# REQUEST FOR PROPOSALS

## Gambling Commission

## (GMB)

## Thurston County

## PROJECT NUMBER 361-11-15

**Distribution Date: January 15, 2015**

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**INFORMATION AND INSTRUCTIONS FOR PROPOSERS**

## 1 General

The State of Washington (the State), acting through the Department of Enterprise Services (DES), on behalf of the Gambling Commission is requesting proposals to lease Existing Space.

1.1 Definitions:

- **"AGENCY"** means the Washington State Gambling Commission (GMB).
- **"BENEFICIAL OCCUPANCY"** is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections.
- **"DES"** means the Washington State Department of Enterprise Services.
- "**Phase III Response Forms":** The term "**Invitation to Negotiate"** used in the RES Solicitation Manual is replaced in this Request for Proposals by the term **"Phase III Response Forms"**.
- **"PROJECT LEAD"** means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).
- **"RES"** means the Real Estate Services Office within the Washington State Department of Enterprise Services.
- **"RFP"** means Request for Proposals.
- **"SPACE REQUIREMENTS"** means the DES Leased Space Requirements 2005 edition, and the RES Accessibility Addendum (June 2007) attached as Appendix A.
- **"SPACE PLANNING DATA"** means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as Appendix B.
- **"STANDARD LEASE"** means the DES Standard Lease template attached as Exhibit 6.

## 2 Project Information and Instructions.

2.1 Project Parameters

| | |
|---|---|
| City | Thurston County |
| General Area of Consideration | Greater Olympia Area (Lacey/Olympia/Tumwater) |
| Preferred Area | Lacey Preferred Leasing Area 1<br>Olympia Preferred Leasing Area 1, 2<br>Tumwater Preferred Leasing Area 1, 2, 3, 4 |
| Space Type | Office |
| **Approximate** Rentable Square feet | **29,200 BOMA Rentable Square Feet** |
| Parking Spaces (Total) | Code Required |
| Initial Full Term | 5 Years (Proposers may, at their discretion, include a 10 year term as an option.) |
| Desired Construction Substantial Completion | On or before **August 07, 2016** |
| Desired Beneficial Occupancy | On or before **August 10, 2016** |
| Desired Lease Commencement Date | **September 1, 2016** |

2.1.1. For this project, the STATE anticipates that **all** tenant one-time costs will be paid by the lessor. The one-time costs include, but are not limited to: all tenant moving costs, all tenant

improvements, all building facility systems improvements, all Information Technology (IT) infrastructure improvements, all tenant IT improvements and installations, all tenant low voltage premise wiring, etc.

2.1.2. Code required parking spaces is based on city code and Agency requirements and needs. If the municipality provides a range for code required parking, the AGENCY requires the greater number of parking stalls (See also **Appendix A** – SPACE REQUIREMENTS)

2.1.3. Additional space planning data is described in **Appendix B** – Space Planning Data.

2.1.4. Additional information and instructions are included in **Exhibit 1** (Instructions To Proposers and Evaluation Considerations (Revised March 6, 2015)). Proposers should carefully review this exhibit. The State reserves the right to cancel this RFP or modify the requirements, information and instructions contained in this RFP and any of its associated documents (including, but not limited to Exhibit 1) at any time and at its sole discretion for a reason or reasons that are not arbitrary and capricious or in violation of law.

2.1.5 The definitions that the Department of Enterprise Services typically uses to describe proposed leased space (including the definitions of Existing Space, Space Under Construction or Planned Space) are included as **Exhibit 2** (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.

2.1.7. The required Lease Proposal Form is included in **Exhibit 3** (Lease Proposal Form) to this RFP.

2.1.8. If a proposal will not meet a requirement of this RFP or any of its components or if a proposer wishes to suggest one or more alternatives to the performance requirements, he or she should use the form included as **Exhibit 4** (Suggested Alternatives to Performance Requirements) to this RFP.

2.1.9. Proposers should include a completed Proposal Checklist with their Proposal Form and supporting documents. A blank checklist is included as **Exhibit 5** (Proposal Checklist) to this RFP.

