

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Safety and Homeland Security
Principal Use Office/Warehouse/Other	Office
Employee Headcount at Premises	16
Transaction Number	21-04-904

	Desired	Alternates Accepted
Service Area and Boundary Requirements	Within Fayette County.	Yes
Parking Requirements	<p>59 free, paved, lighted & striped spaces requested. 2-3 spaces shall be reserved for driver's testing.</p> <p>The parking provided shall include handicap parking to meet the relevant code requirements.</p> <p>If possible, with city codes, the parking lot shall have multiple ingress and egress to the main road.</p>	Yes
Usable & Rentable Contiguous Square Footage	<p><u>5,600 – 6,200</u> USF*</p> <p><u>6,200 – 6,800</u> RSF</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules.*</p> <p>Proposals submitted outside the squarefootage range (+/- 10%) are considered "Alternates" and may be rejected. The State intends "contiguous" to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.</p>	Yes
Special Buildout and Other Specifications	Turnkey buildout in accordance and in conjunction with Schedule 1, 2, 3 & 4 and Pro Forma Lease Template including, Exhibit D. All final design work is subject to State and Agency approval after lease is executed.	No

	Schedule 1: Special Build-out Requirement Schedule 2: Space Needs Analysis Schedule 3: DOS & THP Concept Plans Schedule 4: Lease Commission Agreement All State leased offices are required to obtain State Fire Marshall approval.	
Term Length	Ten (10) years	Yes
Commencement Date	Within 18 months of lease execution or sooner in accordance with Lease, Exhibit A, 19 & 20	Yes
Termination Options	Termination for Convenience: 90 day per Block 6 of 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.tnIpr.gov . Any comments to the Lease Template is required with submission of the lease Proposal Quotation Form.	Yes
Utility, Services and Other Costs	Preference is for FULL Service with no pass through. However, MODIFIED GROSS basis may be proposed with Tenant responsible for payment of utilities and/or janitorial only. <i>NOTE: Utilities must be separately metered for consideration of modified gross lease.</i>	Yes

Communications:

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

Name: Stacey Nelson
Phone Number: 615-917-2890
Email: RFP.Coordinator@tn.gov

Or to the Broker:
Alexandra Rule
Phone Number: 615-493-9236
Email: Alexandra.murray@cbre.com

Submittal Deadline and Format:

The completed “Lease Proposal Quotation Form” must be submitted as follows:

No later than 3:00 PM CST on Wednesday, July 13, 2022:

Submittals must be received via:

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., Executive 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:

www.tnlpr.gov.

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

Agency Specific Special Build Out Specifications:

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.

Schedule 2

SECTION A: GENERAL INFORMATION				STAFF INFORMATION	
AGENCY:	Department of Safety & Homeland Security (TDOS)			Total Number of DL Staff	10
TRANSACTION NUMBER:				Total Number of THP Staff:	6
CURRENT ADDRESS 1:				SQUARE FOOTAGE INFORMATION	
CURRENT ADDRESS 2:				Type of DL Center:	Full-Service Center
COUNTY:	Fayette			Minimum THP Rentable Sq. Ft.:	700.5
CDL SERVICES PROVIDED:	No			Actual Minimum Usable Sq. Ft.:	5351
EXPRESS CENTER:	No			Minimum Usable Sq. Ft.:	5400
COMPLETED BY:	Mike Boshers			Maximum Usable Sq. Ft.:	6000
DATE COMPLETED:	5/3/2022			Minimum Rentable Sq. Ft.:	6000
REVIEWED BY (Central Office):				Maximum Rentable Sq. Ft.:	6600
DATE REVIEWED:					

SECTION B: INTERIOR SPACE NEEDS							
ZONE 1: DRIVER LICENSE (DL) PUBLIC ZONE							

*Zone 1 to include direct access to Client Restroom(s) per plumbing codes; Client & Staff Restrooms will not share the same plumbing wall.

