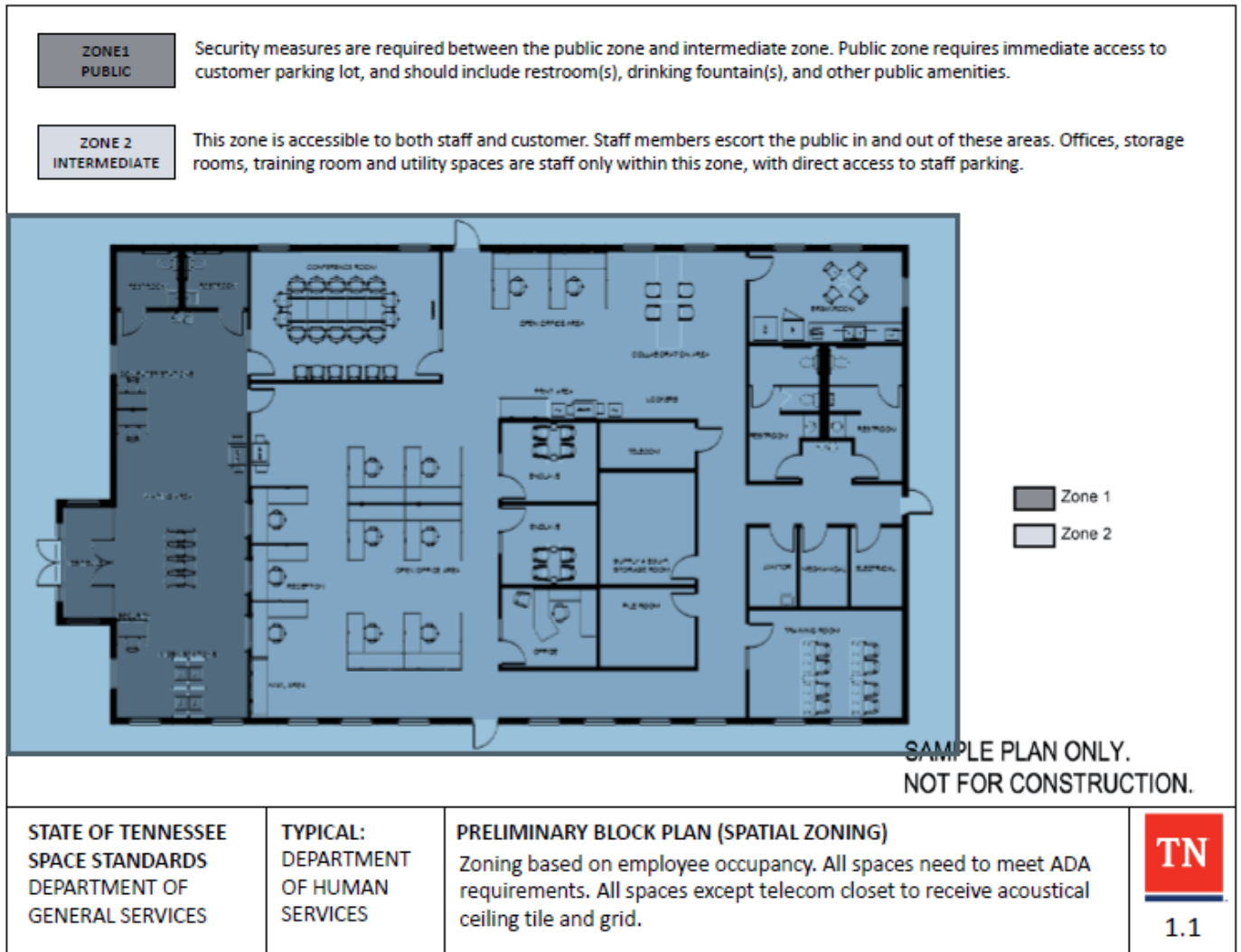
Suggested Range:	Min.	Max.
Usable:	5,800	6,400
Rentable:	6,400	7,000

