

**LEASING PROPOSAL REQUEST**

<b>Agency, Office Name</b>	Department of Correction
<b>Principal Use Office/Warehouse/Other</b>	Office
<b>Employee Headcount at Premises</b>	84
<b>Transaction Number</b>	23-09-905

	<b>Desired</b>	<b>Alternates Accepted</b>
<b>Service Area and Boundary Requirements</b>	<p>Located within Knox County, TN with a preference given to the City of Knoxville, TN. The preferred location proposed should not be located in any historical building or area of historical significance. The preferred location should be readily accessible to the I-640 corridor loop of Knoxville.</p> <p>While not a requirement to bid, preference will be given to locations that are beyond 1,000 feet of the property line of any public school, private or parochial school, licensed day care center, other child care facility, public park, playground, recreation center or athletic field available for use by the public.</p> <p>As this office provides services to the public, the preferred location <b>MUST</b> have access to the bus line/local transit system and within reasonable walking distance to subject location. It should be readily observable and accessible from a public road, which includes ease of access and identifiable exterior signage.</p> <p>This office provides case management and monitoring of probationers and parolees. The office will supervise sex offenders.</p>	NO
<b>Usable &amp; Rentable Contiguous Square Footage</b>	<p>Usable SF: 15,300 – 16,900*</p> <p>Rentable SF: 16,900 – 18,600</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitorial closets, telecom closets or vestibules.</p>	YES

	<p>The State intends “contiguous” to mean space that is adjacent space on ground floor. Preference is for a single-story, stand alone building. The actual square footage will be determined by programming and space planning.</p> <p><b>Proposals with square footages having a 10% deviation up will be considered an alternate, however, the deviation on useable square footage must not fall below the minimum useable square footage range.</b></p>	
<p><b>Parking Requirements</b></p>	<p>Paved and striped parking for a minimum of 105 vehicles (70 Staff, 15 State vehicles, and 30 visitor vehicles). However, properties proposing fewer parking spaces may be given consideration. Proposers should submit a parking diagram to show all parking areas which includes the secured fenced area with the quantity of parking spaces included.</p> <ul style="list-style-type: none"> <li>- All parking spaces shall be free, paved, well-lit, and striped. The parking provided shall include handicap parking to meet the relevant code requirements.</li> <li>- Preference is for all the Staff and State parking spaces to be safe, secure, and have direct access to the leased premises. The entirety of the parking area is to be well-lit, and perimeter of the Staff parking area is to be fenced and accessed via a motorized gate via card, fob, code, or otherwise per the specifications below:</li> </ul>	<p>YES</p>

<p><b>Fencing Specifications:</b></p>	<p>Fence: 8' height, black, coated, Class 2B - 8-gauge finish (9-gauge core) chain link fabric (or slatting to be determined during proposal evaluation), 2" chain link mesh, fence.                  2-1/2" O.D. 20-weight line posts, 3" O.D. 20-weight end posts, and 3" O.D. 20-weight corner posts. Line posts to be on 10' centers.                  1-5/8" diameter, 20-weight, top rail. 6-gauge coated bottom tension wire.                  Vehicle Gates: Cantilever slide gates, "TBD size of" opening, 2-1/2" top and bottom horizontal, 2" uprights, 1-5/8" diagonal bracing, 4" O.D. gate posts, nylon rollers, with receiver latch.                  Passage Gate: single swing gates, 4' opening X 8' height, 1-5/8" frame diameter, 20-weight frame, black, coated, Class 2B - 8-gauge finish (9-gauge core) chain link fabric, 3" chain link mesh, 3" O.D. gate posts.                  Gooseneck Pedestal: To be installed and place on approach from gate at an appropriate distance from gate for installation of card reader or keypad to operate opener.                  Electrical: As required by gate openers (provided by owner), this would include line voltage and low voltage pathways from the facility to the vehicle and passage gates.                  Slab: Slab size and location to be determined by gate openers.</p> <p><b>Cost of fence, motorized gate, concrete pedestal and conduit to be priced separately. The cost shall be an agency expense.</b></p>	<p>YES</p>
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<b>Special Buildout and Other Specifications</b>	<p>Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation.</p> <p>Additional kiosk information will be provided after ad closing, to be used in evaluations.</p> <p>Schedule 1: DOC Special Buildout Specifications  Schedule 2: DOC Space Needs Analysis (SNA)  Schedule 3: Window elevations  Schedule 4: DOC Concept Plan  Schedule 5: DOC Wall Construction  Schedule 6: Flooring Plan  Schedule 7: Fingerprint Casework Detail  Schedule 8: Telecom Room  Schedule 9: Purchase Option  Schedule 10: Exhibit D State Specifications</p>	
<b>Term Length</b>	Fifteen (15) Years and one 5-year renewal option	No
<b>Renewal Option Terms and Rate(s)</b>	<p>If the renewal option is exercised, and at State’s determination through STREAM Leasing, Landlord, at Landlord’s sole cost and expense, shall replace flooring, cove base, and paint. When flooring is replaced, Landlord’s vendor must supply the necessary means to lift up (system) furniture and fixtures as required by programmatic needs and at State direction.</p> <p>Renewal Option Rate(s):  Years 16-20:</p>	No
<b>Commencement Date</b>	Estimated Commencement is on or before January 1, 2027, OR within 24 months of lease execution, whichever is earlier. Please see Pro Forma Lease, Sections 19 and 20.	YES
<b>Termination Options</b>	<p>Termination for Convenience: 90 day per Block 6 of the Lease</p> <p>Termination for Cause: see Lease – Exhibit A, Paragraph 5.</p>	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.tnlpr.gov">www.tnlpr.gov</a> <b>Comments to the Lease Template are required at the same time the proposal is submitted.</b>  Failure to include proposed changes or alterations with original bid submission is considered “Acceptance” of the terms in the State’s Proforma Lease Template. No alterations are permitted later in the process.	YES
<b>Utility, Services and Other Costs</b>	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.  <b>A breakdown of the estimated construction budget for the Tenant Improvement costs will be required with submission.</b>	YES
<b>Purchase Option:</b>	See Schedule 5. Puchase Option must be filled out and returned with proposal. It is not guaranteed that the State will exercise the purchase option; however due to the unique requirements of this use, the State requires to have the ability to purchase the property. Since it is not determined if State will exercise the purchase option, the proposed purchase rates do not have any impact on the financial evaluation of the proposal.	NO