Zone	Personnel Class Code	S: Space P: Personnel	Description	H-Wall O-Open	Area	Quantity	Subtotal	Space Requirements
1	WA WA SA KS KS MP APA	S S S S S S S	Lobby/Application Processing Area: Waiting Area to include: - Seating Area - Check-In Kiosk - IPAD Kiosk / Customer Kiosk - Navigator Mobile Podium & Stool Application Processing Area to include: - Examiner Station with shared photo screen - Information Desk	H	1681 20 4 4 20 75 75	1 55 2 7 1 6 1	1681 1100 8 28 20 450 75	Seating area to seat 55 customers with direct access to Client Restroom(s) per plumbing codes. Client and Staff Restrooms will be separate and will not share the same plumbing wall. All kiosks will require wall power/data DL Examiner will serve the public in this area. Depending on layout, some hardwall construction and secure door to separate this area from the waiting area may be required. Workspace to include shared equipment (camera, eye machine, photo digitizer and printer) placed between Examiners. Each Examiner will have a computer terminal with cash drawer mounted below the worksurface. Examiner Station(s) must have direct access to the Secured Staff Zone. Atleast one Examiner Station must have direct view into the Testing Room for testing supervision. Each pairing of Examiner stations to have a photo screen installed 5' in front of the station. One Examiner station must meet ADA accessible.
1	36921	P	Examiner	None	0	8	0	Included in Application Processing Area; See above.
1	DTR	S S S	Testing Room to include: - Computer Testing Station - Paper Testing Station	H	360 30 30	1 8 4	360 240 120	Lessor to provide 120V/20amp dedicated circuits w/ isolated neutrals for agency-supplied testing machines. Requires observation window to Application Processing Area. Requires Waiting Area access and Application Processing Area access.

ZONE 2: DRIVER LICENSE (DL) SECURED STAFF ZONE							
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*Zone 2 to include direct access to Staff Restroom(s) per plumbing codes; Client & Staff Restrooms will not share the same plumbing wall.

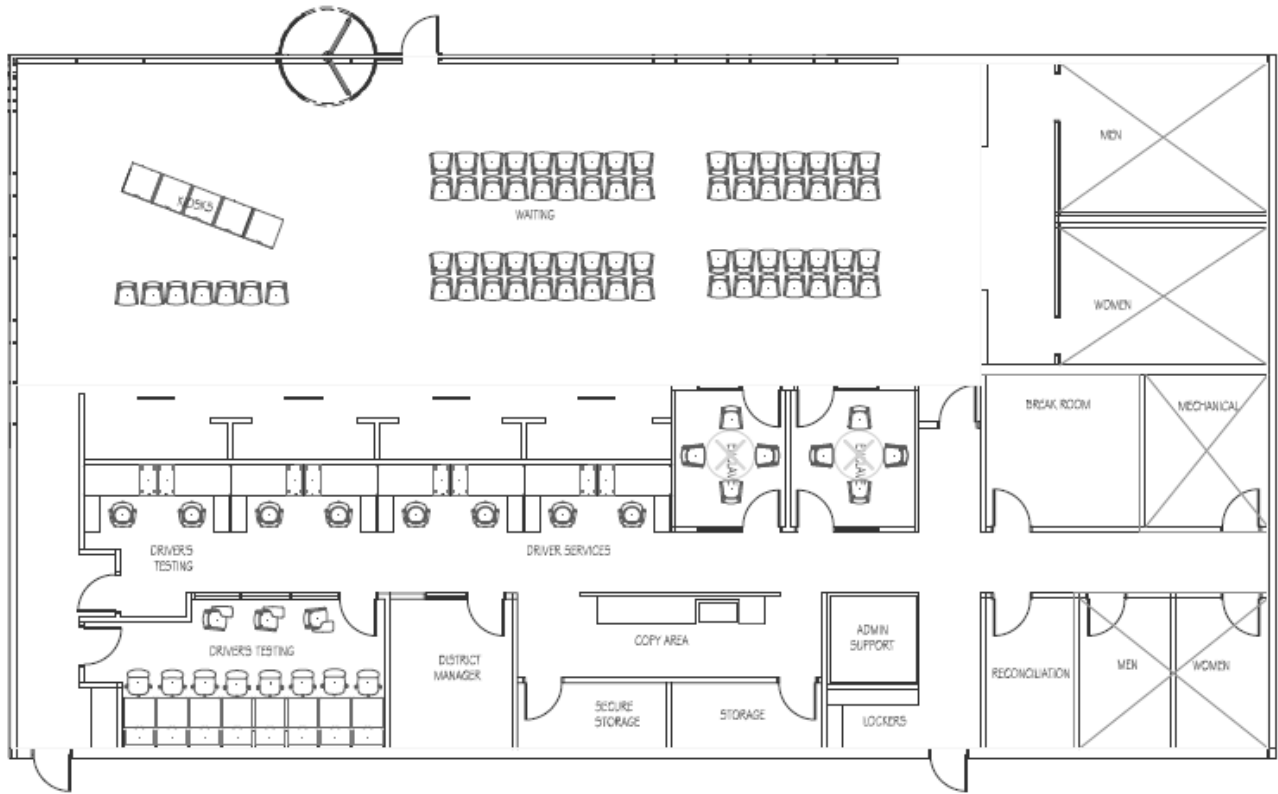
Zone	Personnel Class Code	S: Space P: Personnel	Description	H-Wall O-Open	Area	Quantity	Subtotal	Space Requirements
2	00000	P	District Manager Office	H	120	1	120	Assigned Office
2	36922	P	DL Branch Supervisor	H	150	1	150	Assigned Office to have an observation window to view Application Processing Area. Square footage includes a 30sf Secure Closet for a safe
2	RR	S	Reconciliation Room	H	120	1	120	
2	E	S	Enclave	H	120	1	120	
2	BR	S	Break Room	H	240	1	240	Refer to lease for exact requirements for Break Room.
2	SSR	S	Supply/Storage Room	H	80	1	80	
2	TC	S	Telecom Closet	H	48	1	48	For telephone and computer equipment. Room must be temperature controlled and be accessed via card reader.If THP has a presence, this room is shared by DL & THP.
2	AS	S	Admin Work Station	O	56	1	56	Quiet/Private Glass Cubicle near Reconciliation Room or Enclave
2	HS	S	Hoteling Station	O	15	1	15	for Visitor(s)
2	MFP	S	Multi-Functional Printer	O	50	1	50	
2	SLA	S	Staff Locker Area	O	3	10	30	Single metal locker; one DL staff.
2	MA	S	Mail Area	O	30	1	30	