SCHEDULE 3

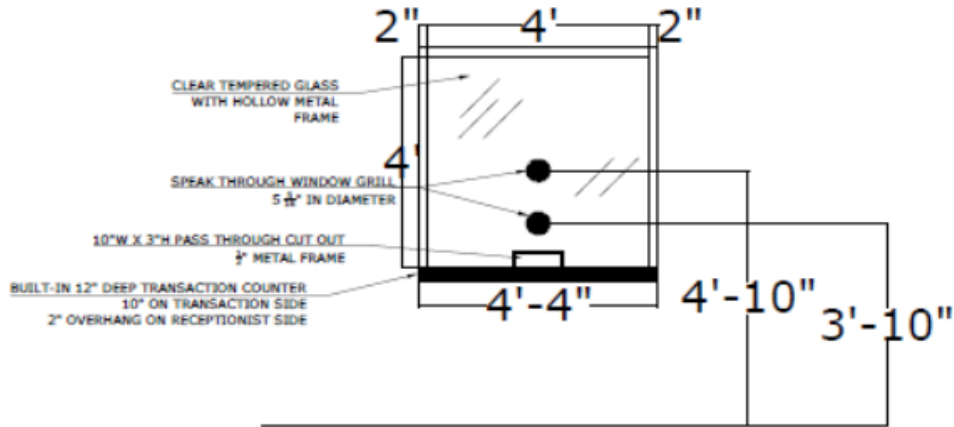
Department of Human Services Concept Plan

NOT FOR CONSTRUCTION

This is a concept plan to illustrate the security zones required for DHS. It should NOT be used to price construction but only to provide a "concept" of how DHS conducts business in the space. Each DHS office requirement differs for each county across Tennessee and the State reserves the right to layout the space to best fit the needs of DHS in Wilson County TN. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.



SCHEDULE 4 TRANSACTION WINDOW SPECIFICATIONS



A RECEPTION WINDOW TYP.
SCALE: 1/2" = 1'0"





Schedule 5 Telecom Closet Specifications

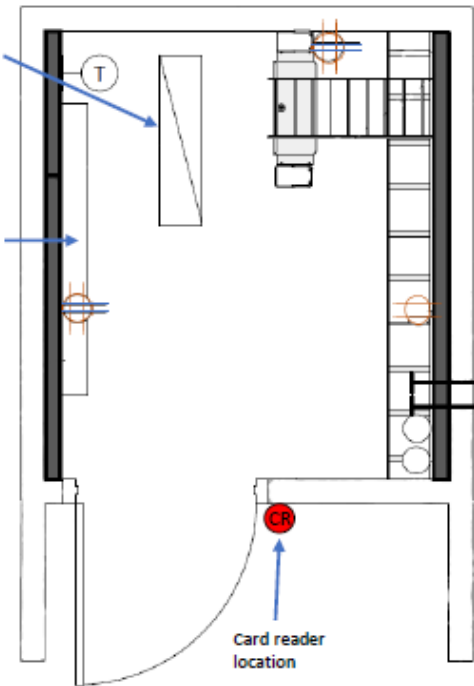
Shall provide a minimum of 2" conduits (x3) to extend to the property line. The State Service Provider needs to be consulted as they have the legal right to determine where the conduits terminate. Coordinate with state service provider and STS Cabling team.

Lighting should be a minimum of 50-foot candles on both sides of the racks.

Stand alone dedicated HVAC Unit appropriately sized according to square footage and heat load. Consult with STS Cabling Department for any questions on size and location. HVAC unit to be mounted on the wall at 8'-6" AFF. Thermostat easily accessible within the room, typically by the door. Unit needs to be operating 24 hours a day, 365 days/ year with no heat.

NOTE: Air from the HVAC unit must not blow directly at the equipment.

-  Card reader
-  Thermostat
-  Quad outlet
-  Dual outlet



ROOM OVERALL:

- Telecom should be centrally located in secure staff zone
- Must be temperature controlled, cooling only (see note on HVAC)
- Room should be within 200 feet of systems furniture or IT termination point(s)

Single story buildings

- Ceiling should be open to deck except where approved by STS and DGS
- Spaces should be designed with adequate pathways or openings through walls and other obstructions into accessible ceiling space.

Multi-story buildings

- At least one telecom room per floor
- Must be stacked with the walls extending to the deck
- State will provide necessary plywood backboard
- Provide conduit infrastructure for voice/data and back-boxes
- 1" conduit stubbed up into accessible area in the open access ceiling
- Place outlets according to build out plans, Include pull string and a bushing.