2.1.10. The apparent Successful Proposer will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as **Exhibit 6** (Standard Lease) to this RFP.

2.1.11. The State reserves the right to cancel this RFP or modify the requirements, information, and instructions provided within this RFP, any of its associated documents and the Solicitation Manual at any time and at its sole discretion (see also Exhibit 1) for a reason or reasons that are not arbitrary and capricious or in violation of law.

## 2.2. Agency Goal for This Facility

The space will be used as the Washington State Gambling Commission's headquarters and includes operational and administrative areas.

## 2.3. Location Characteristics:

Properties submitted for consideration should be located in the General Area of Consideration noted in Section 2.1. Facilities within the Preferred Area as described in Section 2.1 may be advantageous

to the AGENCY. Within that general area, the AGENCY has identified a number of characteristics as important to the delivery of service by this regional office. These characteristics include, but are not limited to the following:

2.3.1. Proposal facilities must meet the requirements of the Preferred Leasing Area policy. (http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PreferredLeasingAreasPolicy.pdf)
A map depicting the Preferred Leasing Areas is available at: http://www.des.wa.gov/SiteCollectionDocuments/Facilities/RES/PDA-PLA.pdf

2.3.2. While proposals located within the "General area of Consideration" (See Section 2.1) will be considered for this RFP, proposals located within Lacey Preferred Leasing Area 1 may be advantageous to the AGENCY.

2.3.3. Proposed facilities should be in an appropriately zoned area and should not be located in an area that is of a heavy industrial, large or busy retail, or of a residential character.

2.3.4. Proposed facilities should be in close proximity to an existing public transportation route or routes. Proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the AGENCY.

2.3.5. Proposed facilities that provide rapid access to major highways and/or arterial roads would be advantageous.

2.3.6. Proposed facilities must be in areas with sufficient infrastructure in place to support the AGENCY operational needs to include high speed data and telephone infrastructure. (See also Appendix A, Space Requirements.)

2.3.7 Proposals that are not located within or in close proximity to 100 year flood plain (as defined by the Federal Emergency Management Agency (FEMA) may be advantageous.

## 2.4. Building Characteristics

The State and the AGENCY have identified some unique building characteristics as being advantageous to the AGENCY's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:

2.4.1. Contiguous equipment and storage area, mail handling areas, office, and special areas as depicted in Appendix B Project Space Planning Data.

2.4.2. A facility with at least a large portion of the space on the ground floor of a building is highly desired by the AGENCY.

2.4.3. Lobby areas will require a wall to separate the staff and public areas (floor to ceiling.)

2.4.4. The tenant will furnish and install a small freezer in the secure evidence room.

2.4.5. The tenant will furnish and install a small safe in the secure evidence room. The approximate safe dimensions are: 36 inches high, 18 inches wide, 18 inches deep.

2.4.6. See Appendix C for the specific requirements in the building Gambling Commission

Electronic Gambling Lab and Data Center.

2.4.7. Proposers must disclose any known occurrences of water infiltration or moisture intrusion in the proposed building, the source (or sources) of the moisture intrusion (or intrusions), the corrective measures taken and the results of the corrective measures taken. If there are (or have been) any known building moisture issues, proposers must also provide the details of the nature of the conditions, the corrective actions taken to resolve the potentially hazardous conditions and the results of the corrective actions taken.

Further details on the AGENCY's unique requirements and desired characteristics are found in Appendix A, SPACE REQUIREMENTS, Appendix B PROJECT SPACE PLANNING DATA and Appendix C ELECTRONIC GAMBLING LAB AND DATA CENTER UNIQUE REQUIREMENTS.