ZONE 3: THP HARDWALL SUITE

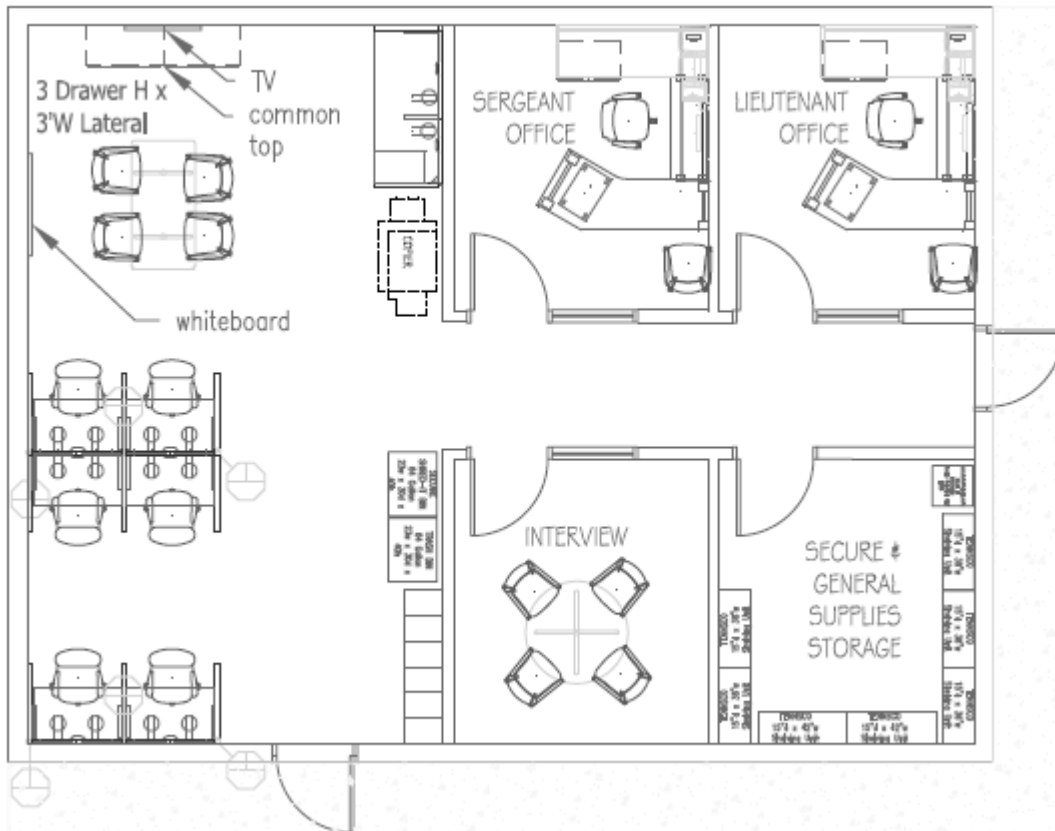
*Zone 3 to include direct access to DL Staff Restroom(s) per plumbing codes; Client & Staff Restrooms will not share the same plumbing wall.