FLOORING TYPE: FINISHED CONCRETE

DOORS: Must be minimum of 36" wide and open out. Must remain locked at all times.

	TYPE	HARDWARE
1	Solid door with card reader	No interior thumb lock Door closer needed

WINDOW: No windows

ELECTRICAL:

- Provide (2) dedicated 120v, 20-amp quad outlets. Coordinate location of quads with rack location(s).
- Provide (2) convenience outlets, one on each wall
- Provide 1 #6AWG ground wire from the main electrical panel with 3' of slack coiled up a top of back board.

AREA:

Space requirements are 8'-0" x 10'-0" sqft. Minimum.

STATE OF TENNESSEE
SPACE STANDARDS
DEPARTMENT OF
GENERAL SERVICES

TYPICAL:
APPLY TO ALL
RENOVATED AND
BUILT-TO-SUIT
BUILDINGS

TELECOM ROOMS

State approved business class or commercial fiber optic connectivity must be available on the property. If deviating from any of these requirements, please consult with the STS State Cabling Department.

Only the State of Tennessee has access to the telecom room.



SCHEDULE 6

EXHIBIT D TO LEASE AGREEMENT

SPECIAL BUILDOUT AND OTHER SPECIFICATIONS

As applicable, Landlord agrees to perform the following improvements to the Leased Premises while coordinating with Tenant so that they are accomplished with minimal impact on Tenant's ongoing operations in the Leased Premises.

As applicable, Tenant to provide a written list of any outstanding punch list items simultaneously with Exhibit C when rent is ready to commence. Landlord agrees to have outstanding punch list items remedied within 30 days of rent commencement. Any outstanding punch list item that is not cured is considered an act of default pursuant to Section 7, Sub Section B, of this Lease.

Lessor required to provide licensed electrician for electrical needs (ie junction boxes, power poles for furniture, security, or dedicated circuits as programmatic needs may require), and invoice State separately including invoice backup, **upon move out** of space.

When flooring is replaced, Landlord's vendor must supply necessary means to lift of (system) furniture and fixtures as required by programmatic needs and at State direction.

As this office provides services to the public, the location should be readily observable and accessible from a public road, which includes ease of access and identifiable exterior signage, and preferably on municipal water and sewer.

Lessor may substitute Luxury Vinyl Tile ("LVT") for vinyl composite tile ("VCT") flooring in the specifications below as VCT can be difficult to source.

GENERAL SPECIFICATIONS

1. General

- a. The Leased Premises, including all common areas and points of ingress and egress, shall be designed and maintained to meet all applicable code requirements for commercial office building construction, including the requirements of the Americans with Disabilities Act.
- b. The Leased Premises shall have a current occupancy permit issued by the local jurisdiction at the time of Tenant's occupancy.

2. Site

- a. The site shall be fully graded, landscaped and maintained in a manner commensurate with market for comparable properties of the same property type and class as the Leased Premises.

3. Structure

- a. Space above ceilings must allow sufficient clearance for ease of installation of Tenant's mechanical and electrical equipment, including but not limited to distribution ductwork, HVAC boxes, lighting and conduit.
- b. The building foundation and below-grade spaces shall be protected with a properly installed foundation drainage and waterproofing system.

4. Building Skin and Roof

- a. The building skin and roof will be complete and weather-tight including all exterior finish materials, cladding, sealants, glass and glazing including vision and spandrel glass, store front glass, exterior doors and hardware, membrane or built-up roofing, ballast, flashing, and other elements required to make the building weather-tight.

5. Building Common Areas

- a. The building entrance lobby, common corridors, restrooms, mechanical spaces, loading dock, trash removal spaces, and other common areas will be substantially complete.
- b. Restrooms shall be complete with all fixtures, partitions, accessories, lavatories, lavatory tops, and mirrors. Fixtures, partitions, and accessories shall be institution grade or better, and shall be water saving type, as appropriate. The finishes in restrooms shall be commensurate with market for comparable properties of the same property type and class as the Leased Premises.

6. Common Walls

- a. Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed.
- b. Common walls shall include entry and exit doors from common areas furnished and installed by Landlord. Doors and hardware shall be building standard or better.