Communications:

Interested parties must direct all communications regarding this procurement to Ellen Mims, Lease Administrator, who is the State’s official point of contact. Email is the preferred form of communication.

Email: [lpr.coordinator@tn.gov](mailto:lpr.coordinator@tn.gov)

Submittal Deadline and Format:

The completed “Lease Proposal Form” must be submitted as follows **no later than 2:00 pm (Central Time) on Wednesday, July 24<sup>th</sup>, 2024.**

Submittals must be received via either:

Email: [LPR.Coordinator@tn.gov](mailto:LPR.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: Loretta Marie Baltz, Lease Administration Manager  
William R. Snodgrass Tennessee Tower 22<sup>nd</sup> 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](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.

**PROJECT SPECIFIC REQUIREMENTS**

The space must be professional office use and capable of meeting all of the requirements of the agency on a turnkey basis, including geographic location, square footage, parking and any special requirements identified in the Schedules attached hereto.

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

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

## SCHEDULE 1: DOC Special Buildout Specifications

The space must be for professional office use and capable of meeting 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; they will NOT share the same plumbing wall. Building should have separate staff and client entrance/exits.

Reception workstation is to have an electronic buzzer to release secure door nearest the station.

There will be two J-pay machines installed in the lobby area. There will be a roll up door on the front and there should be double doors that are accessible from the rear in order to repair and load the machines. There will be an electrical outlet and data outlet for each machine. See photo below for roll up door. Additional kiosk information will be provided after ad closing, to be used in evaluations.



A reception window measuring a minimum of 45" x 45" (final measurements depending on site selected as referenced in window elevations below) will be installed between the waiting area and reception area.

# Schedule 2: DOC Space Needs Analysis (SNA)

Space Needs Analysis Report  
 SNA Number: 32901-47-01  
 Agency: Correction  
 County: KNOX City: Knoxville  
 Employees: 84

Prepared By: RNK  
 Checked By:

SNA Date: 01-22-2024

Area Needed: 10,138  
 Major Circulation: 50% 5,069  
 Total Net Usable Needed: 15,207

SNA Note: Agency requested report for East District 20 (Community Supervision Field Office). Current office is located at 1426 Elm Street. AWS report. Refer to agency Office Space Needs Worksheet dated 11/03/23 for additional information.

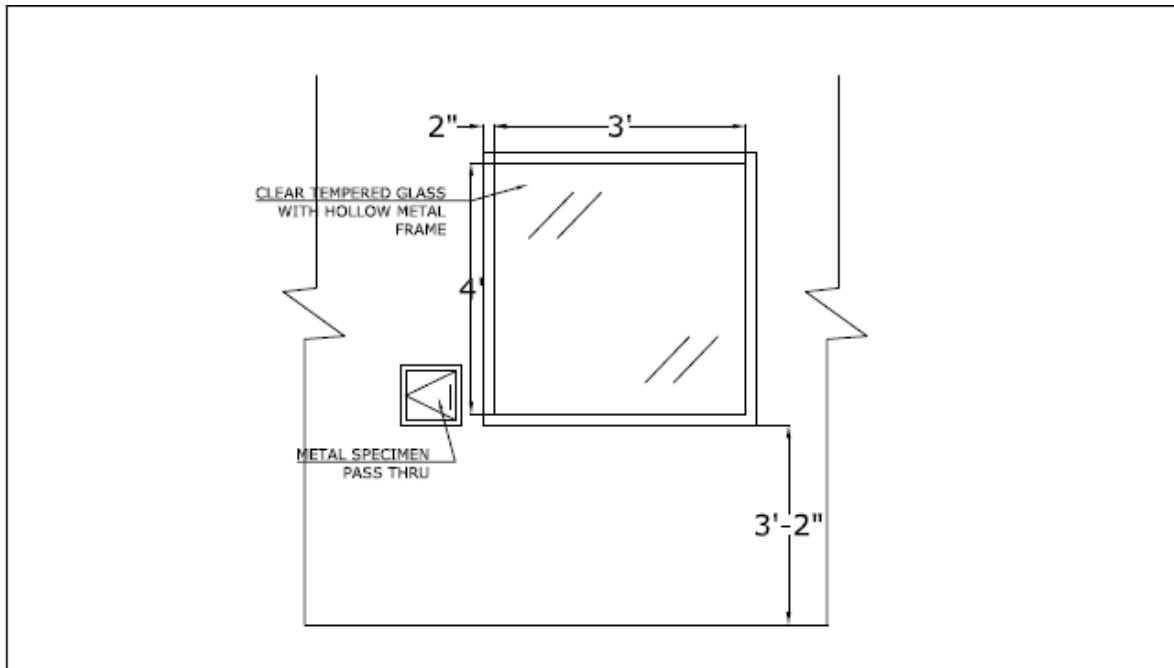
Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Clerical/Support	None	0	5	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	00000	Executive Staff	None	0	3	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	00000	Non CS Staff	None	0	14	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	71844	Probation Parole Manager	None	0	8	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
P	78142	Probation Parole Officer	None	0	54	Mobile. Space included in Free Address area. Positions will use Free Address area when in office.
S	WR	Waiting Room	H	628	1	Zone 1. Space for 25 chairs (500 sq.ft.) Two - Secure Fee Kiosks (80sf) and Twelve- Client Triple Locker units (48 sq.ft.). Secure Fee kiosks will need to be located in a secure closet. With two transaction countertops and pass-thru windows to Reception Area. Waiting room will need direct access to client restrooms. Client and staff restrooms must be separate and will not share the same plumbing wall. Locking Glass front bulletin boards. *Hardwall area may need to be larger to accommodate sufficient circulation due to proportion of the room, vestibule, etc.



