LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Children's Services (DCS) & Department of Human Services (DHS) in Montgomery County
Principal Use Office/Warehouse/Other	Professional Office
Employee Headcount at Premises	DCS: 95 employees DHS: 60 employees
Transaction Number	DCS: TR# 20-11-903 (bid together with DHS) DHS: TR# 21-01-902 (bid together with DCS)

	Desired	Alternates Accepted
Service Area and Boundary Requirements	DCS and DHS operations shall exist in adjacent spaces in Montgomery County. Consideration should be given to the location inside the city limits of Clarksville. May not be 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	Estimated DCS: 16,600 – 18,300 USF / 18,300 – 20,000 RSF Estimated DHS: 17,600 – 19,400 USF / 19,4000 – 21,200 RSF **Estimated Totals: 34,200 – 37,700 USF / 38,000 – 41,200 RSF** The State intends the contiguous square footage to be - On a single level, preferably ground floor - Usable square footage ("USF") does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. - Proposed space should not exceed 10% of the estimated rentable square footage ("RSF") range specified above and **not** be less than the requested combined rentable space.	No
Parking Requirements	Parking Spaces Required 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: Staff Parking: spaces minimum 134 Client Parking: spaces minimum 70 TOTAL Spaces Required: 204 Detail of quantities of parking spaces by agency: DCS: 89 Staff and 50 Client = DCS Total = 139 DHS: 45 Staff and 20 Client = DHS Total = 65 Total parking spaces = **204**	No

	Desired	Alternates Accepted
Secured Parking	**STAFF PARKING - Special considerations and preferences:** Secured Staff Parking is ***not mandatory*** but is desired. - Staff Parking area (DCS: 89, and DHS: 45 for **total of 134 parking spaces**) must be safe, secure, with direct access to building. The entirety of staff parking area is to be well lit and the perimeter of the staff parking area is to be fenced and shall include a motorized gate(s) supporting access via a card, fob, code, or other device. - 6' minimum height (8' height is preferred), chain link fence w/ visual screening material. Landlord to provide electronic wiring and power in conduit to mechanized gate(s). Tenant to provide and install card reader system (State security vendor will provide and install card reader via State contract w DGS). - If Staff Parking is proposed for DCS, then it shall also be furnished for DHS. - The cost of the secured parking with fencing and motorized gate to be included in proposed lease rate.	No
Special Buildout and Other Specifications	Turnkey buildout in accordance with: - **Schedule 1**: DCS Preliminary Zone Placement Summary Sheet, - **Schedule 2**: DCS Space Needs Analysis, - **Schedule 3**: DCS Concept Study Plan, - **Schedule 4**: DHS Preliminary Zone Placement Summary Sheet, - **Schedule 5**: DHS Space Needs Analysis, - **Schedule 6**: DHS Concept Study Plan, - **Schedule 7**: Exhibit D to Lease Agreement, - **Schedule 8**: Transaction Window Elevation and - **Pro Forma State Lease**. Adherence to the zone separation of each Agency is necessary. - **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.** - Building must include 24 hour access, and appropriate HVAC, and other applicable building systems operational for business operation. - Separate Restrooms for Clients and Staff - Separate Entrances for Clients and Staff	No
Term Length	Twelve (12) Years comprised of a base 10-year term and two 1-yr renewal options for a total of Twelve (12) Years	Yes
Commencement Date	Within 18 months of fully executed lease	Yes
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	Yes

	Desired	Alternates Accepted
Terms and Conditions	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 "Acceptance" of the terms in the State's Proforma Lease Template.** **No alterations are permitted later in the process.**	Yes
Utility, Services and Other Costs	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 Coordinator, the State's official point of contact. Email is the preferred form of communication.

Name: Loretta Baltz, Leasing Administration Manager

Phone Number: 615-626-8436

Email: rfp.coordinator@tn.gov

The completed "Lease Proposal Form" aka Lease Proposal Quotation Form must be submitted as follows no later 2pm Central time on June 15, 2022.

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)

And/or

Printed copy to:
Department of General Services/STREAM
Attn: Nickie Smith Herren, Procurement Officer
William R. Snodgrass Tennessee Tower 3rd Floor
312 Rosa L. Parks Avenue, Nashville, TN 37243
Phone: 615-428-9840 or 615-532-7475

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.

