



**LEASING PROPOSAL REQUEST**

<b>Agency, Office Name</b>	Department of Safety and Homeland Security
<b>Principal Use Office/Warehouse/Other</b>	Office
<b>Employee Headcount at Premises</b>	23
<b>Transaction Number</b>	17-10-915

	<b>Desired</b>	<b>Alternates Accepted</b>
<b>Service Area and Boundary Requirements</b>	Within Williamson County with a preference to either Franklin, Fairview, Leipers Fork, Thompson’s Station, Arrington or Peytonsville city limits.	<b>NO</b>
<b>Parking Requirements</b>	<p><b>65</b> free, paved, lighted &amp; striped spaces requested (15 for staff, 50 for clients). 4 spots will need to be reserved for troopers near the THP suite.</p> <p>The parking provided shall include handicap parking to meet the relevant code requirements.</p> <p>The parking lot shall have multiple ingress and egress to the street.</p>	Yes
<b>Usable &amp; Rentable Contiguous Square Footage</b>	<p><b>6,200-6,900</b> USF*</p> <p><b>6,900-7,600</b> RSF</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules.</p> <p>Proposals with square footages outside the squarefootage range 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

<b>Special Buildout and Other Specifications</b>	Turnkey buildout in accordance and in conjunction with Schedule 1, 2 & 3 and Pro Forma Lease Template including, Exhibit D. All final design work is subject to State and Agency approval after lease is executed. <b>Schedule 1:</b> Special Build-out Requirement and Space Needs Analysis <b>Schedule 2:</b> DOS and THP Concept Plans <b>Schedule 3:</b> Lease Commission Agreement <b>All State leased offices are required to obtain State Fire Marshall Office approval or waiver.</b>	No
<b>Term Length</b>	No more than seven (7) years	No
<b>Commencement Date</b>	Within 12 months of lease execution or sooner in accordance with Lease, Exhibit A, 19 & 20	No
<b>Termination Options</b>	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	Yes
<b>Terms and Conditions</b>	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found by visiting <a href="http://www.tn/pr.gov">www.tn/pr.gov</a> . Comments to the Lease Template is required with submission of the lease Proposal Quotation Form.	No
<b>Utility, Services and Other Costs</b>	Preference is for FULL Service with no pass throughs.  <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: Brannon Butler

Phone Number: 615-354-3448

Email: RFP.Coordinator@tn.gov

Submittal Deadline and Format:

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

**No later than 4:00 PM CST on Monday, June 3, 2019:**

Submittals must be received via:

Email: [rfp.coordinator@tn.gov](mailto: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: Nickie Smith  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, Nashville, TN 37243  
Phone: 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:

[www.tnlpr.gov](http://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.

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.

## SCHEDULE 1

### 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

THP to have separate, labeled parking adjacent to the building for wireless video downloading

# SCHEDULE 1

## Space Needs Analysis Report

SNA Number: 34901-94-01

Agency: Safety & Homeland Security

County: WILLIAMSON City: Franklin

Employees: 23

SNA Date: 03-28-2019

Prepared By: FMG

Checked By:

Area Needed: 4,134

Major Circulation: 50% 2,067

Total Net Usable Needed: 6,201

SNA Note: DL&THP. Report created from information supplied and approved by Claire.

Space Type	Standard Description	Wall	Area	Count	Memo
P	00000 Administrative Assistant	0	56	1	
P	36923 DL Branch Supervisor	H	120	1	Office to have an observation window, view of Application Processing Area.
P	36922 DL Examiner	0	75	9	Application Processing Area. DL Examiner 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	H	120	1	Locate next to Trooper Hardwall Suite.
P	38631 THP Trooper	None	0	10	Space included in Trooper Hardwall Suite.
S	BR Break Room	H	160	1	With base and wall cabinets, countertop with sink. Shared by DL/THP.
S	E Enclave	H	110	2	Used by DL.
S	ES Evidence Storage	H	60	1	Used by THP.
S	HS Hoteling Station	0	15	1	Accounting closeout station
S	IR Interview Room	H	120	1	Used by THP.
S	KS Kiosk Station	0	4	4	Includes space for 4 stations.
S	MFP Multi Function Printer	0	50	1	Used by DL.
S	RR Reconciliation Room	H	120	1	
S	SSC Secure Storage Closet	H	30	1	Used by DL Branch Supervisor to store safe, personnel files and cash register drawers. Access to closet will be through Branch Supervisor office.
S	SLA Staff Locker Area	0	14	1	Includes space for Lockers used by DL Examiners.
S	SSR Supply/ Storage Room	H	240	1	Used by DL.