7. Electrical

- a. Landlord shall provide a minimum of 7 watts per square foot for lighting and power.
- b. Landlord shall install all main switchboards, panel boards, distribution boards, transformer, bus duct, feeders and other equipment to completely distribute power to electrical closets on each floor in the Leased Premises. Landlord shall locate an electrical service panel in the electrical closet in the Common Area on the same floor as the Leased Premises. Installation of electrical service up to and including the Tenant's service panel(s) shall be a base building cost.
- c. Landlord shall install all wiring, branch circuiting, conduit and devices for the complete electrical system to all public and common areas. Landlord shall provide at Landlord's expense all power wiring and connection for all mechanical equipment furnished as part of base building. Landlord shall provide at Landlord's expense all power wiring to life safety and fire protection systems.

8. Communications

- a. Landlord shall bring data/telephone service, as provided by the local data/telephone operating company, to the building Main Telephone Room.

9. Lighting

- a. Landlord shall furnish and install lights in all common areas.
- b. Building lighting levels must meet a minimum of 30 foot-candles at the desk and 20 foot-candles in corridors providing ingress and egress to the Leased Premises. Base building shall include a lighting level of at least 10 foot-candles or minimum levels to insure safety in other interior areas as set by the current version of the Illuminating Engineering Society of North America (IESNA).

10. Plumbing

- a. Plumbing tie-ins shall be provided for State's use for break room or other functions required by the Permitted Use.

11. HVAC

- a. Building common areas shall include heating, ventilation, and air conditioning systems in accordance compliance with current ASHRAE standards.

- b. All HVAC for the Leased Premises shall be installed with complete distribution to ceiling mounted diffusers and perimeter slot diffusers for exterior zones and distribution to VAV boxes for interior zones.

12. Building Directory

- a. If the Building has multiple tenants, Landlord shall provide a directory in the lobby of the Building.
- b. Landlord shall add Tenant's name to directory, and shall provide Tenant suite signage (suite entry door plaque or hall plaque, matching building graphics standards).

13. Keys

- a. Landlord shall supply Tenant with five (5) sets of keys at no cost. Additional keys shall be provided at Tenant's request at a reasonable cost. Keys should allow access to the Leased Premises, parking areas and other common areas of the Property.

14. Access Control

- a. Landlord shall provide new locks on all exterior doors and doors into common areas.
- b. Tenant may install card access to the Leased Premises at suite entry locations, fire stairs with access into the Leased Premises and interior doors within the Leased Premises compatible with the base building security system.
- c. Provide heavy-duty cylindrical hardware within suite and heavy duty mortised lockset at suite entry doors.
- d. Provide locksets on the following doors: offices, enclaves, communication rooms, utility rooms, storage/file rooms, network rooms.

INTERIOR BUILDOUT SPECIFICATIONS

1. Ceiling

- a. Existing ceiling tile and grid shall remain if these materials meet the Minimum Qualification Specification (Section e below) and are in good and attractive condition. Patch and repair grid as needed to accommodate demolition of walls. Replace any damaged or discolored tiles to match existing.
- b. Existing lighting shall be cleaned and re-lamped after construction. All lamps shall be the same color temperature. Coordinate the appropriate lamp color with the State.
- c. Provide 15'-20' whip at all above-ceiling junction boxes for power pole connections.
- d. Minimum ceiling heights shall be a minimum of 8 feet and be proportionate to the open area floor plate size.
- e. Acoustical Panel Ceiling Minimum Qualification Specifications:
- f. General Ceiling
 - i. Acoustical Panel Standard: Comply with ASTM E 1264.
 - ii. Metal Suspension System Standard: Comply with ASTM C 635.
 - iii. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," Comply with seismic design requirements.
- g. Acoustical Panels
 - i. Color: White.
 - ii. LR: Minimum of 0.83.
 - iii. NRC: Minimum of 0.60, Type E-400 mounting according to ASTM E 795.
 - iv. CAC: Minimum of 33.
 - v. Modular Size: 24 by 24 inches (610 by 610 mm) or 24 by 48 inches (610 by 1220 mm).