Space Type	Standard Description	Wall	Area	Count	Memo
S	CIR Client Interview Room	H	72	5	Zone 1. Used for conducting interviews with clients without the need for client to leave the waiting room area. Each room will require 2 outward swinging doors. 1 - accessible from waiting room (for client use) and 1 - accessible from Zone 3 staff area. Each 72sf room will be divided into two equal spaces by a wall with a large (approx. 4'hx4'w) opening to create a client side and a staff side. Each side to have a 2' deep work surface facing the dividing wall.
S	DSWR Drug Screening Prep. Rm	H	100	2	Zone 2. Viewing window with 2-way mirror with a speaker hole for communication to the Drug Screening Room. Document deal tray, specimen pass-thru stainless-steel cabinet. Base/wall hung cabinets with solid surface countertop and stainless-steel sink. Accommodations for an Undercounter refrigerator.
S	DSR Drug Screening Room	H	100	2	Zone 2. With watercloset and solid surface countertop with sink. Viewing window with speaker hole. Specimen pass-through stainless steel cabinet. Document deal tray. Convex mirror.
S	FR Fingerprint Room	H	100	1	Zone 2. Room to be accessible from (or adjacent to) Group Intake Room. Standing and ADA height base cabinets and countertops. Fingerprint machine to sit on ADA height countertop for wheelchair accessibility.
S	GIR Group Intake Room	H	600	1	Zone 2. Near or Adjacent to Waiting Room. Accommodate 20 people at flip-top training tables with side chairs.
S	IR Interview Room	H	120	6	Zone 2. Accessible from Zone 2 and (secured) door to Zone 3.
S	PCR Program/Conference Room	H	800	1	Zone 2. Three entry points: Zone 2, secured access to Zone 3, and an exterior door. Seating for 52 staff.
S	FAA Assigned Workstation	0	49	6	Zone 3 Staff Area workstations. 3 stations for Correctional Counselors. 3 stations for Behavioral Health Specialists.
S	BR Break Room	H	315	1	Zone 3. Base and wall cabinets with countertop and stainless steel sink. Space for two vending machines and seating for 10. Locking Glass front bulletin boards.
S	DDDO Deputy District Director Office	H	120	1	Zone 3. Deputy District Director Office.

Space Type	Standard Description	Wall	Area	Count	Memo
S	SCA Storage Cabinet Area	0	16	1	Zone 3. (2) storage cabinets to be located near the multi-function printer.
S	SR Supply Room	H	200	1	Zone 3. (14) 15"d x 36"w shelving units.
S	TC Surveillance Closet	H	50	1	Zone 3. For TDOC's surveillance system. Cannot be combined with the Telecom Room.
S	TC Telecom. Closet	H	80	1	Zone 3. For telephone and computer equipment. Room must be separately temperature controlled; refer to lease for more information. Secured by card reader.
S	TR Training Room	H	450	1	Zone 3. 30'L x 15'w with 10'h ceiling. Seating for approximately 15 staff at flip top tables with side chairs.
	Suggested Range:	Min.	Max.		
	Usable:	15,300	16,900		
	Rentable:	16,900	18,600		