<b>Space Type</b>	<b>Standard Description</b>	<b>Wall</b>	<b>Area</b>	<b>Count</b>	<b>Memo</b>
S	TC Telecom. Closet	H	48	1	For telephone and computer equipment. Room must be temperature controlled. Shared by DL/THP.
S	TR Testing Room DL	H	360	1	With observation window to Application Processing Area. Includes space for 8 - computer testing machines and 4 - tablet arm chairs. Lessor to provide a minimum of 4 - 120V/20amp. dedicated circuits with isolated neutrals for agency supplied testing machines.
S	THS Trooper Hardwall Suite	H	590	1	Suite includes space for 10 - Trooper Hoteling Stations (150sq.ft.) 1 - Multi-Function Printer (30 sq.ft.) 1 - Collaboration Area (100 sq.ft.) 2 - Uniform Locker Units (20 sq.ft.) 4 - Lateral File Cabinets (32 sq.ft.) 1 - Supply Area (60 sq.ft.) including circulation.
S	WA Waiting Area DL	0	1,000	1	Seating for up to 100. Will need direct access to client restrooms. Client and staff restrooms will be separate and will not share the same plumbing wall.

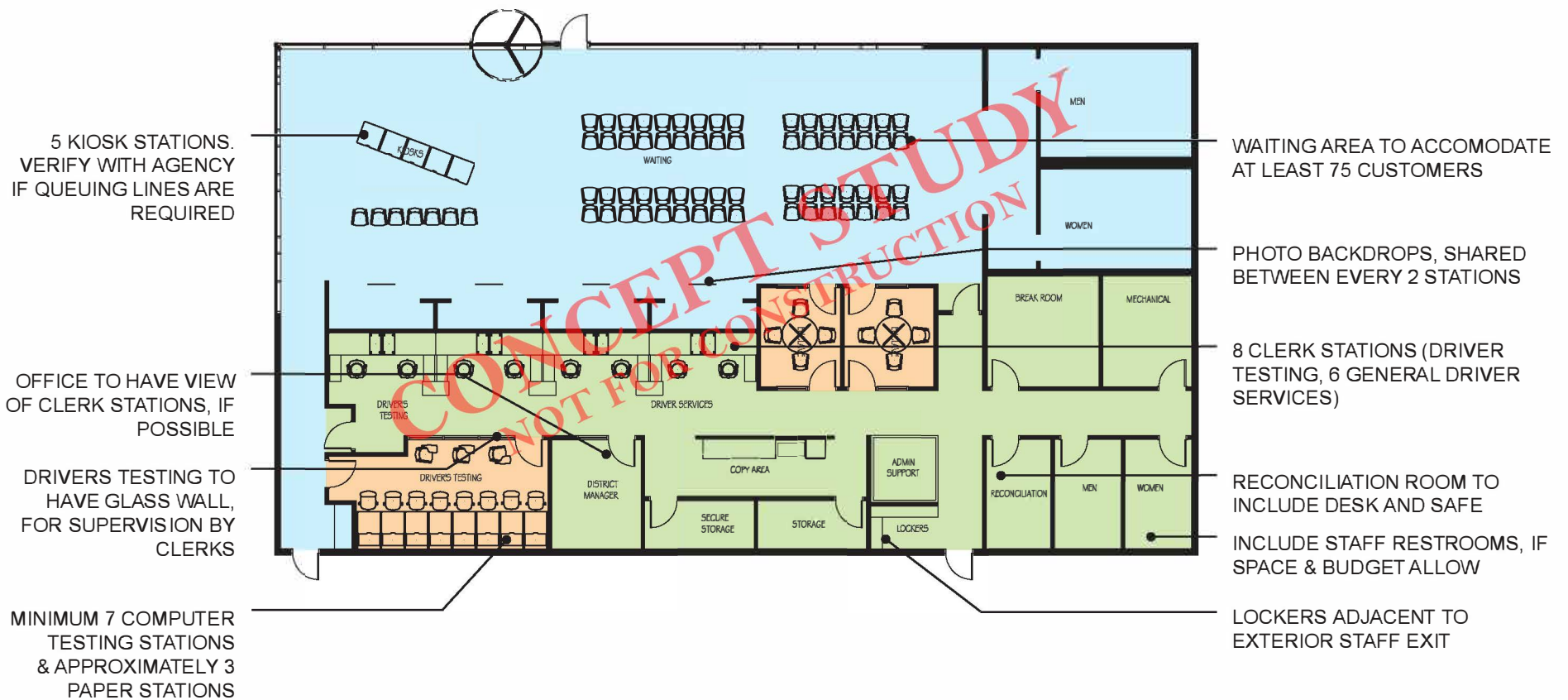
Suggested Range:	Min.	Max.
Usable:	6,200	6,900
Rentable:	6,900	7,600