## 3 Estimated Schedule of Activities

Below is a listing of significant dates. DES, at its sole discretion, may change these dates. Notification of schedule changes will be posted to project information on the following webpage: http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx

| **Activity** | **Date** |
|---|---|
| Phase I | |
| Issue Request for Proposals | Jan 15, 2016 |
| Pre-Proposal Conference | Jan 25, 2016 |
| Question and Answer Period | Jan 26 – Feb 11, 2016 |
| Issue amendments/addendums to RFP (if necessary) | No Later Than Feb 12, 2016 |
| Proposals Due | Feb 17, 2016 |

| Phase II | |
|---|---|
| Proposals Opened and Reviewed for Responsiveness | Feb 18 – 19, 2016 |
| Conduct Site Visits and Presentations | 23 – 24 Feb 2016 |
| Determine Proposals to Advance to Phase III | 25 – 26 Feb 2016 |

| Phase III | |
|---|---|
| Request Phase III Response Forms | 29 Feb 2016 |
| Evaluate Proposals | 07 – 24 Mar 2016 |
| Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers | 25 Mar 2016 |

## 4 Pre-Proposal Conference

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference January 25, **10:00 AM** in the GMB facility located at 4565 7th Ave SE, Lacey

WA to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions.

## 5 PROJECT DOCUMENTS

5.1 Project documents and amendments are posted on the Real Estate Services (RES) website as well as the Washington Electronic Business Solutions (WEBS) website. All interested parties are encouraged to monitor both websites for amendments and other information regarding the project.

5.2 Interested parties are encouraged to subscribe to Washington Electronic Business Solutions (WEBS). The link to register as a vendor is:
http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx

## 6. Public Records

Your submission is a public record and will be disclosed consistent with the Public Records Act 42.56. RCW.

6.1 CONFIDENTIAL DOCUMENTS

Unless special circumstances require it, DES will not ask you to submit confidential materials. If you send DES records you believe contain confidential material we may return the material marked "Confidential" or disqualify you at our sole option.

If you do choose to submit confidential materials, place them in a separate envelope clearly and conspicuously marked: "CONFIDENTIAL" or "PROPRIETARY"; provided, by accepting an envelope so marked DES does not assume any responsibility or obligation not to disclose those records pursuant to a request made under of the Public Records Act.

6.2 PUBLIC RECORDS REQUESTS FOR YOUR RFP SUBMISSION

6.2.1 If a public records request seeks your RFP submission or seeks records connected to this RFP,

- DES may notify you and if so, will inform you of the identify of the requestor and the date that DES will disclose the requested records
- In such case, DES will typically give you an opportunity to seek a court order to stop DES from disclosing the records

6.2.2 Please be aware that:

- DES will not evaluate or defend your claim of confidentiality. It is your responsibility to support your claim and take appropriate legal action to do so.
- DES cannot withhold or redact your documents without a court order.

6.3 If you have any additional questions, please do not hesitate to contact the DES Public Records Officer at 360.407.8768 or email publicrecords@des.wa.gov

## 7 Submission of Proposals

7.1. Proposals must be submitted using the Lease Proposal Form with all required supporting documentation included with the Lease Proposal Form. Proposals not submitted using the Lease Proposal Form will be rejected as non-responsive.

7.2 Interested parties must submit one (1) original and one (1) copy of their proposal in physical paper format with all the required supporting documentation described herein no later than **3:00 PM, February 17, 2016** (Pacific Time) at the address indicated at the end of this section.

| | |
|---|---|
| Physical Address: | Department of Enterprise Services<br>Real Estate Services<br>**Attn:** Tarah Kimbrough, **Project #:** 361-11-15<br>1500 Jefferson Street SE<br>Olympia, WA 98504 |

| | |
|---|---|
| Mailing Address: | Department of Enterprise Services<br>Real Estate Services<br>**Attn:** Tarah Kimbrough, **Project #:** 361-11-15<br>PO Box 41468<br>Olympia, WA 98504-1468 |

The PROJECT LEAD and point of contact for this project is:

| | | |
|---|---|---|
| Tarah Kimbrough<br>Leasing Agent | 1500 Jefferson Street SE<br>P.O. Box 41015<br>Olympia, WA 98504-1015 | (360) 407-9298<br>tarah.kimbrough@des.wa.gov |

# Leased Space Requirements

Revised July 2005

This document comprises the basic requirements and the minimum quality standards and performance criteria required for all State leased projects administered by the Department of Enterprise Services, Real Estate Services (RES).

Revisions to this document will be approved and issued by RES in the form of Addenda.