## Schedule 3: Window Elevations

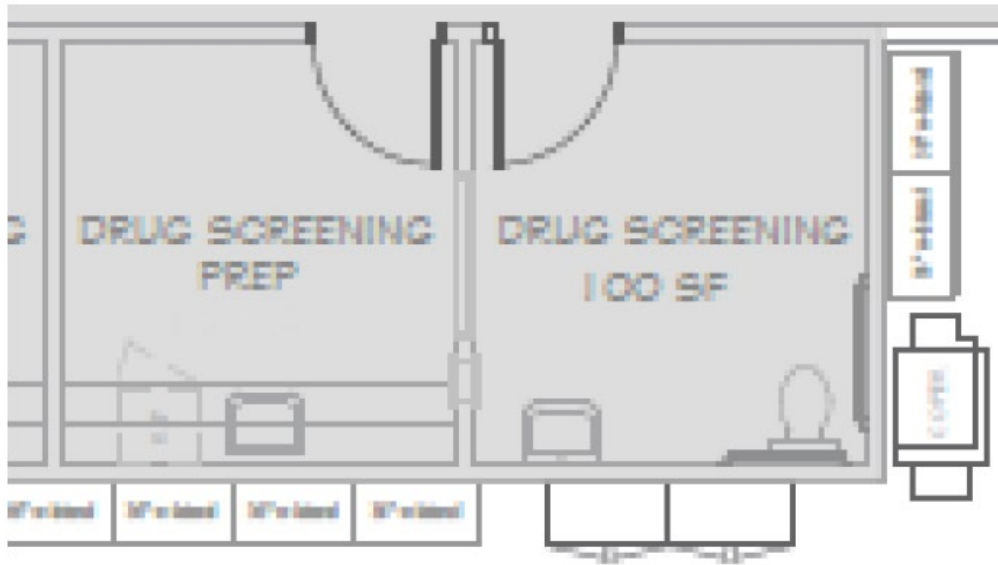


**1** **DRUG TESTING/PREP WINDOW TYP.**  
A2.4 SCALE: 1/4"=1'0"



\*Window must have a drawer-type document deal tray

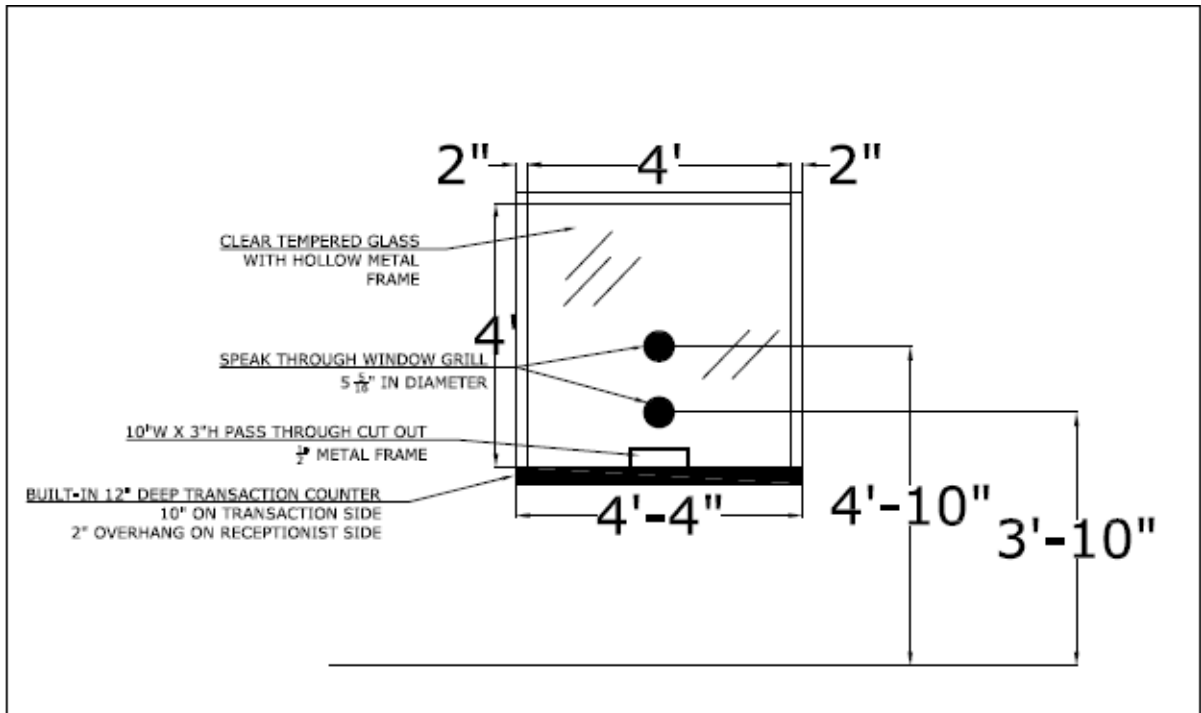
\*NOT for construction. Final size and exact product determination will be dependent upon site and code requirement.



**ADDITIONAL DRUG TESTING/DRUG SCREENING WINDOW DETAIL**



The drug testing room will have a stainless steel counter top and under counter, lockable casework with sink in the anteroom outside of actual restroom and drawer-type document deal tray. (not shown in picture – now required)