Attachments:

Schedule 1: DCS Preliminary Zone Placement Summary Sheet
Schedule 2: DCS Space Needs Analysis
Schedule 3: DCS Concept Study Plan
Schedule 4: DHS Preliminary Zone Placement Summary Sheet
Schedule 5: DHS Space Needs Analysis
Schedule 6: DHS Concept Study Plan
Schedule 7: Exhibit D to Lease Agreement
Schedule 8: Transaction Window Elevation

SCHEDULE 1

DCS PRELIMINARY ZONE PLACEMENT SUMMARY SHEET

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

	A	B	C	D	E	F	G	H	I
13	**SECTION A: GENERAL INFORMATION**								
14	**AGENCY:**			**Department of Children's Services**		**STAFF INFORMATION**			
15	**TRANSACTION NUMBER:**					**Total Number of Employees:**		**95**	
16	**CURRENT ADDRESS:**			350 PAGEANT LANE, SUITE 401, CLARKSVILLE, TN 37040		**Number of Free Address Staff:**		**63**	
17	**COUNTY:**			MONTGOMERY					
18	**Is this a Point of Presence:**			NO		**SQUARE FOOTAGE INFORMATION**			
19	**Is this a Regional Office:**			NO		**Size of DCS Field Office:**		MEDIUM	
20	**Is this currently co-located:**			NO		**Actual Minimum Usable Sq. Ft:**		16521	
21	**COMPLETED BY (Local Contact):**			SANDRA BROWN		**Minimum Usable Sq. Ft.:**		16600	
22	**DATE COMPLETED:**			12/17/2021		**Maximum Usable Sq. Ft.:**		18300	
23	**REVIEWED BY (Central Office):**			JUDY FOREHAND		**Minimum Rentable Sq. Ft.:**		18300	
24	**DATE REVIEWED:**			1/27/2022		**Maximum Rentable Sq. Ft.:**		20000	
25	**SECTION B: INTERIOR SPACE NEEDS**								
26	**ZONE 1: PUBLIC ZONE (SECURED ACESS TO ZONE 2 INTERMEDIATE ZONE)** *Zone 1 Public Zone to include direct access to Client Restroom(s) per plumbing codes. Must include wall-mounted diaper changing station(s) in all Client Restrooms. Client & Staff Restrooms will not share the same plumbing wall.								
27	**Zone**	**Personnel Class Code**	**S: Space P: Personnel**	**Description**	**H-Wall O-Open**	**Area**	**Quantity**	**Subtotal**	**Space Requirements**
28	1	WR	S	Waiting Area	H	424	1	424	Seats 20 customers. 2 Reception Windows to Zone 3 Reception Workstations. Includes space for one storage unit and one locker unit.
30	**ZONE 2: INTERMEDIATE ZONE (SECURED CORRIDOR WITH CARD READER ACCESS TO ZONE 3 STAFF ONLY ZONE)**								
31	**Zone**	**Personnel Class Code**	**S: Space P: Personnel**	**Description**	**H-Wall O-Open**	**Area**	**Quantity**	**Subtotal**	**Space Requirements**
32	2	DTR	S	Accessible Drug Testing Room (without adjacent Drug Prep Area)	H	80	1	80	Requires sink, toilet, viewing mirror, and storage cabinet
35	2	VR	S	Visitation Room	H	180	3	540	(1) One-way glass window w/ light switch in the room
36	2	JHR	S	Juvenile Holding Room	H	90	1	90	(1) One-way glass window w/ light switch in the room; no exterior windows.
37	2	VR	S	Single-Sided Viewing Room	H	100	1	100	(1) One-way glass window w/ light switch in the room
38	2	VR	S	Double-Sided Viewing Room	H	150	1	150	(2) One-way glass windows w/ light switch in the room. Windows must be staggared
39	2	SR	S	Safe Room	H	360	1	360	
40	2	MR	S	Multi-Purpose Room	H	120	2	240	
41	2	CR	S	Conference Room 1	H	250	1	250	Seating for 15. Not all seats will be around a table.
42	2	CR	S	Conference Room 2	H	250	1	250	Seating for 15. Not all seats will be around a table.
43	2	CR	S	Conference Room 3	H	400	1	400	Seating for 25. Not all seats will be around a table.
44	2	CR	S	Conference Room 4	H	400	1	400	Seating for 25. Not all seats will be around a table.
45	**ZONE 3: STAFF ONLY ZONE** *Zone 3 Staff Only Zone to have access to accessible Staff Restroom(s) per plumbing codes. Client & Staff Restrooms will not share the same plumbing wall.								
46	**Zone**	**Personnel Class Code**	**S: Space P: Personnel**	**Description**	**H-Wall O-Open**	**Area**	**Quantity**	**Subtotal**	**Space Requirements**
47	3	00000	P	Associate Counsel / Attorney 3	H	120	3	360	Assigned Office with 5-dwr lateral file cabinet (agency expense)
54	3	00000	P	Regional Administrator (RA) / Statewide CPS Director / Statewide JJ Director	H	120	1	120	Assigned Office
56	3	FAO	S	Free Address Office	H	120	3	360	
57	3	E	S	Enclave	H	120	2	240	One Enclave to be a Mother's Room

