

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Safety & Homeland Security Knox County (Driver Service Center and Tennessee Highway Patrol)
Principal Use Office/Warehouse/Other	Office
Employee Headcount at Premises	35
Transaction Number	19-05-901

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<p>Located within Knox County, west of Interstate 75/275 and Alcoa Hwy (Hwy 129). Preference is for a property located within close proximity of Interstates 40/75 or Middlebrook Pike/Kingston Pike, in order to be more accessible to residents of Knox County.</p> <p>As this office provides services to the public, the preferred location should be readily observable and accessible from a public road, which includes ease of access and identifiable exterior signage.</p>	NO
Usable & Rentable Contiguous Square Footage	<p>Usable SF: 7,000 – 7,800*</p> <p>Rentable SF: 7,800 – 8,600</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitorial closets, telecom closets or vestibules.</p> <p>The State intends “contiguous” to mean space that is adjacent space on ground floor. The actual square footage will be determined by programming and space planning.</p> <p>Proposals with square footages having a 10% deviation (up or down) will be considered an alternate, however, the deviation on useable square footage must not fall below the minimum useable square footage range.</p>	NO

Parking Requirements	Free, paved, well lit, striped parking for approximately 95 parking spaces (35 for Staff and 60 for Visitors). Preference may be given to locations that can provide additional parking spaces; however, fewer spaces will be given consideration. The parking provided shall include handicap parking to meet the relevant code requirements.	YES
Special Buildout and Other Specifications	<p>Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation.</p> <p>Schedule 1: DOS Special Buildout Specifications Schedule 2: DOS Zone Placement Summary Sheet Schedule 3: DOS Space Needs Analysis (SNA) Schedule 4: DOS Driver Service Center (DSC) Concept Plan (not for construction) Schedule 5: DOS Tennessee Highway Patrol (THP) Concept Plan (not for construction) Schedule 6: DOS Lease Exhibit D</p>	YES
Term Length	Ten (10) Years	NO
Commencement Date	Commencement estimated to be within 18 months of lease execution, pursuant to Pro Forma Lease, Sections 19 and 20.	YES
Termination Options	Termination for Convenience: 90 day per Block 6 of the Lease Termination for Cause: see Lease – Exhibit A, Paragraph 5.	YES
Terms and Conditions	As set forth in Pro Forma Lease. A copy of the Pro Forma Lease form can be found by visiting: www.tnlpr.gov Comments to the Lease Template are required with submission of the Lease Proposal Quotation Form.	YES
Utility, Services and Other Costs	Proposals can be quoted as either FULL SERVICE with no pass throughs or MODIFIED GROSS basis with Tenant responsible for payment of utilities and janitorial only.	YES

Communications:

Interested parties must direct all communications regarding this procurement to Cristina Johnstone, Leasing Coordinator, who is the State’s official point of contact. Email is the preferred form of communication.

Name: Cristina Johnstone

Phone Number: (615) 939-3108

Email: rfp.coordinator@tn.gov

Submittal Deadline and Format:

The completed “Lease Proposal Form” must be submitted as follows no later than **2:00 pm Central Standard Time (CST) on Wednesday, June 10, 2020.**

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

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

Or

Printed copy to:

Department of General Services/STREAM

Attn: Stephen J. Lusk, Esq., Assistant Director of Compliance

William R. Snodgrass Tennessee Tower 24th 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.

SCHEDULE 1: DOS Special Buildout Specifications

The space must be profession office use and capable of meting all the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the following schedules:

Facility should have separate public and staff restrooms; THP will need access to the staff restrooms

Building should have multiple public entrance/exits

Building should have multiple staff entrance/exits

Parking lot should have multiple entrances/exits.

THP must have separate keypad building access; they operate 24/7

Three (3) of the 60 visitor parking spaces must be “designated and reserved” with signage as the Driver’s license testing parking area.

Three (3) of the 35 Staff parking spaces must be adjacent to the building and with “designated and reserved” signage for the THP Staff for wireless video downloading

A viewing window measuring a minimum of 45” x 45” (final measurements depending on site selected) will be installed between the DL testing area and the DL examiners area. This will also apply to the wall in the branch manager’s office as well.