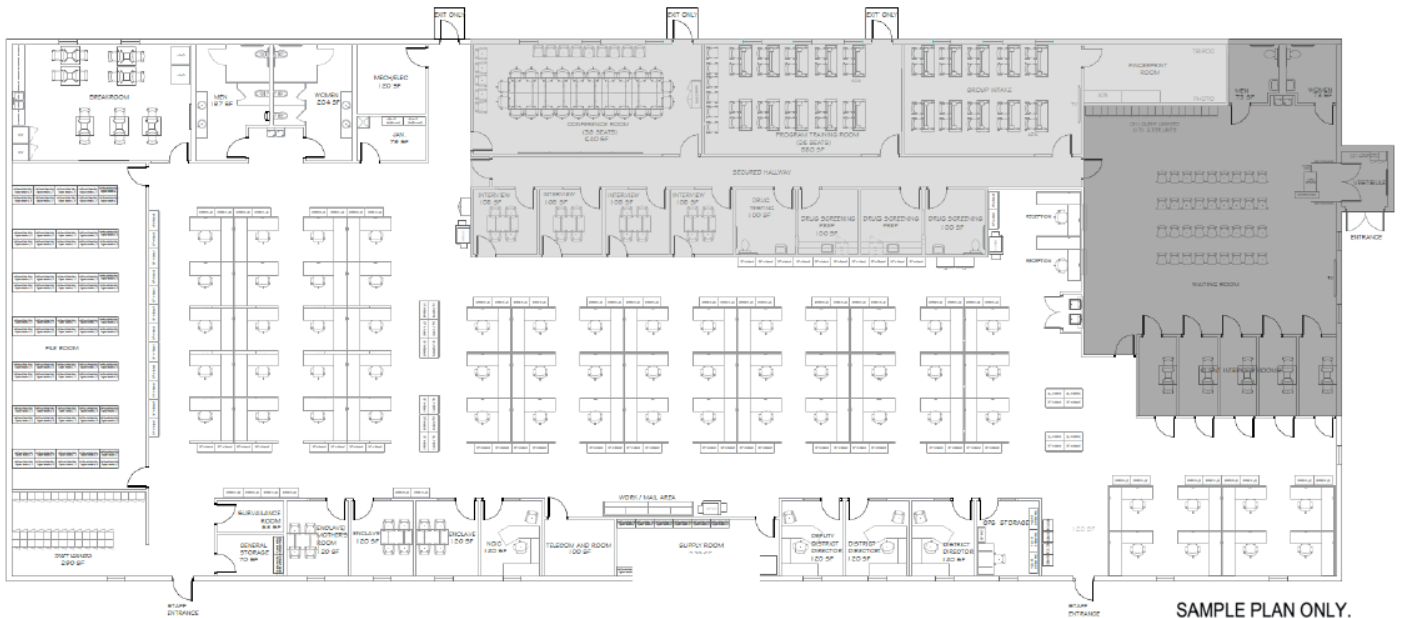
**1** **RECEPTION WINDOW TYP.**  
**A2.3** SCALE: 1/4"=1'0"

\*NOT for construction. Final size determination will be dependent upon site and code requirement.

# Schedule 4: DOC Concept Plan

This is a concept plan to illustrate the function of how the Department of Correction (DOC) operates in a typical office environment. It should NOT be used to price construction but only to provide a “concept” of how the agency 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 DOC in Knox County, TN. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.

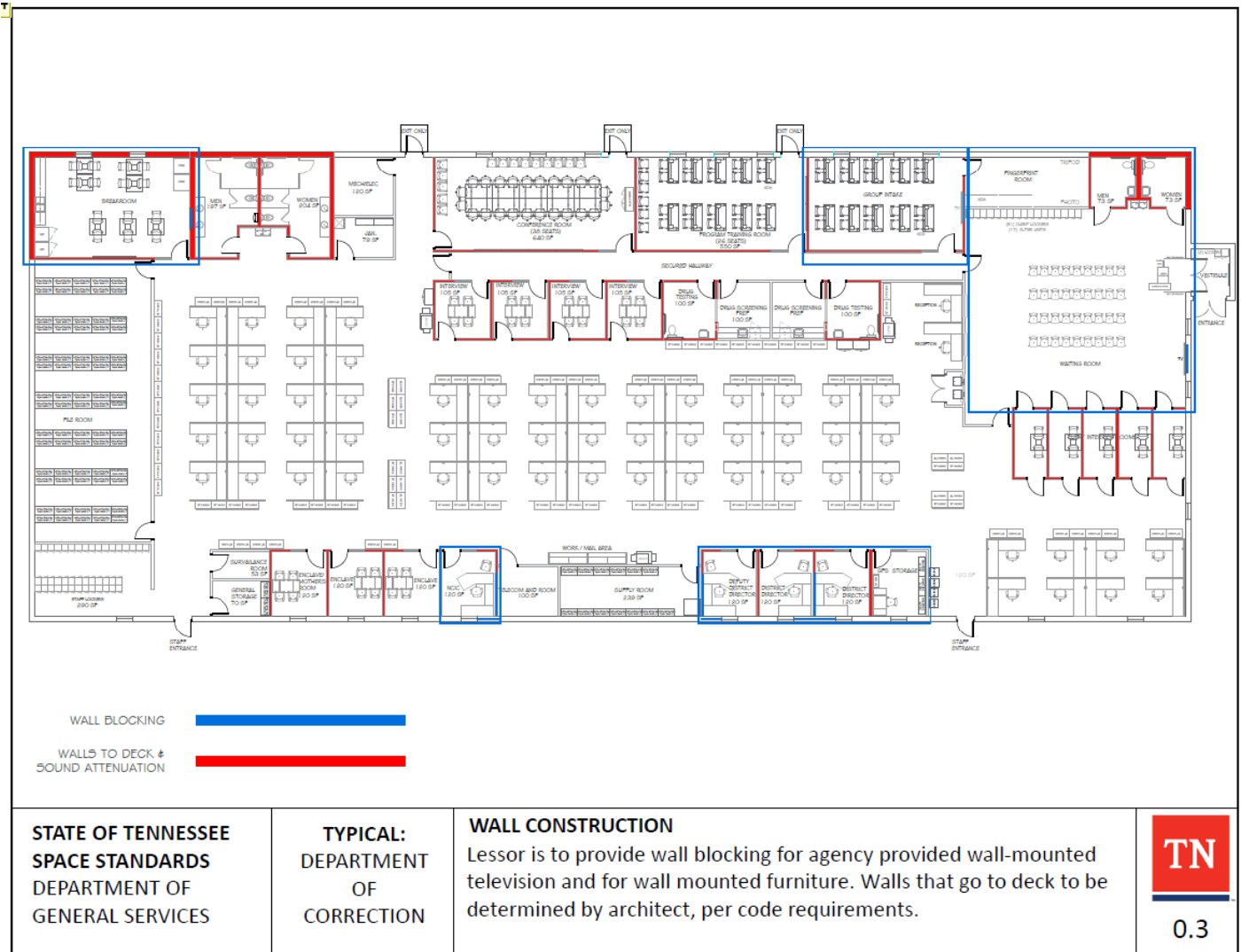
- ZONE 1: CLIENT** **Client Access.** Security measures are required between the client zone and intermediate zone. client zone requires immediate access to customer parking lot, and should include waiting room, client restroom(s), drinking fountain(s), Fee Paying machine(s), small client interview room(s), and other public amenities.
- ZONE 2: INTERMEDIATE** **Escorted Access.** This zone is accessible to staff and clients. Staff members escort the clients in and out of these areas. This zone includes group intake, fingerprint room, drug screening, drug screening prep, large interview, and various program/conference rooms.
- ZONE 3: STAFF** **Staff Only.** The staff zone consists of spaces accessible by employees only, including workstations, offices, storage rooms, breakroom, copy/mail area, enclave(s), staff restrooms, and other utility rooms. This zone requires separate employee-only entrance(s) from the secured staff parking area.