Department of Enterprise Services
Real Estate Services

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# PART A GENERAL INFORMATION

## A0 PURPOSE AND GENERAL OVERVIEW

The purpose of Leased Space Requirements, along with any RES-approved addenda, is to provide basic requirements and performance criteria to Lessors and their consultants who are providing new and renovated facilities leased by the State of Washington through the Department of Enterprise Services, Real Estate Services (RES). This document may be accessed electronically at the following website: http://www.des.wa.gov/RES/LSR2005.doc

The information contained in Sections A2, A3, A4 and A5 are the minimum basic requirements for all spaces leased by the State of Washington, including the site, and shall be included in the Lessor's proposal at the Lessor's sole cost and expense. Divisions 1-16 are the minimum performance and quality specifications for all State-leased projects. Requests for exceptions to these requirements must be submitted in writing to the RES Architect for approval prior to submittal of the construction bid (see Section A2.4).

## A1 DEFINITIONS

### A1.1 ADDENDUM

AGENCY ADDENDUM: a tenant-generated, RES-approved document describing items or conditions in addition to or exceeding the Basic Requirements delineated in Leased Space Requirements. This document is an integral part of the Advertisement for Space, and all costs associated with its directives shall be the Lessor's responsibility.

RES ADDENDUM: a RES-generated document describing items or conditions in addition to or exceeding the Basic Requirements delineated in Leased Space Requirements. This document is an integral part of the project bid package with the RES-approved plans and specs, and all additional costs associated with its directives shall be itemized on the Construction Bid Cost Breakdown Form submittal.

### A1.2 ADDITIONAL TENANT IMPROVEMENTS

Specific project requirements that exceed the Basic Requirements delineated in Parts A4 and A5. Lessor shall itemize these costs on the Construction Bid Cost Breakdown Form (see Part B for instructions and a copy of the form).

### A1.3 APPROVAL

Reviewed by the Project Team and authorized by the RES Architect.

### A1.4 BASIC REQUIREMENTS

Tenant improvements for a leased facility as described in Parts A4 and A5. All costs associated with Parts A4 and A5 are the Lessor's responsibility and are included within the base lease rate.

### A1.5 CHANGE ORDERS

RES-approved modifications (additions or subtractions/deletions) to the project's scope of work after signing of the Construction Bid Cost Breakdown Form and execution of the Lease.

### A1.6 EXISTING CONDITIONS

Where existing conditions are indicated on RES-approved plans, they represent work to remain unchanged in the project.

### A1.7 PLANS & DRAWINGS

Where plans and drawings are referenced or noted, they refer to RES-approved plans and drawings. The RES-approved drawings will include RES and Tenant Agency approval signatures.

### A1.8 PROJECT TEAM

The State's Project Team consists of the RES Lease Agent, the RES Architect, the Agency Facility Planner and one local representative of the Tenant Agency. The team's responsibility is to implement, approve, and carry out all facets of the project, from lease negotiations to final acceptance of the built facility. The approval of any directives for any phase of the project must originate with this group. The Project Team works directly with the Lessor or Lessor's designee to implement all phases of the project. Only the RES Lease Agent may authorize Notice to Proceed with Construction for new leases. Only the RES Architect may authorize Change Orders, approve tenant improvements, issue the Letter of Substantial Completion, and release the Authority to Pay to the Tenant Agency for TI construction costs and Change Orders.

### A1.9 PUNCHLIST

An itemized listing of incomplete work and/or deficiencies which the Lessor is obligated to resolve based on the project's scope of work, as observed and documented by the RES Architect. Punchlist work must be completed and approved before the final Authority to Pay is issued.

### A1.10 REVIEW

Examination by the RES Architect to determine if submittal or construction is consistent with project requirements.

### A1.11 SUBSTANTIAL COMPLETION

A determination made by the RES Architect subsequent to the punchlist inspection that the Lessor has sufficiently completed the project requirements so that the agency can safely occupy the facility. Receipt of the Certificate of Occupancy or the final signed-off building permit is required to achieve Substantial Completion.