Zone	Personnel Class Code	S: Space P: Personnel	Description	H-Wall O-Open	Area	Quantity	Subtotal	Space Requirements
3	38633	P	Lieutenant	O	49	1	49	
3	38632	P	Sergeant	None	0	1	0	
3	SAO	S	Sergeant Office	H	120	1	120	Standard Assigned Office
3	38631	P	Trooper	None	0	4	0	Mobile; Utilizes Trooper Hoteling Station when needed
3	HS	S	Trooper Hoteling Station	O	15	4	60	
3	MFP	S	Multi-Functional Printer	O	50	1	50	
3	MFP	S	Collaboration Area	O	100	1	100	Enclave table with 4 chairs; adjacent power/data
3	SLA	S	Staff Locker Area	O	3	4	12	Single metal locker; One per THP staff.
3	SS	S	Supplemental Space for Staff Storage	O	8	2	16	3-drawer lateral file cabinets (1 drawer per THP staff)

Schedule 3
DOS Medium Sample Plan



THP Sample Plan



Schedule 4



DATE

BY ELECTRONIC MAIL

BROKER NAME
TITLE
COMPANY
COMPANY ADDRESS

Re: *Lease Commission Agreement*
ADDRESS ("Property")

CBRE, Inc. ("CBRE") looks forward to working with you on this proposed lease transaction. This letter confirms the terms of our agreement ("Agreement"), which shall be effective during the period commencing _____, and ending midnight _____ (the "Term").

1. We hereby identify the prospective tenant as **STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES**, or its affiliate, subsidiary, successor or assignee ("Tenant").
2. You acknowledge that we represent only Tenant (notwithstanding the fact that you are paying our commission) and agree that this is not a listing Agreement. All negotiations with Tenant shall be through CBRE.
3. You agree to pay us a leasing commission of **2.75** percent (**2.75%**) of the total Rental Rate specified in Section 7 of the Lease Agreement titled "Monthly Rental Installment" to be paid by Tenant over the initial term of the lease and to pay an additional commission in accordance with the provisions set forth below, if the Property, or any portion thereof, is ever leased to Tenant. Half of the commission amount is due and payable from you to CBRE upon lease execution, and the second half is due and payable from you to CBRE upon Lease Agreement and rent Commencement.

If the lease contemplated by this Agreement contains an express and described option(s) to add a specified period(s) of time to the initial term of the lease then you will pay a leasing commission of **1.375** percent (**1.375%**) of the Rental Rate per Section 7 of the Lease Agreement titled "Monthly Rental Installment" agreed to be paid by Tenant if the additional specified renewal option(s) are exercised by the parties to the Lease Agreement. The commission will be earned and payable at the time the additional option term(s) commence. No commission shall be paid upon any space in a subsequently leased addition to the original square footage or footprint of the initial Lease Agreement, nor shall any additional commission be paid on any lease holdover period the Tenant remains in the leased premises beyond the initial term or any renewal option period(s) of time specified in the Lease Agreement, nor shall any holdover language of any Lease Agreement be interpreted as an option for additional period of time specified in the Lease Agreement.