	A	B	C	D	E	F	G	H	I
45	ZONE 3: STAFF ONLY ZONE *Zone 3 Staff Only Zone to have access to accessible Staff Restroom(s) per plumbing codes. Client & Staff Restrooms will not share the same plumbing wall.								
46	Zone	Personnel Class Code	S: Space P: Personnel	Description	H-Wall O-Open	Area	Quantity	Subtotal	Space Requirements
58	3	CSR	S	Children's Storage	H	238	1	238	Space accommodates 17 shelving units. Shelving units are 24dx42wx76h with fixed top and bottom shelves and 3 adjust. middle shelves.
59	3	BR	S	Break Room	H	600	1	600	Refer to lease for exact requirements for Break Room. Must provide one smaller breakroom per floor if tenant space spans multiple floors.
60	3	CR	S	Conference Room 1	H	175	1	175	Seating for 10. Not all seats will be around a table.
61	3	CR	S	Conference Room 2 (Access from Zones 2 & 3)	H	775	1	775	Seating for 50. Not all seats will be around a table.
65	3	FSR	S	File Storage Room for Closed Files	H	250	1	250	12"-15"d Shelving plus lateral file cabinets
66	3	SSR	S	Supply & Equipment Storage Room	H	150	1	150	Typically 12"-15"d Shelving
67	3	TC	S	Telecom Closet	H	120	1	120	For telephone and computer equipment. Room must be temperature controlled.
68	3	00000	P	Front Desk Receptionist	O	60	2	120	Located on opposite side of the Lobby Reception Windows. Immediate access to Copier, Mail Area, File Storage, and Supply Room
69	3	00000	P	Team Coordinator / Investigations Coordinator / JJ Coordinator	O	49	2	98	Assigned Glass Cubicle w/ guest chair
75	3	00000	P	Case Manager 2 (RPS/Foster Home Support/Placement/ Kinship)	O	49	4	196	Assigned Workstation
77	3	00000	P	Case Manager 4	O	49	14	686	Assigned Workstation
78	3	00000	P	Child Welfare Benefits (Eligibility Counselor)	O	49	3	147	Assigned Workstation
79	3	00000	P	CPS Reader	O	49	1	49	Assigned Workstation
85	3	00000	P	Legal Assistant	O	49	1	49	Assigned Workstation
89	3	00000	P	SAT	O	49	1	49	Assigned Workstation
90	3	00000	P	Contract Employee (i.e. CANS Consultant, Youth Villages, etc.)	O	0	1	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
92	3	00000	P	Case Manager 2 (Court Liaison)	O	0	2	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
93	3	00000	P	Case Manager 2 (CPSI/OCSI)	O	0	9	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
94	3	00000	P	Case Manager 2 (Facilitator)	O	0	1	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
95	3	00000	P	Case Manager 2 (Foster Care)	O	0	19	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
96	3	00000	P	Case Manager 2 (FPP-Family Protection & Preservation (CPSA/OCSA))	O	0	18	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
97	3	00000	P	Case Manager 2 (FSS/FCIP/Resource Linkage)	O	0	7	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
99	3	00000	P	Case Manager 2 (ICPC/ICJ)	O	0	1	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
101	3	00000	P	Case Manager 2 (JJ)	O	0	4	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
103	3	00000	P	Community Services Assistant	O	0	1	0	Free Address Staff; Will use Quiet Free Address Workstations when in the office
126	3	FAA	S	Quiet Free Address Pinwheel Workstation	O	25	12	300	
127	3	FAA	S	Quiet Free Address 30x72 Benching Workstation	O	30	33	990	