SAMPLE PLAN ONLY.  
NOT FOR CONSTRUCTION.

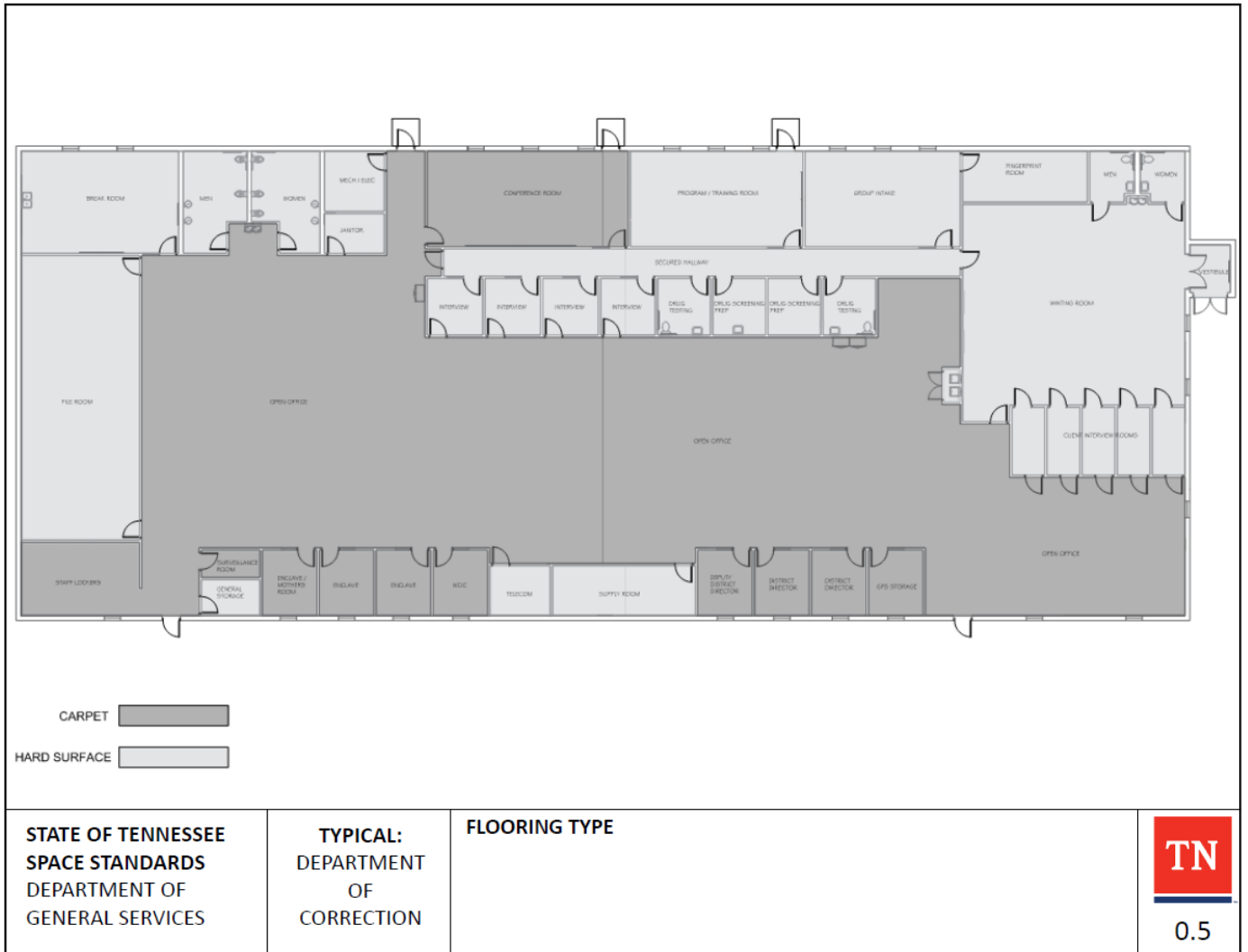
## Schedule 5: Wall Construction

FLOOR PLAN NOT TO BE USED FOR CONSTRUCTION. This is an illustration of the room that the walls should extend to the deck with sound attenuation and the rooms that will require blocking.