## A2 LESSOR'S PROPOSAL INFORMATION

### A2.1 CODE COMPLIANCE

All spaces leased to the State of Washington shall meet or exceed the requirements of all applicable local governing codes. These include, but are not necessarily limited to, the most current edition of the State Building Code (including WAC Chapter 51, containing the Washington State Regulations for Accessibility), International Building Code (IBC), all Accessibility regulations (ANSI) in force at the time of the approved lease agreement, the Washington State Energy Code, and the Ventilation and Indoor Air Quality Code. Comply with all regulations pertaining to Prevailing Wages on Public Works Projects. All improvements required to meet these codes and regulations are the financial responsibility of the Lessor.

### A2.2 DRAWING SUBMITTALS

Lessor shall provide to the RES Architect accurate drawings of existing or proposed buildings and site prior to the commencement of the State's space plan design phase. These drawings shall delineate the most current building information and physical configuration (including mechanical and electrical), and be submitted either on a computer disk or via e-mail in a format compatible with the AutoCAD version currently in use by RES. Lease exhibit plans, along with performance specifications, will be subsequently generated by RES based on these submittals. Any revisions required during the course of the project based on the submission of inaccurate or incomplete information to the State shall be resolved through the review and approval process and at the direction of the RES Architect, and accomplished at the sole cost of the Lessor.

### A2.3 PREPARATION OF PLANS AND SPECIFICATIONS

Lease exhibit plans, along with Leased Space Requirements and any Addenda will be approved and released by RES for each State-leased facility requiring buildout. Changes to these documents are not permitted without written approval from the RES Architect.

The Lessor, at his sole cost and expense, is responsible for all construction documents required by the governing building department for permits and construction, which may include plans and specifications prepared by a licensed architect and/or engineer. Obtaining the building permit is the financial responsibility of the Lessor.

### A2.4 DECLARATION OF NON-CONFORMANCE WITH LEASED SPACE REQUIREMENTS

For existing facilities which do not meet 100% of a project's governing Leased Space Requirements at the time of lease inception or renewal, in order to qualify for consideration as a potential State-leased facility in response to a RES Advertisement for Space, the Lessor shall provide RES with an itemized summary of all such building deficiencies. As part of this summary, estimate the monetary impact to bring each deficiency into compliance. RES will then determine if the deficiency is of a magnitude that will prevent a State tenant from occupying the proposed facility. Non-negotiable compliance items include life-safety, indoor air quality, and accessibility.

Any issue or item that has not been specifically identified as being Non-Compliant as stated above will be assumed to be in compliance with Leased Space Requirements. Subsequent discovery of previously undisclosed non-compliant issues and their resulting impact on the project will be addressed and resolved at the sole cost and expense of the Lessor.

### A2.5 SUSTAINABILITY

This document specifies current sustainable products, practices and elements; however, further efforts toward sustainability are encouraged. Additionally, projects requiring compliance with specific LEED™ (US Green Building Council's Leadership in Energy and Environmental Design) sustainability criteria shall be identified in the project Request for Proposal advertisement and will include a project-specific RES Addendum that will define requirements for complying with LEED™ or equivalent sustainability elements.

## A3 BUILDING MEASUREMENTS

The current edition of the Building Owners and Managers Association (BOMA) "Standard Method for Measuring Floor Area in Office Buildings" shall be the criteria for determining the leased square footage for all office and warehouse space leased to the State of Washington.

When the State leases one hundred percent (100%) of the building, the State will use square footage calculations of the "GROSS BUILDING AREA" of the building. When the State leases less than one hundred percent (100%) of the building, itemized square footage calculations of the "USABLE AREA" will be used unless specified otherwise in the Request For Proposal advertisement.

## A4 BASIC SITE REQUIREMENTS

### A4.1 PARKING, SIDEWALKS, CURBS, CURB CUTS, AND WHEELSTOPS

The number of required parking spaces and the layout for sidewalks, curbs and cuts shall be determined by the regulations of the local zoning ordinance, RCW 43.01.240(3) – "Employee Parking Limitations" (Commute Trip Reduction), and others as specified in the Request For Proposal. Provide marked truck and passenger loading areas, and marked parking stalls with barrier-free access. All required parking and loading spaces shall be asphalt or concrete, striped, and with required signage (see Section 02500). Submit drawings showing the parking and signage configuration to the RES Architect for approval.