	A	B	C	D	E	F	G	H	I
45	**ZONE 3: STAFF ONLY ZONE** *Zone 3 Staff Only Zone to have access to accessible Staff Restroom(s) per plumbing codes. Client & Staff Restrooms will not share the same plumbing wall.								
46	**Zone**	**Personnel Class Code**	**S: Space P: Personnel**	**Description**	**H-Wall O-Open**	**Area**	**Quantity**	**Subtotal**	**Space Requirements**
128	3	FAA	S	Quiet Free Address 7'x7' Workstation	O	49	6	294	
129	3	FAA	S	Quiet Free Address Glass Cubicle Workstation	O	49	3	147	
130	3	MFP	S	Multi-Functional Printer	O	50	4	200	
131	3	SNP	S	Shared Network Printer	O	12	4	48	
132	3	FM	S	Fax machine	O	5	1	5	
133	3	LU	S	6-Cubby Locker Unit	O	16	11	176	
134	3	SS	S	Supplemental Space for Staff Storage	O	704	1	704	88 lateral files to be located in hallways and/or scattered throughout the open office area
135	3	MA	S	Mail Area	O	36	1	36	
136	3	RB	S	Recycle Bin	O	6	4	24	
137	3	SB	S	Shred Bin	O	6	4	24	
138									

139	**SECTION C: PARKING**	
140	**EMPLOYEE PARKING**	**Quantity**
141	**Parking Spaces for Employees In-Office 100%**	32
142	**Parking Spaces for Employees In-Office 90%**	57
143	**Parking for State Vehicles**	0
144	**EMPLOYEE SPACES NEEDED:**	**89**
145	**CLIENT PARKING**	**Quantity**
146	**Training and/or Computer Class Room in staff zone used by all offices in the Region**	0
147	**Conference Room(s) in Zone 2 Intermediate Zone**	40
148	**Multi-Purpose Meeting Room(s) in Zone 2 Intermediate Zone**	4
149	**Visitation Room(s) in Zone 2 Intermediate Zone**	6
150	**CLIENT SPACES NEEDED:**	**50**
151	**TOTAL PARKING SPACES NEEDED >>>**	**139**

SCHEDULE 2
DCS SPACE NEEDS ANALYSIS
(Subject to revision in final plan approved by State design team)

Space Needs Analysis Report
SNA Number: 35910-63-01
Agency: Children's Services
County: MONTGOMERY City: Clarksville
Employees: 95

Prepared By: FMG
Checked By:

SNA Date: 01-27-2022

Area Needed:	**11,003**
Major Circulation: 50%	**5,502**
Total Net Usable Needed:	**16,505**

SNA Note: AWS project. Report completed with information supplied and approved by Rachel. 2. Refer to smart summary sheet for detailed information.

Space Type	*Standard Description*		*Wall*	*Area*	*Count*	*Memo*
P	00000	Administrative Secretary	0	49	~~1~~ 0	Count Admin Secretary as another Front Desk Receptionist
P	00000	Attorney	H	120	3	
P	00000	Case Manager	None	0	61	Case Manager 2, Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	00000	Case Manager	0	49	18	Case Manager 2 and 4 positions.
P	00000	Contract Employee	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	CPS Reader	0	49	1	
P	00000	CSA	None	0	1	Mobile. Space included in Free Address area. Position will use Free Address area when in office.
P	00000	Eligibility Counselor	0	49	3	
P	00000	Front Desk Receptionist	0	60	~~1~~ 2	
P	00000	Legal Assistant	0	49	1	
P	00000	Regional Administrator	H	120	1	
P	00000	SAT	0	49	1	
P	00000	Team Coordinator	0	49	2	
S	BR	Break Room	H	600	1	
S	CSR	Children's Storage Room	H	238	1	
S	CR	Conference Room	H	250	2	
S	CR	Conference Room	H	775	1	
S	CR	Conference Room	H	175	1	
S	CR	Conference Room	H	400	2	
S	DTR	Drug Testing Room	H	80	1	
S	E	Enclave	H	120	2	
S	FM	Fax Machine	0	5	1	
S	FAH	Free Address Hoteling	0	25	12	