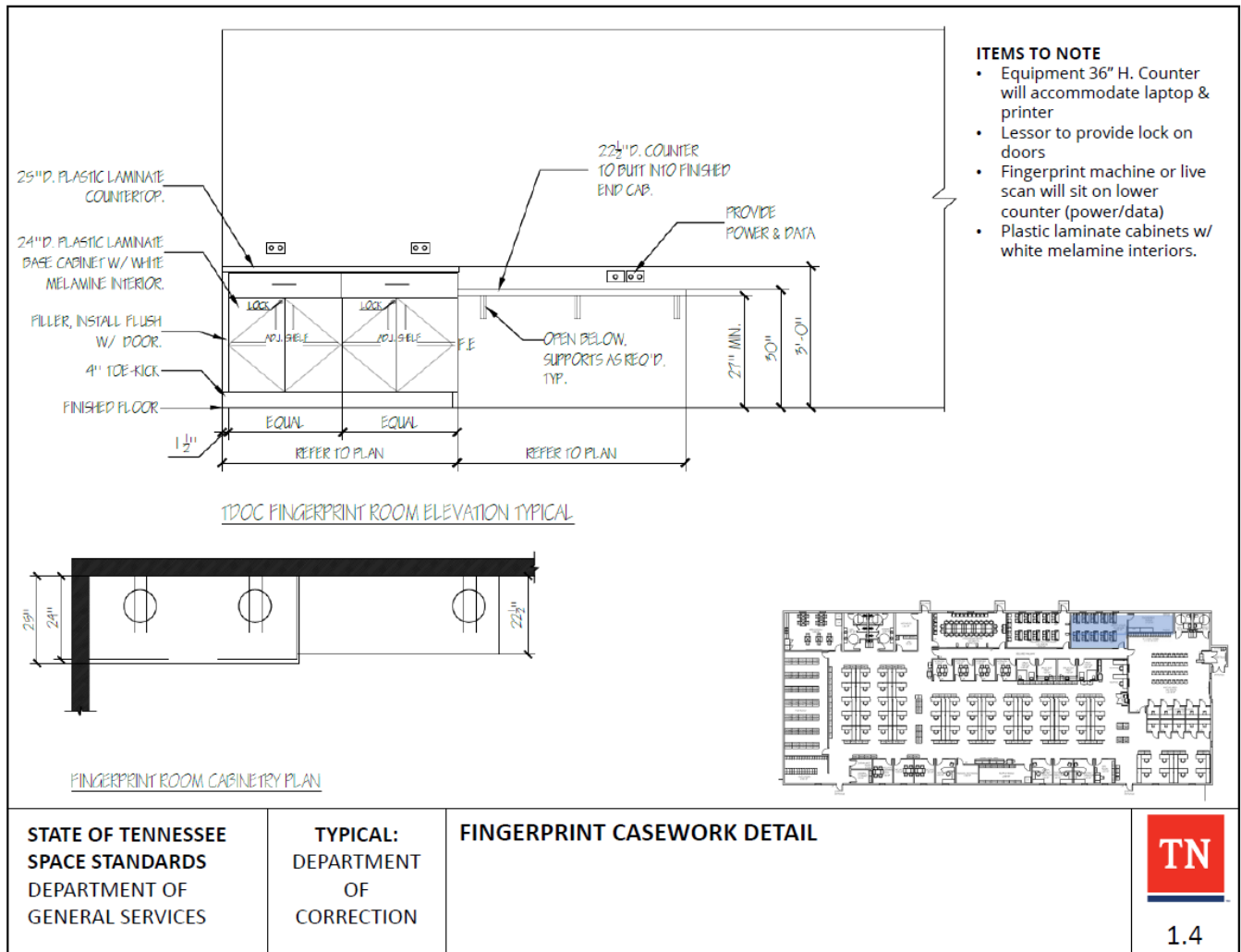


## Schedule 6: Flooring plan

FLOOR PLAN NOT TO BE USED FOR CONSTRUCTION. This is to be an illustration of rooms that use a hard surface for wear and tear versus rooms that will be expecting carpet tiles. All flooring to meet state standards located in Exhibit of the Lease Agreement.



## Schedule 7: Fingerprint Casework Detail



\*NOT for construction. Final size determination will be dependent upon site and code requirement.



## Schedule 8: Telecom Room





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

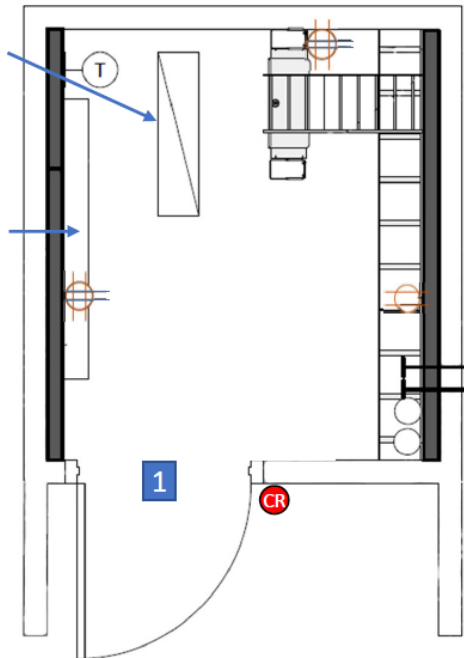
Lighting should be a minimum of 50-foot candles on both sides of the racks.