### A4.2 SITE ILLUMINATION AND SECURITY LIGHTING

Provide full-coverage site illumination, including all parking areas and pedestrian pathways, as described in Section 16520. Submit drawings showing the site lighting configuration to the RES Architect for approval.

### A4.3 REFUSE RECEPTACLE

Provide covered refuse receptacle(s) and screened enclosure as described in Section 11170.

### A4.4 FLAGPOLES

Provide aluminum flagpoles and illumination devices as described in Section 10350, where tenant agencies lease 100% of the building.

### A4.5 LANDSCAPING

For new construction and change-of-use facilities, provide landscaping and underground irrigation system to all landscaped areas as described in Section 02900.

### A4.6 UTILITIES TO THE SITE

See requirements in Part A5.30.

### A4.7 PROJECT COMPLETION

Perform final cleaning services as directed in Section 01010, 1.8.

## A5 BASIC BUILDING REQUIREMENTS

### A5.1 BUILDING EXTERIORS

All new work on building exteriors shall comply with Washington State Energy Code and all other applicable codes and requirements. Existing buildings with a change of use or occupancy may require added insulation and/or glazing for the new use or occupancy. Provide a roof assembly that is free from leaks and complies with all provisions of Section 07500. Promptly and properly repair any leak damage. Lessor guarantees that the structure is constructed and maintained to resist weather infiltration.

### A5.2 BUILDING INTERIORS

All interior spaces shall be finished per the Basic Minimum Finish Schedule in Section 09000, unless otherwise noted. The main entrance(s) into the building shall be accessed through an enclosed vestibule.

### A5.3 SUBMITTALS & CERTIFICATIONS

Provide project submittals and certifications as described in Section 01700, 1.1.

### A5.4 FLOOR CONSTRUCTION

Floors shall be smooth and level, with no more than 1/8" variation in 8' horizontal. Substrate shall meet the finished flooring manufacturer's requirements for installation.

### A5.5 FLOOR LOADING

In all general office occupancies, provide a minimum floor structure loading design of 85 pounds per square foot uniform live load, plus all applicable additional dead load requirements including 20 pounds per square foot uniformly-distributed dead load for partitions. For new construction, live load deflection of the floor system shall not exceed L/480 for spans up to 15 feet and L/600 for spans 15 feet and over when member is fully loaded. For existing construction, deflection shall not exceed L/360 when member is fully loaded.

### A5.6 DEMOLITION & RECYCLING

For new leases, Lessor must demolish all existing walls that do not meet current Leased Space Requirements. Lessor may also be required to demolish some existing walls which do meet current Leased Space Requirements and codes (up to 10 lineal feet per 1,000 square feet of leased space) in order to carry out the approved space design. This includes the removal of doors, relights, casework, electrical receptacles, telephone and communication (data) outlets, etc., within these walls. Demolition may also include items within the leased space not attached to existing walls, such as floor monuments, casework, etc. at the direction of the RES Architect.

The Lessor's design and construction team shall develop and utilize a demolition and construction waste management plan that identifies materials to be recycled (asphalt, bricks, concrete and masonry, metals, wood, cardboard, carpet, gypsum drywall and ceiling tiles, for example) and the sources for their disposition. This plan shall include construction waste materials, packaging, and associated clean-up activities. The plan shall be submitted to the RES Architect, and shall be implemented at no additional cost to the State.

**A5.7 COFFEE BARS AND LUNCHROOM COUNTERS**

Provide one accessible coffee bar or lunchroom counter per floor for each leased space. Provide second accessible coffee bar for leased spaces over 10,000 square feet per floor. Each coffee bar and lunchroom counter shall consist of upper and lower cabinets 96" long, including self-rimming stainless steel sink with hot and cold water supply, instant hot water dispenser, and towel and soap dispensers. Provide as described in Sections 06400, 10800, 15440 and 15450.