SCHEDULE 2 : DOS Zone Placement Space Summary Sheet

State of Tennessee Real Estate and Asset
Management Department of General Services

Prepared for The Department of Safety
Driver Services

Daily # of Customers: 150 **Peak Daily #** 200

Work Station Area Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
Clerk Station	75	6	450	(6) full time; see position spreadsheet
Admin Work Station	56	1	56	Standard (1) per location
Kiosk Station	4	4	16	Quantity of 4 based on 150 customer estimate
Hoteling Station	15	1	15	Standard (1) per location for Accounting/Closeout station
THP Hoteling Station	15	8	120	(10) Day Road Troopers; (2) Midnight Road Troopers. additional 4 can use table if an all-in presence occurs
THP Copy/Print Station	30	1	30	Standard (1) per location

Office Space Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
Branch Manager Office	120	1	120	see attached position spreadsheet
Branch Manager - Secure Storage	30	1	30	30sf's secure storage to be located within the Branch Manager office for the sale
THP CIRT Work Room	156	1	156	Space for 4 hoteling stations plus small printer
THP CI Work Room	187	1	187	Space for 5 hoteling stations plus small printer
THP Lieutenant Office	120	1	120	see attached position spreadsheet
THP Sergeant Glass Cubicle	49	6	294	see attached position spreadsheet

Support Space Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
Copy/Print Room	50	1	50	
Waiting Area	15	60	900	Seats 60 customers
Reconciliation Room + Storage	120	1	120	
Break Room/Conference Room	400	1	400	
Supply/Storage Room	240	1	240	Size is 240 based on 150 customer estimate
Driver Testing - Computer Stations	30	5	150	
Driver Testing - Paper Stations	30	6	180	
Lockers - Full	16	2	32	One locker per clerk station and admin work station (6 lockers per unit)
Telecom Closet	80	1	80	
THP Collaboration Area	100	1	100	small seating area with table for staff meetings and break area
THP Lockers - Full	16	5	80	1 locker per trooper, CI, CIRT, Sergeant to hold full uniform on hanger + equip.
THP File Cabinets	8	4	32	1 drawer per trooper
THP General Supplies Storage	60	1	60	supplies, signage, etc.
THP Secure Evidence Storage	100	1	100	must include space for secure metal evidence drop box
THP Enclave	120	1	120	

Schedule 3: DOS Space Needs Analysis

Space Needs Analysis Report

SNA Number: 34901-47-01

Agency: Safety & Homeland Security

County: KNOX City: Knoxville

Employees: 35

SNA Date: 03-30-2020

Prepared By: FMG
Checked By:

Area Needed: 4,632
Major Circulation: 50% 2,316
Total Net Usable Needed: 6,948

SNA Note: DL along with THP, CI and CIRT. Currently located in West side of town on Montbrook Lane. Report created from information supplied and approved by Rachel. 3

Space Type	Standard Description	Wall	Area	Count	Memo
P	36922 DL Branch Supervisor	H	150	1	Office to have an observation window, view of Application Processing Area. Also includes 30 sq.ft. closet space for safe.
P	36921 DL Examiner	0	75	6	Includes space for 6 full time Examiners. Application Processing Area. DL Examiners will serve the public in this area. Also includes space for shared equipment (camera, eye machine, photo digitizer and printer) placed between examiners. Each Examiner will have a computer terminal with cash drawer (mounted below work surface).
P	38633 Lieutenant	H	120	1	Locate next to Trooper Hardwall Suite.
P	38632 THP Sergeant	None	0	6	Space included in Trooper hardwall suite
P	38631 THP Trooper	None	0	12	Provide work stations for 67% of staff included in Trooper Hardwall Suite.
P	00000 THP- CI	None	0	5	Space included in CI Work Room.
P	00000 THP- CIRT	None	0	4	Space included in CIRT Work Room
S	AWS Administrative Work Station	0	56	1	Used by DL
S	BCR Break Conference Room	H	400	1	With base and wall cabinets, countertop with sink, will also be used as a shared conference room. Shared by DL/THP.
S	CIWR CI Work Room	H	187	1	Includes space for 5 -Work Stations and small printer area.
S	CIRTWR CIRT Work Room	H	156	1	Includes space for 4 -Work Stations and small printer area.
S	ES Evidence Storage	H	100	1	Used by THP.
S	HS Hoteling Station	0	15	1	Accounting/Closeout station
S	IR InterviewRoom	H	120	1	Used by THP.