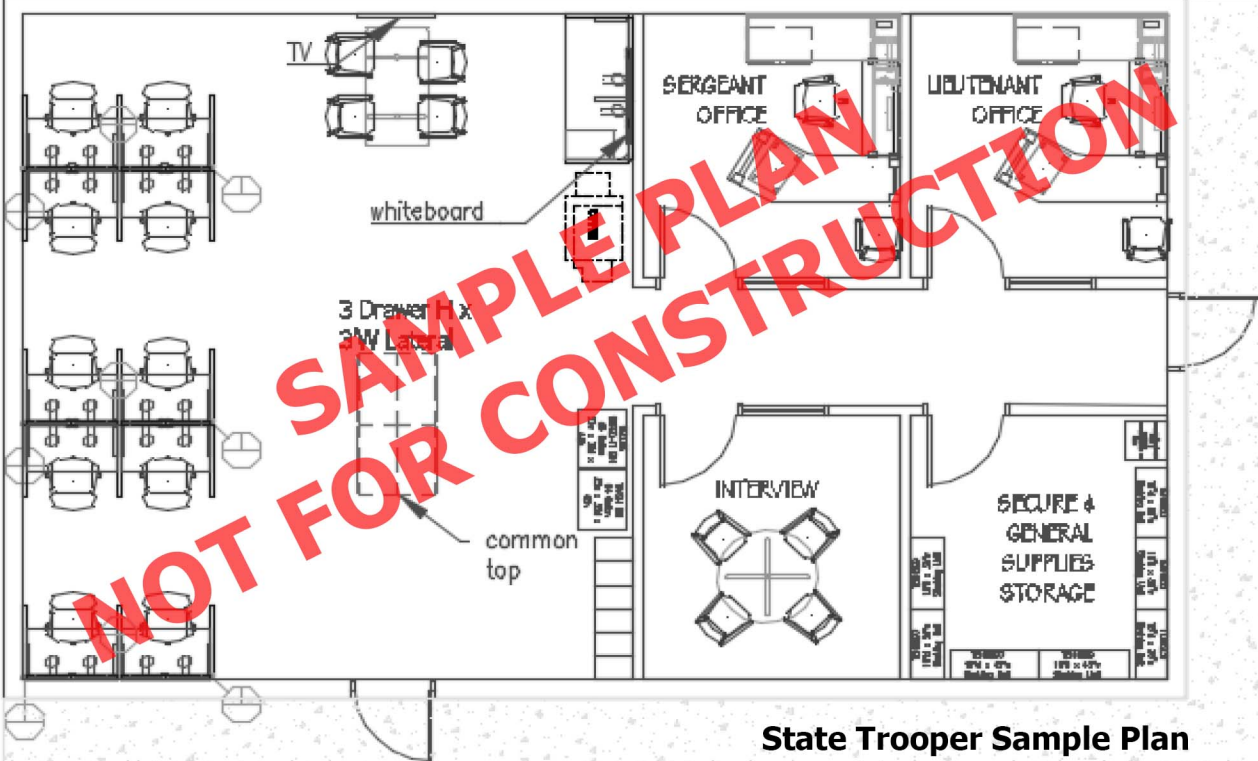
# COMPILED SOLUTIONS

## MEDIUM FACILITY

# SCHEDULE 2

- STAFF ZONE
- PUBLIC ZONE
- INTERMEDIATE ZONE





**SAMPLE PLAN NOT FOR CONSTRUCTION**

**State Trooper Sample Plan**



# SCHEDULE 3



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**, 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: \_\_\_\_\_  
Steve Kulinski

**AGREED:**  
**COMPANY NAME\*\***

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_