2. Electrical and Communication

- a. Provide and install conduit, conductors, pull wires, boxes, cover plates, devices, etc., for all outlets as required by the Build Out Plans. All devices shall be a consistent color.
- b. Contractor shall be responsible for all coordination and final electrical connections for furniture (systems furniture, conference/training tables, etc.). Coordinate with State for specifics on wiring configurations. For general planning purposes, provide 1 circuit per every 2 standard workstations as required by the Build Out Plans.
- c. Provide 1 voice/data per standard workstation as required by the Build Out Plans.
- d. Provide 2 duplex power outlets and 1 voice/data per standard office as required by the Build Out Plans.
- e. Provide 2 duplex power outlets and 1 voice/data per enclave as required by the Build Out Plans.
- f. At minimum, all enclosed rooms (such as storage and file rooms) to have (2) convenience duplex power outlets as required by the Build Out Plans.
- g. Lighting and controls shall be properly zoned. Separate light switches for hardwall spaces shall be provided as required by the Build Out Plans.

3. Partitions

- a. All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.
- b. All new partitions to be 5/8" drywall and 3 5/8" metal studs with sound attenuation blankets inside the partition. Additional sound blankets to be provided above partitions on ceiling tile, 2'-0" on either side of all new or existing partitions not extending to the deck.
- c. Partitions around all new conference rooms, training rooms, break rooms, meeting rooms, and restrooms, shall extend to the deck. Sound attenuation blankets shall be provided inside the partition, seal all penetrations within partitions including power/data boxes and at the connection of the partition to the deck.
- d. Connections from partition to mullion will require an acoustically sealed connection.
- e. Finish partitions completely to floor.

4. Glazing

- a. All office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelite with 1/4" clear tempered glass in 2" welded hollow metal frame with a solid core door (match building standard), and etched film on 3'-0" w full height sidelights. Framing for glass sidelights and windows shall be integral with doorframes and not separated by drywall.

5. Doors and Frames

- a. Interior doors shall match building standard height and finish; at a minimum, all doors shall be solid core, 7'-0" in height.
- b. Interior doorframes shall be 2" welded hollow metal steel, painted.
- c. All hardware shall match existing building standard finish. At a minimum, all hardware shall be lever handle. All doors shall include the following: doorstops, silencers, lever hardware, mortised ball bearing hinges. All office doors shall include a coat hook. In addition, pairs of doors shall include the following as determined by function: dummy trim, closer coordinators, flush bolts, dust proof strikes, ball catch (as required).
- d. All main entrance public access doors shall be metal frame glass storefront entrance type with double-pane glass. Exterior exit doors shall be metal framed with insulated flush type metal door. All exterior doors must be equipped with commercial grade closers and hardware.

6. Finishes

- a. Doors, frames, hardware, ceiling tile and grid and lights shall be reused if approved by the State.
- b. Carpet shall be modular tiles laid with low VOC adhesives. Carpet shall generally be laid in a monolithic, ashlar or brick laid pattern. Carpet shall not be laid in a quarter turn pattern unless noted specifically.
- c. Carpet must meet the following minimum qualification specifications:
 - i. Products: All manufacturers to provide modular tile products as specified below and in addition to meeting the minimum requirements.
 - ii. Commercial Face Fibers: High performance premium branded Nylon required to be third party certified post-consumer recyclable and defined as a commercial grade nylon fiber from a carpet or fiber manufacturer nationally recognized by the flooring industry; the nylon fiber shall have a documented five (5) year minimum successful testing period; Note: OLEFIN FIBER IS NOT ACCEPTABLE.
 - iii. Pile Characteristic: Level-loop, Cut-and-loop pile, Shear-and-loop pile.
 - iv. Density: Minimum rating of 5,000 or higher.
 - v. Stitches: Minimum of 9 stitches per inch.
 - vi. Gage: 1/12 inch minimum.
 - vii. Surface Pile Weight: Minimum 20 oz. per square yard.
 - viii. Dye System: Minimum of 50% solution dyed or yarn dyed (Type 6, Type 6,6 or proven equal).
 - ix. Backing System: Provide applicable backing system based on carpet type/brand selected.
 - x. Size: 24 by 24 inches (610 by 610 mm) or larger.
 - xi. Applied Soil-Resistance Treatment: Duratech, Protech, or equal (specify with proposal).
 - xii. Antimicrobial Treatment: Manufacturer's standard material according to AATCC174.
- d. Provide 4" coved rubber base in areas specified to receive new flooring. All base shall be continuous roll base (not 4' segments).
- e. All walls to have one prime coat and 2 finish coats of eggshell or satin finish. Door and window frames shall have semi-gloss finish. Drywall ceilings shall have flat finish.
- f. Where identified as laminate finish on casework, use color core laminates for exposed surfaces for doors, drawers, counter tops and splashes. The underside of all vertical laminate panels in wet areas shall receive a laminate or pvc edge to prevent water from wicking up through laminate panel substrates. Counters and splashes shall be thoroughly caulked to walls and countertops using clear silicone caulk.