4. If you intend to sell, transfer or otherwise dispose of your interest in the Property while this Agreement is in effect, you agree to notify us in writing (including the name and address of the escrow or closing agent, if any) at least ten (10) days before that transaction closes. You agree to remain responsible for payment of commissions earned by us (or that may accrue in the future under this Agreement) unless the person or entity to whom you transfer the Property assumes your obligations in writing in a form reasonably acceptable to us. Earned but unpaid commissions will be automatically accelerated and paid at the closing of such transfer regardless of any other

installment payment timetable previously agreed upon. This Agreement is an irrevocable instruction to the escrow or closing agent to pay commissions owed to us from deposited funds at closing, unless you or CBRE have entered into a satisfactory written agreement with the transferee to assume the obligation.

5. You agree to disclose to us and allow us to disclose to Tenant everything you know (after reasonable inquiry by you) regarding present and future property issues including, but not limited to, structural, mechanical, hazardous materials, zoning and environmental matters affecting the Property and/or the Property's condition.
6. You represent that you either are the fee owner of or otherwise have control over the Property. You further represent that you have full authority to enter into this Agreement without violating anyone else's rights, or any other agreements or contractual obligations.
7. To the extent legally permissible, we are authorized to deduct our commissions from any security deposits or rental payments made by Tenant in connection with a transaction contemplated by this Agreement. You hereby irrevocably assign those deposits and rental payments to CBRE to the extent necessary to pay us our commissions. In the event you fail to pay us our commissions within ten (10) days after they are due, we are authorized to provide a copy of this Agreement to the Tenant of the subject lease, and that Tenant is hereby irrevocably instructed by you to pay our commissions from any deposits or rental payments. You will credit such Tenant for any payments made to us pursuant to this paragraph against any payments due under their lease. Further, you waive any claim, action or right, whether at law or in equity, against the Tenant arising or resulting from their payments to us pursuant to this paragraph in lieu of any payments to be paid by the Tenant to you under their lease.
8. In the event that either party institutes legal action against the other to enforce its rights under this Agreement, the prevailing party shall recover its reasonable attorneys' fees and costs so incurred from the non-prevailing party. **EACH PARTY WAIVES THE RIGHT TO A TRIAL BY JURY IN ANY ACTION ARISING UNDER THIS AGREEMENT.**
9. You and CBRE agree to comply with all applicable laws, regulations, codes, ordinances and administrative orders. Further, we both acknowledge that: (a) it is illegal to refuse to display, lease or sell to or from any person because of one's membership in a protected class, *e.g.*: race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by applicable law and (b) the Property will be offered in compliance with all applicable anti-discrimination laws.
10. This Agreement is our entire agreement and supersedes all prior understandings between us regarding this engagement and is governed by the laws of the state where the Property is located, without regard to its conflict of laws principles. This Agreement will be binding and inure to the benefit of our lawful representatives, heirs, successors, designees and assignees. It may not be altered or terminated except in a writing signed by both you and CBRE. Neither party's failure to exercise any of its rights under this Agreement will relieve the other party of its obligations hereunder. Nothing herein is or may be deemed a waiver or full statement of any of our rights or remedies, whether at law or in equity, all of which are expressly reserved. If any provision of this Agreement is unenforceable or void under applicable law, the remaining provisions will continue to be binding. This Agreement and the rights, interests or obligations created hereunder will not be assigned by either of the parties without the prior written consent of the other party. We each agree that we have both participated in the negotiation and drafting of this Agreement. You acknowledge that the person signing this Agreement on your behalf has your full authority to execute it. This Agreement will be binding whether signatures are exchanged electronically or by hand, by mail, by fax, by electronic transfer or image, by photocopy or in counterparts.

We look forward to working with you on this transaction.

Very truly yours,

CBRE, Inc.
Licensed Real Estate Broker

By: _____
Frank Quinn

AGREED:
COMPANY NAME**

By: _____
Name: _____
Title: _____

DRAFT