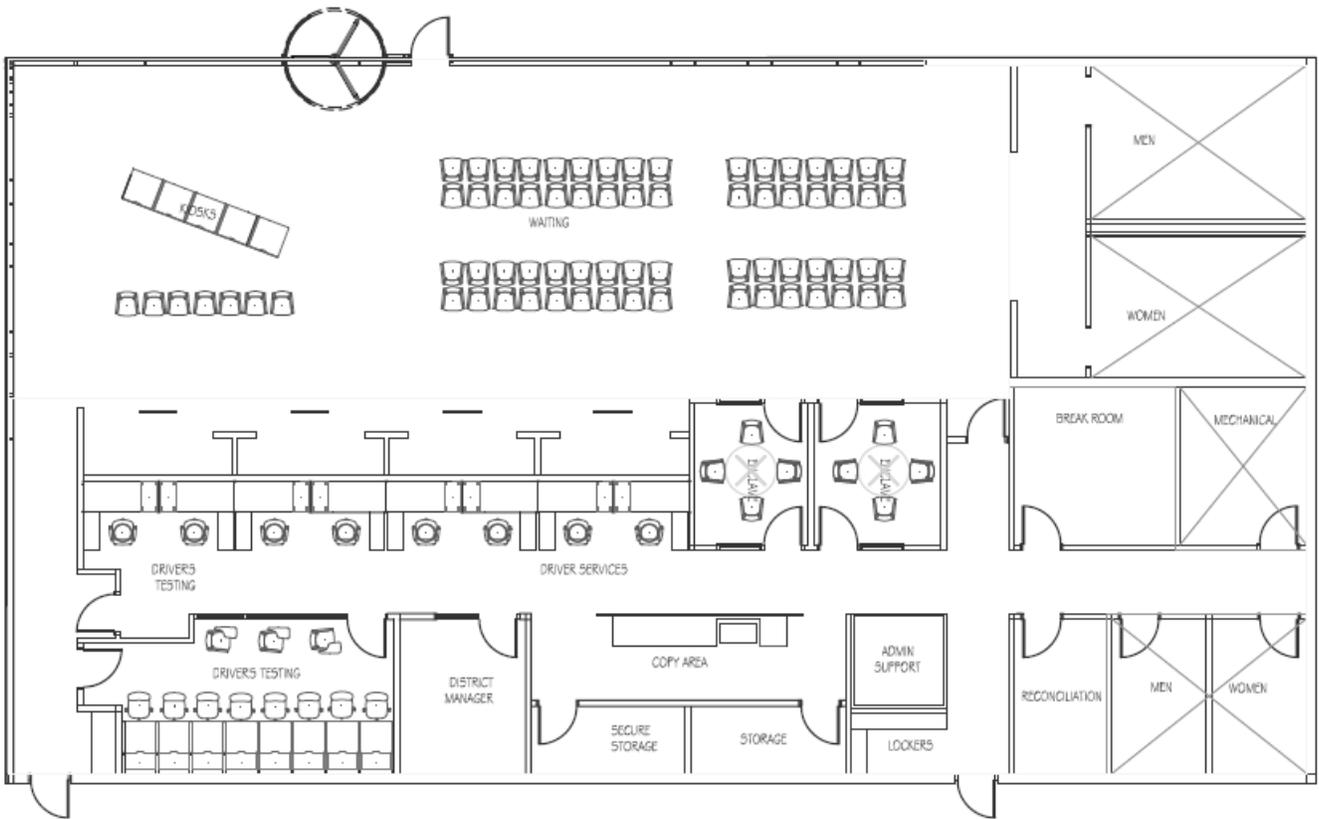
SNA Number: 34901-47-01

Space Type	Standard Description	Wall	Area	Count	Memo
S	KS Kiosk Station	0	16	1	Includes space for 4 stations.
S	MA Mail Area	0	36	1	
S	MFP Multi Function Printer	0	50	1	Used by DL.
S	RR Reconciliation Room	H	120	1	Includes storage space
S	SLA Staff Locker Area	0	32	1	Includes space for 2 - Locker Units used by DL Examiners. Each locker unit contains 6 - lockers
S	SSR Supply/ Storage Room	H	240	1	Used by DL.
S	TC Telecom. Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled. Shared by DL/THP.
S	TR Testing Room DL	H	330	1	With observation window to Application Processing Area. Includes space for 5 - computer testing machines and 6 - tablet arm chairs. Lessor to provide a minimum of 3 - 120V/ 20amp. dedicated circuits with isolated neutrals for agency supplied testing machines.
S	THS Trooper Hardwall Suite	H	1,074	1	Suite includes space for 8 - Trooper Hoteling Stations (120 sq.ft.) 1 - Multi-Function Printer (30 sq.ft.) 1 - Collaboration Area (100 sq.ft.) 5 - Uniform Locker Units (80 sq.ft.) 4 - Lateral File Cabinets (32 sq.ft.) 1 - Supply Area (60 sq.ft.) 6 - Sergeant Cubicles (294) including circulation.
S	WA Waiting Area DL	0	900	1	Includes seating for 60. Will need direct access to client restrooms. Client and staff restrooms will be separate and will not share the same plumbing wall.

Suggested Range:	Min.	Max.
Usable:	7,000	7,800
Rentable:	7,800	8,600

Schedule 4: DOS Driver Service Center (DSC) Concept Plan

This is a concept plan to illustrate the function of how the DSC department operates in a typical office environment. It should NOT be used to price construction but only to provide a “concept” of how the DSC conducts business in the space. Each office requirement differs for each county across Tennessee and the State reserves the right to layout the space to best fit the needs of DOS in Knox County, TN. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.



Schedule 6: Exhibit D

State Specifications for DOS

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 BUSINESS 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). All lighting fixtures should be cleaned at commencement and bulbs and ballasts in working order.

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. Landlord to provide required infrastructure (ie electricity for system).