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

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

If fire system sprinklers are provided by Landlords in the telecom room diverters are required to deflect water from damaging equipment.

-  Card reader
-  Thermostat
-  Quad outlet
-  Dual outlet



**ROOM OVERALL:**

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

**Single story buildings**

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

**Multi-story buildings**

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

**FLOORING TYPE: FINISHED CONCRETE**

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

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

**WINDOW :** No windows

**ELECTRICAL:**

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

**AREA:**

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

STATE OF TENNESSEE  
SPACE STANDARDS  
DEPARTMENT OF  
GENERAL SERVICES

TYPICAL:  
DEPARTMENT  
OF  
CORRECTION

**TELECOM ROOMS**

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

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



1.8

## Schedule 9: Purchase Option

***PURCHASE PRICE FOR EACH LEASE YEAR MUST BE SUBMITTED WITH PROPOSAL***

***It is not guaranteed that the State will exercise the purchase option therefore the below proposed purchase rates do not have any impact on the financial evaluation of the proposal.***

\* OPTION TO PURCHASE. The Landlord shall grant to the Tenant the option to purchase the property. The option to purchase shall be exercised by written notice from the Tenant to the Landlord during the fifteen (15) year term of the lease or any renewal option, extension, or holdover. The closing of the sale is not required to occur during the fifteen (15) year term of the lease or any renewal option, extension, or holdover. Upon the exercise of the purchase, the Landlord shall be the Seller and the terms of the sale shall be as follows:

1. <u>Date Option Exercised</u>	<u>Purchase Price</u>
During first year of lease	\$ _____
During second year of lease	\$ _____
During third year of lease	\$ _____
During fourth year of lease	\$ _____
During fifth year of lease	\$ _____
During sixth year of lease	\$ _____
During seventh year of lease	\$ _____
During eighth year of lease	\$ _____
During ninth year of lease	\$ _____
During tenth year of lease	\$ _____
During eleventh year of lease	\$ _____
During twelfth year of lease	\$ _____
During thirteenth year of lease	\$ _____
During fourteenth year of lease	\$ _____
During fifteenth year of lease	\$ _____

- The property shall include the leased premises, the improvements, and all items of personal property and fixtures owned by Seller that are either attached or placed upon the leased premises. Personal property shall not include items not owned by the Seller or items specifically excluded by the parties.

3. The State will furnish and pay for title insurance or attorney's certificate of title at the State's discretion.
4. The State shall remain in possession of the property from the date the purchase option is exercised until the sale is closed, provided the lease remains in full force and effect.
5. The State will verify the corners of the property, by survey or other means, to its satisfaction and at its cost.
6. All taxes for the year in which the purchase option is exercised will be pro-rated and the Seller will pay any back taxes.
7. The Seller will render good and valid title in fee simple by general warranty deed, with covenants for title and free of encumbrances, on or before the date of closing unless both parties agree to a later date in writing.
8. The property shall be deeded to "THE STATE OF TENNESSEE" unless otherwise required by statute.
9. The closing of the sale shall take place within ninety (90) days from the exercise of this purchase option.
10. The State shall make full payment of the agreed purchase price in cash on the date of the closing.

***\*All blanks in the first paragraph to be filled out by the Tenant, should the purchase option be exercised, and provided with written notice of intention to exercise the purchase option.***

# Schedule 10: Exhibit D

## State Specifications for DOC

### 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: dummytrim, 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.
- g. **Luxury Vinyl Tile/Plank Specifications:**

\*Lessor may use LVT/LVP for any or all areas where VCT is specified and must meet the following minimum qualifications:

**Products:** All manufactures to provide LVT/LVP as specified below and in addition to meeting the minimum requirements. Meet ASTM F 1700 13a and/or ISO 10582

**Commercial Grade Luxury Vinyl Tile (LVT/LVP):** Rated for at least a medium to heavy traffic with a minimum of 10 year warranty

**Wear Layer/Top-Coat:** 20 mil (0.5mm)

**Overall Thickness of Tile:** 2.0 mm minimum

**Seaming Method:** Standard

**Pattern:** Pattern to be determined by Interior Design Project Manager. (Ashlar, Monolithic, Herringbone etc.) Lessor should plan on up to 3 colors for each area LVT/LVP/VCT are installed with a pattern integration. Use of additional colors will depend on the materials specified

**Width/Size of Tiles:** LVP (Luxury Vinyl Planks) minimum of 6 inch width. LVT (Luxury Vinyl Tiles) at a minimum of 12 x 18

\*\*Consult State's Project Designer for appropriate size based on application for desired space if requesting use of sizes greater than 12x18 tiles. Consultant will provide design pattern for installation areas with finish plan

**Tile Edges:** Squared

**Installation Method:** Per Manufacturer's Recommendations. Concrete subfloors may require a moisture barrier and will be required if product specifies. Flooring may be floated or glued down according to project needs. Adhesives

## 1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. 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.

**6. 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.

**7. 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.

**8. 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