**A5.8 CHAIR RAILS AND CORNER GUARDS**

Provide chair rails on all walls in all conference/training rooms and public reception/waiting areas (see Section 06200, 1.4). Provide corner guards on the "outside" corners of all walls in high-traffic areas (hallways, major circulation paths, public reception/waiting areas) (see Section 10260).

**A5.9 DOORS AND HARDWARE**

Provide all entrance and exit doors complete with hardware, weatherstripping and cold weather fluid in the closers. Provide doors and basic hardware for stairways, restrooms, janitor and voice/data distribution rooms. In addition, provide 1 new door, including basic hardware, for each 400 square feet of leased space (basic hardware for all doors is specified in Section 08000, 1.2). Provide locking hardware for security and utility doors, and up to 25% of the additional doors. In addition, for remodels of existing spaces, provide lever hardware at all doors. (See also A5.28)

**A5.10 RELIGHTS**

Provide 20 square feet of new relights per 1,000 square feet of leased space. Unless otherwise noted on the plans, the size of each wall relight shall be 3'-0" x 4'-0". The size of each door relight shall be 2'-0" x 3'-0", unless code restricts the size or as noted otherwise on the plans. (See Section 08900)

**A5.11 EXTERIOR GLAZING**

Provide window and/or skylight glazing amounting to a minimum of 6% of the floor area (see Section 08900). Provide blinds on all exterior windows (see Section 12500). Provide moisture resistant sills at all new construction, as specified in Sections 06600 and 08900, 1.1.

**A5.12 WALLS**

Provide walls enclosing all restrooms, stairs, elevator and elevator machine rooms, mechanical shafts, and voice/data distribution rooms. Provide all demising walls between the State-leased facility and any adjacent interior spaces (used or unused). Demising walls shall extend from the floor to the underside of the structure above and be fully sound-attenuated as described in Section 07200, 1.2. In addition, provide 75 lineal feet of new full-height sound-attenuated interior walls for each 1,000 square feet of leased space (see Section 09250). All new walls shall be fully sound-attenuated, as specified in Section 07200, 1.2.

**A5.13 FLOOR COVERING**

In all general office occupancies, provide carpet tile as specified in Section 09680, and base as specified in Section 09650, 1.5. Provide ceramic tile flooring and wainscoting in all restrooms as specified in Sections 09000 and 09300 (for leased spaces under 5,000 square feet, sheet vinyl flooring and plastic laminate wainscot may be substituted). Provide vinyl composition tile in front of coffee bars, lunchroom counters and at vending machine locations, and sheet vinyl flooring in utility areas as specified in Section 09650. Provide project-approved slip-resistant flooring at all entrances and vestibules as specified in Section 09000, 1.1 or as shown on the plans.

**A5.14 CEILINGS**

Provide complete ceiling system, including suspended grid and ceiling tile as specified in Sections 09000, 1.3 and 09500.

**A5.15 SIGNS**

Provide tenant-identifying exterior signs and all code-required interior signs or identification devices. The location, application, construction, operation, and appearance of all signs shall be as described in Section 10400.

**A5.16 ELEVATORS**

If elevators are existing, they shall be upgraded to provide controls and signaling devices complying with current accessibility requirements.

**A5.17 PLUMBING ACCESSORIES & SPECIALTY HARDWARE**

Provide new restrooms in the configuration shown on the drawings, including all associated equipment, fixtures, and accessories as specified in Sections 10800 and 15440. Upgrade existing restrooms to meet the requirements of this section. Provide plumbing facilities, including total fixture count, to meet or exceed applicable code (minimum 36" wide by 60" deep stalls), as well as provide other specialty items required by code. Provide 2 accessible shower facilities (one men's and one women's) in leased spaces exceeding 20,000 square feet (see Sections 10810 and 15440,1.6). Provide 1 accessible drinking fountain per floor in tenant's leased space. In leased spaces exceeding 5,000 square feet, provide 1 additional accessible drinking fountain where shown on the RES drawing (see Section 15440,1.5). Provide one janitor closet per floor. Provide mop sink, mop holder, and shelving in each janitor closet (see Sections 15440, 1.4 and 06400, 1.1).