- c. Tenant may install keypad, pursuant to Tenant requirements, to the Leased Premises at approved entry and exit of Leased Premises. Landlord to provide required infrastructure (ie electricity for system). Landlord is required to purchase keypad system, but provide backup invoices for Tenant reimbursement.
- d. Tenant may install cameras or other security-related systems, pursuant to Tenant requirements, for the Leased Premises. Landlord to provide required infrastructure (ie electricity for system).
- e. Provide heavy-duty cylindrical hardware within suite and heavy duty mortised lockset at suite entry doors.
- f. 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 ¼" 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. Window Treatments

- a. All exterior windows shall be equipped with inside mount aluminum horizontal mini-blinds of color and quality acceptable to the State. State may determine that repair or replacement, in part or entirety, of existing blinds is acceptable.

7. 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. If not replaced, existing floors must be cleaned as appropriate prior to Commencement.
- 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. State may determine that only touch up is required. New paint may be required for short-term leases.
- 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.

8. Break Rooms

- a. Finishes: VCT floor tile in a floor pattern using 3 different colors, plastic laminate base and wall cabinets. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- 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.

9. 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. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide (2) wall duplex outlets (one circuit) and (2) voice/data outlets at 42" AFF in work area.

10. Telecom Rooms

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- 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.

11. 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.

12. Restrooms

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. All restrooms shall be equipped with liquid soap dispensers and mirrors, and either paper towel dispensers or hand blow dryers.
- c. Provide a floor drain in each restroom.

13. Janitor Closet

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- 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.

14. 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. May be required for short-term leases.

15. 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. May be required for short-term leases.
- 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