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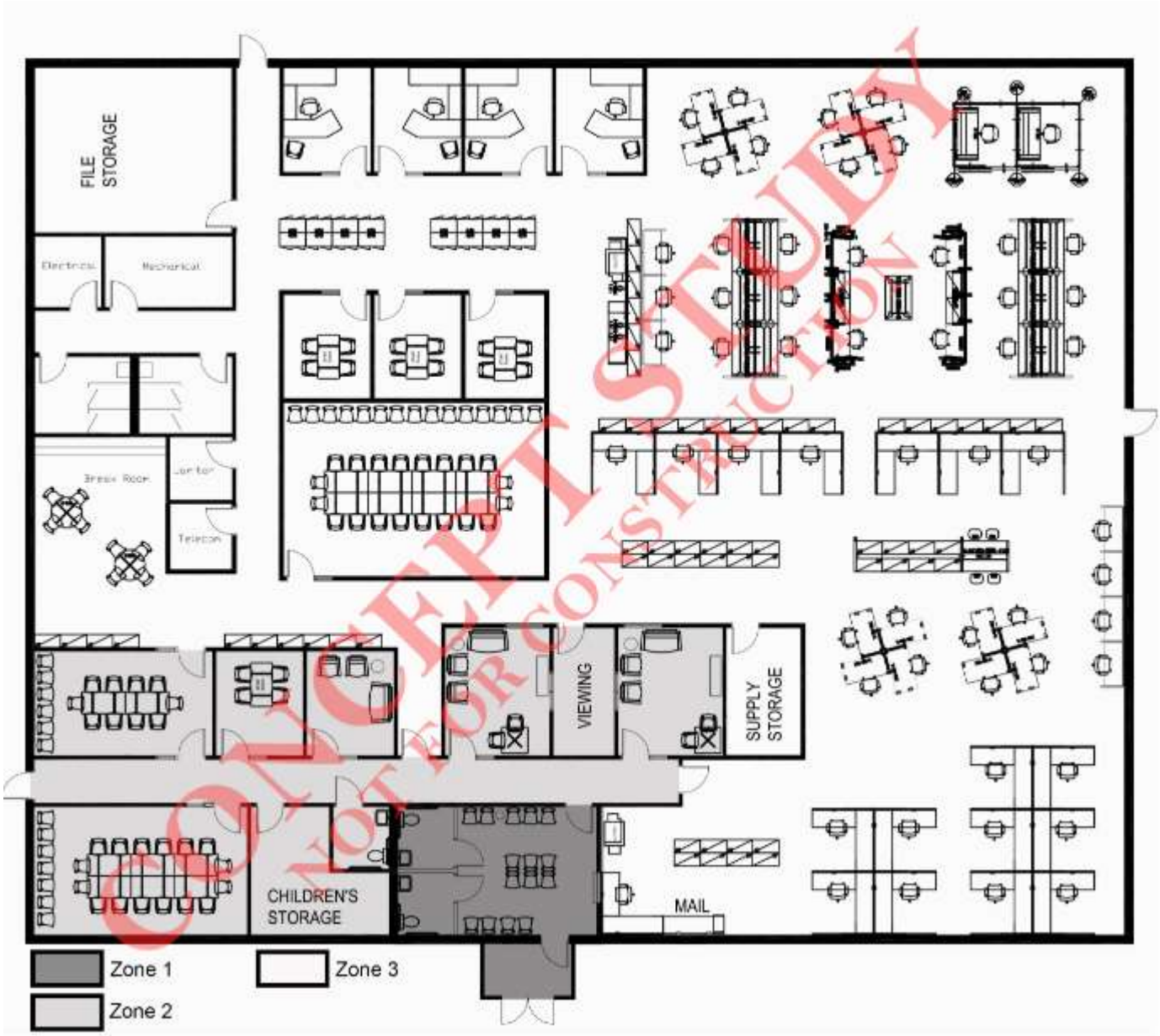
SNA Number: 35810-63-01

Space Type	Standard Description		Wall	Area	Count	Memo
S	FAH	Free Address Hoteling	0	30	33	
S	FAH	Free Address Hoteling	0	49	9	
S	FAO	Free Address Office	H	120	3	
S	HFS	Hardwall File Storage	H	250	1	
S	JHR	Juvenile Holding Room	H	90	1	
S	MA	Mail Area	0	36	1	
S	MR	Meeting Room	H	120	2	Multi-purpose.
S	MFCA	Multi-Function Copy Area	0	50	4	
S	PSB	Paper Shredder Bin	0	6	4	
S	PL	Personal Lockers	0	176	1	
S	RB	Recycle Bin	0	6	4	
S	SR	Safe Room	H	360	1	
S	SNP	Shared Network Printer	0	12	4	
S	SS	Supplemental Space	0	704	1	
S	SR	Supply Room	H	160	1	
S	TC	Telecom. Closet	H	120	1	
S	VR	Viewing Room	H	100	1	
S	VR	Viewing Room	H	150	1	
S	VR	Visitation Room	H	180	3	
S	WR	Waiting Room	H	424	1	

Suggested Range:	Min.	Max.
Usable:	16,600	18,300
Rentable:	18,300	20,000

SCHEDULE 3
DCS CONCEPT STUDY PLAN

This is a concept plan to illustrate the three (3) security zones required for DCS. It should NOT be used to price construction but only to provide a "concept" of how DCS conducts business in the space. Each DCS office requirement differs for each county across Tennessee and the State reserves the right to layout the space to best fit the needs of DCS in Montgomery County TN. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.