7. Break Rooms

- a. Finishes: VCT floor tile in a floor pattern using 3 different colors, plastic laminate base and wall cabinets.
- b. Provide double bowl, under mount stainless steel sink with hot/cold water.
- c. Provide dedicated outlets for refrigerators, microwaves, and (2) coffee makers. Provide (3) standard wall duplex outlets at 42" AFF in kitchen area. Provide (2) additional wall outlets at other walls for convenience purposes.

8. Copy Rooms / Areas

- a. Finishes: VCT flooring, plastic laminate base and wall cabinets, plastic laminate countertop. Cabinetry shall be sufficient to meet the needs of the Tenant at its sole discretion.
- b. Provide (2) wall duplex outlets (one circuit) and (2) voice/data outlets at 42" AFF in work area.

9. Telecom Rooms

- a. Finishes: VCT flooring, 4" rubber base.

- b. Walls shall extend to deck; no lay-in ceiling.
- c. A minimum of a half-ton (5,000 BTU's) of cooling for coverage of equipment is required. Stand-alone mechanical unit is preferred. If stand-alone is not possible, then the space should be removed from the EMS and have VAV-type controls.
- d. Provide at least a 3" conduit from the interior telecom room or non-common space to an exterior right of way or utility easement for new service provider connection. Coordinate with service provider.
- e. Each telecom room should be a minimum of 8' x 10' in size, with one room per 15,000 square feet of usable space. Telecom rooms shall align vertically if in a multiple-floor facility.
- f. Doors to telecom rooms shall open out into the corridor, if possible. If this is not possible, then locate the door in an area with minimal clearance impact.
- g. Provide at least (2) dedicated quad outlets, 110 volt, 20 amp circuits, in addition to the normal service outlets.
- h. The State cabling contractor, at State's expense, shall install a grounding bus bar and place correctly-sized conductor back to the main panel for facility personnel to connect.
- i. Telecom rooms do not include space for building/energy automation/management, life safety controls, or security, audio, or CC/CATV systems.

10. Conference Rooms

- a. All conference rooms that seat (8) people or more shall have (2) power and voice/data outlets. Larger Conference rooms of greater than (18) people shall have (4) power and (2) voice/data outlets.
- b. Lighting switching shall provide flexibility for a variety of scene configurations for different presentations and meetings. Fixtures shall provide both ambient lighting to the table as well as accent wall wash lighting at the perimeter of the room.
- c. Coordinate placement of switches, AV screens, furniture, & doors so as to avoid conflicts when components are in use.

11. Restrooms

- a. All restrooms shall be equipped with liquid soap dispensers and mirrors, and either paper towel dispensers or hand blow dryers.
- b. Provide a floor drain in each restroom.

12. Janitor Closet

- a. Finishes: VCT flooring, 4" rubber base.
- b. Provide storage for equipment, materials, and supplies, in a minimum 25 sf room.
- c. Provide service sink with hot and cold water and a floor drain.

13. Building Interior

- a. Provide (accessible) chilled drinking fountains as per code requirements. If it is deemed necessary to replace existing or incorporate additional drinking fountains, equipment shall be able to accommodate a water bottle refill component.
- b. Provide evacuation maps and other interior signage as required and requested by the State. Coordinate locations with the State.

14. Building Exterior

- a. Provide exterior canopies at all building entrances and exits, as well as a vestibule/airlock at all public entrances.
- b. Provide exterior signage and dumpster access.
- c. Hard-surface exterior walkways shall be provided to connect all Building entrances and exits to on-site parking lots or other hard-surfaced areas.