SCHEDULE 4
DHS PRELIMINARY ZONE PLACEMENT SUMMARY SHEET
(Subject to revision in final plan approved by State design team)

DHS Montgomery County Field Office & Call Center Space Summary Sheet

Total Field Office Staff Count: 60
FMD1 – 1 OFFICE
FMD3 – 1 OFFICE
Admin Secretary – 1
Field Supervisor – 4
Eligibility Assistant (reception)– 4
Eligibility Assistant – 2
Eligibility Clerk – 1
Eligibility Counselor – 22
Investigative Specialist – 2 FA1%
Regional Assistant – 1 FA1%
Rehab Training Ctr Mgr – 1
Vocational Evaluator – 1 FA50%
Rehab. Assistant – 2
VR Counselor Master's – 1 FA1%
Pre-ETS Specialist – 1 FA10%
Special Investigator OIG – 1 FA1%
Child Care Program Eval. – 6 FA5%
Field Supervisor – 1
Quality Control – 1 FA1%
Voc. Rehab – 4
Voc. Rehab – 1 FA1%
FFS - 1 FA1%

Total Call Center Staff Count: 57
Program Director – 1 OFFICE
Program Supervisor – 1
Field Supervisor – 3
Field Supervisor – 2 FA50%
HS Program Coordinator – 1
Eligibility Counselor - 12
Eligibility Counselor – 31 FA20%
Eligibility Assistant – 2 FA50%
TMLD Program Coord - 1
IT – 3

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

Hard Wall Spaces

1. Lobby to include:
   - Waiting area seating (280 sf) – seating for 14 people
   - Security Check In (49sf) – 1
   - Lobby Attendant Desk (60sf) – 1
   - Stand-up Kiosk Station (20 sf each) – 3
   - ADA Sit-down Computer Station (20 sf each) - 2
   - Public Use Multi-Function Copier Area (50sf) – 1
   - Bulletin Board – 3
   - Client queuing area (30 sf) – 1
   - Staff/Client Window Bays – 4
2. Accessible Public Restrooms – quantity determined by plumbing code requirements. Must accommodate standing baby changing table(s). (Client and Staff restrooms will be separate and will not share a plumbing wall)

   (Secure access to Zone Two from here)

Field Office Zone Two (Staff/Client Zone) – refer to sample plan for zone locations

Hard Wall Spaces

1. Assigned Office (120sf) – 2
2. Free Address Office (120sf) – 2
3. Enclaves (120sf) – 6
4. File Storage Room (360sf) – 1
5. Temp.-Controlled Telecom Room (80sf) – 1

Open Office (systems furniture)

1. Reception Workstation (49sf) - 4
2. Assigned Workstation (49sf) – 38
3. Quiet Free Address Workstations (49sf) – 6 (accommodates 50% of FA staff)
4. Collaborative Open Area (85sf) (needs adjacent power/data)– 1
5. 3 Locker Units (48sf) - 1
6. 50 Lateral File Cabinets in Open Area (400 sf)
   - 16 FA staff = 6 LF (one drawer per staff)
   - 44 assigned staff = 44 LF (3dwr per staff)
7. Mail Area (72sf) – 1
8. Multi-Function Copier Area (50sf) –3
9. Shredder Bin (6sf) - 5

SCHEDULE 5
DHS SPACE NEEDS ANALYSIS
(Subject to revision in final plan approved by State design team)

Space Needs Analysis Report
SNA Number: 34501-63-03
Agency: Human Services
County: MONTGOMERY City: Clarksville
Employees: 117

Prepared By: FMG
Checked By:

SNA Date: 10-20-2021

Area Needed: 11,681
Major Circulation: 50% 5,841
Total Net Usable Needed: 17,522

SNA Note: AWS. Report created from information supplied and approved by Rachel. This report combines the Call Center and Field Offices.

Space Type	*Standard*	*Description*	*Wall*	*Area*	*Count*	*Memo*
P	00000	Admin. Secretary	0	49	1	Field Office
P	00000	Child Care Program Eval.	None	0	6	Field Office. Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	00000	Eligibility Assistant	None	0	2	Call Center. Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	00000	Eligibility Assistant	0	49	4	Reception. Field Office
P	00000	Eligibility Assistant	0	49	2	Field Office
P	00000	Eligibility Clerk	0	49	1	Field Office
P	00000	Eligibility Counselor	0	49	22	Field Office
P	00000	Eligibility Counselor	0	49	12	Call Center
P	00000	Eligibility Counselor	None	0	31	Call Center. Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	00000	FFS	None	0	1	Field Office. Mobile. Space provided in Free Address area. Position will use Free Address area when in office.
P	00000	Field Supervisor	0	49	3	Call Center
P	00000	Field Supervisor	None	0	2	Call Center. Mobile. Space provided in Free Address area. Positions will use Free Address area when in office.
P	00000	Field Supervisor	0	49	1	Field Office.
P	00000	Field Supervisor	0	49	4	Field Office
P	00000	FMD1	H	120	1	Field Office
P	00000	FMD3	H	120	1	Field Office
P	00000	HS Program Coordinator	0	49	1	Call Center

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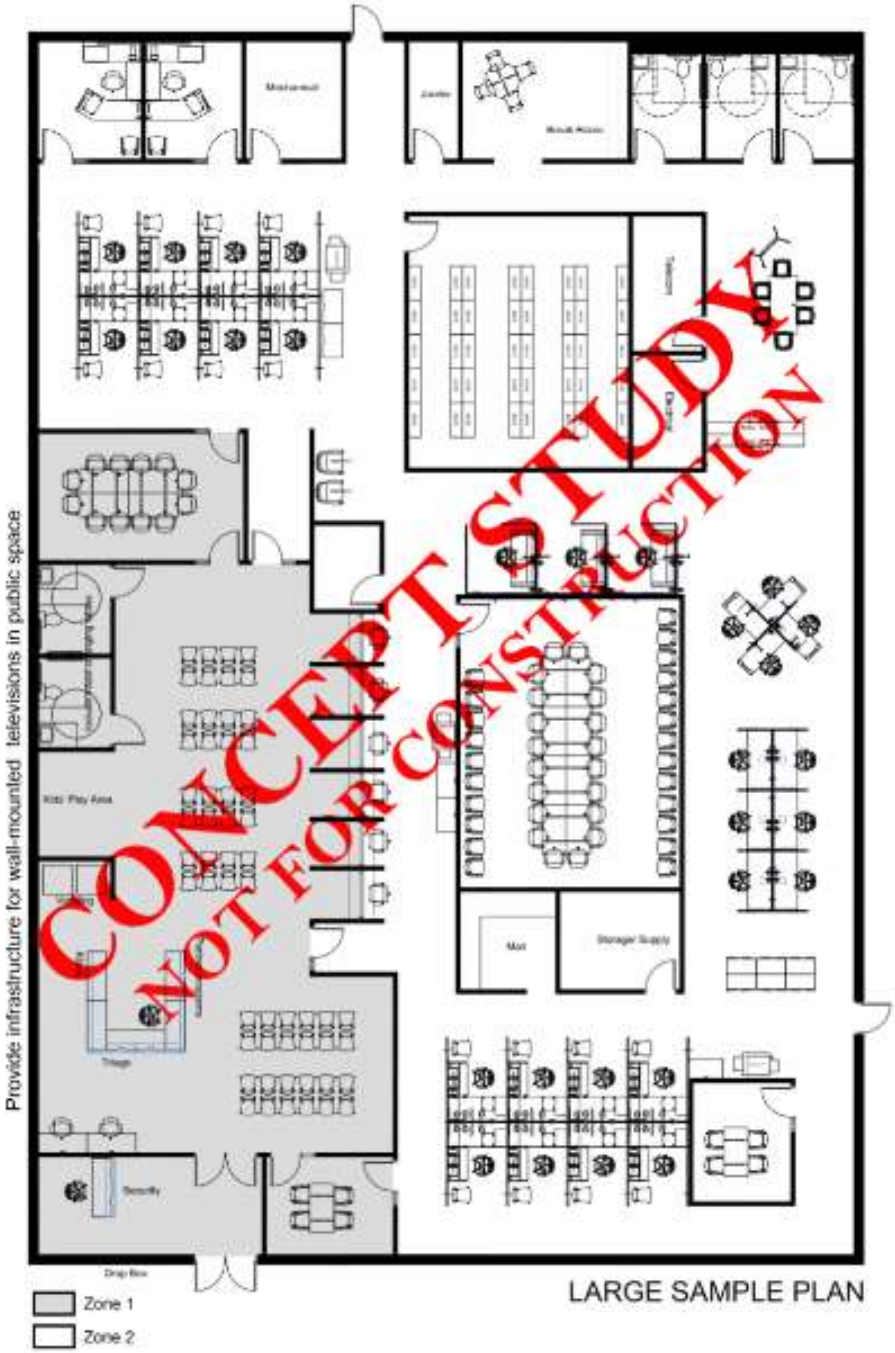
Space Type	Standard	Description	Wall	Area	Count	Memo
S	FR	File Room	H	360	1	Field Office
S	FR	File Room	H	244	1	Call Center
S	FAA	Free Address Area	0	49	6	Field Office
S	FAA	Free Address Area	0	49	16	Call Center
S	FAO	Free Address Office	H	120	1	Call Center
S	FAO	Free Address Office	H	120	2	Field Office
S	ITSR	IT Storage Room	H	275	1	Call Center
S	LF	Lateral File	0	272	1	Call Center. Space for 34 cabinets
S	LF	Lateral File	0	400	1	Field Office. Space for 50 Lateral File Cabinets located in wide hallways.
S	L	Lobby	H	854	1	Field Office. Space includes circulation. Refer to summary sheet for items that are included in this space.
S	LU	Locker Units	0	48	1	Field Office. Space for 3 units.
S	LU	Locker Units	0	96	1	Call Center. Space for 6 units
S	MA	Mail Area	0	72	2	One for Call Center and one for Field Office
S	MFC	Multi-Function Copier	0	50	6	Three for Call Center and three for Field Office
S	RB	Recycle Bin	0	6	1	Call Center
S	SNP	Shared Network Printer	0	12	3	Call Center.
S	SB	Shredder Bin	0	6	1	Call Center
S	SB	Shredder Bin	0	6	5	Field Office
S	SR	Supply Room	H	240	1	Shared use.
S	TC	Telecom. Closet	H	80	2	For telephone and computer equipment. Space must be temperature controlled. One for Call Center and one for Field Office.
S	TR	Training Room	H	775	1	Call Center. Can be shared with Field Office

Suggested Range:	Min.	Max.
Usable:	17,600	19,400
Rentable:	19,400	21,200

SCHEDULE 6
DHS CONCEPT STUDY PLAN

This is a concept plan to illustrate the two (2) 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 Montgomery County TN. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.



SCHEDULE 7
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.

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 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. 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.

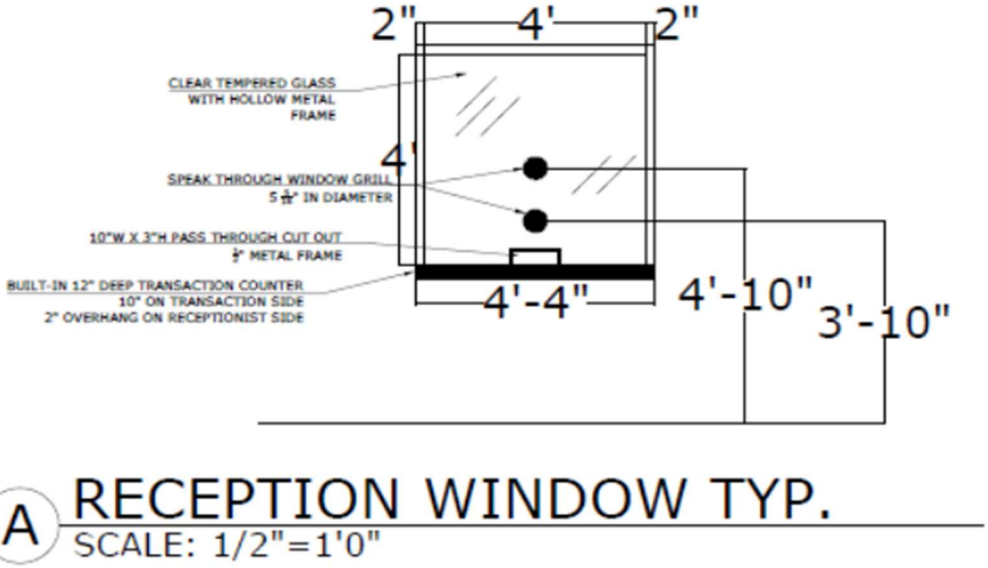
14. Building Exterior

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.

SCHEDULE 8
TRANSACTION WINDOW ELEVATION



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