**A5.18 BUILDING PERFORMANCE AND ENERGY SURVEY**

For new space, including new leases in existing buildings, the building shell, weatherstripping, insulation (reference Section 07200), HVAC (reference Section 15500), electrical and lighting systems (reference Division 16) are required to meet or exceed these specifications and all applicable codes including current energy performance criteria.

At lease renewal, the Lessor shall conduct and submit to the RES Lease Agent a Leased Facilities Walk-Thru Survey identifying the building's energy systems and components that must be upgraded to comply with these specifications. In all cases the building must comply with all applicable codes and ordinances. Energy Survey forms are available online at http://www.des.wa.gov/RES/WalkThruSurvey.doc
.

**A5.19 HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS**

For all portions of the State-leased space, provide an HVAC system(s) complying with all applicable provisions of Section 15500. Provide the most economically-operated type of HVAC system. HVAC systems for all new office space and major remodeled office space shall have design work accomplished under the supervision of a licensed mechanical engineer. Provide certification as described in Section 01700, 1.1, A, and all performance documents as described in Section 01700, 1.2. (See also Section 15500 1.1.)

For new State-leased space in existing buildings, return air plenums, ductwork and air-handling equipment shall be inspected by a licensed engineer and certified as clean. For all State-leased space, cleaning and/or certification shall be performed at lease inception and lease renewal, but not longer than five-year intervals.

Submit a copy of the written maintenance agreement with a qualified vendor for the term of the lease, including filter change schedule (minimum of 4 times per year). Provide a copy to the Agency of vendor's work order or invoice for filter change and maintenance after each service by the vendor.

**A5.20 ENERGY MANAGEMENT SYSTEM (E.M.S.)**

Provide a Direct Digital Control (DDC) E.M.S. on all new leased space over 25,000 square feet. The E.M.S. shall control lighting and all HVAC equipment including exhaust fans. For the purposes of responding to an RFP where specific design information is not provided, at a minimum there shall be one lighting zone per floor. Parking lighting is exempt from this requirement. Projects that require an EMS/DDC system shall have a computer-based front end with graphical interface.

**A5.21 ELECTRICAL SERVICE TO BUILDING**

Provide building electrical service and distribution system, including panels and subpanels, based on 3.5 watts per square foot for duplex receptacles, plus all other electrical loads. Do not locate transformers within 15'-0" of a voice/data distribution room. Do not locate microwave ovens, electric panels, or wiring in non-metallic conduit closer than 3'-0" from a voice/data distribution room. (See Division 16).

**A5.22 ELECTRICAL RECEPTACLES**

Provide circuitry and 1 new standard-power duplex receptacle for each 75 square feet of leased space, exclusive of general housekeeping 20-amp duplex receptacles which shall be provided at the lessor's sole cost and expense, located to serve a maximum 25' equipment cord length. All circuits and receptacles shall have a minimum capacity of 20 amps each, and be configured and identified per Section 16400, 1.1. Up to 10% of all allowable receptacles may be dedicated 20-amp receptacles. Provide a maximum of 6 duplex receptacles on each non-dedicated circuit; a fourplex receptacle will be calculated as 1.5 duplex receptacles. Additional circuits, isolated-ground circuits and receptacles, and special receptacles (30-amp and above) are Additional Tenant Improvements when shown on RES-approved drawings or change orders (see additional requirements in Division 16). Provide certification as described in Section 01700, 1.1, B.

**A5.23 LIGHT FIXTURES**

Provide lighting as specified in Sections 16500, 16510, 16520 and 16530.

**A5.24 SERVICE POLES**

Service Poles (power duct posts) are acceptable only in open office areas or when shown on the RES-approved drawing or pre-approved in writing by the RES Architect. Where Tenant Agency is providing electrified systems furniture, provide "hot" junction boxes at ceiling, walls, or floor as indicated on drawings, and connect the systems furniture wiring (supplied by State vendor) to the "hot" boxes after the systems furniture has been moved in and installed by the State's vendor. Provide a maximum of 6 standard-power duplex receptacles on each non-dedicated circuit. (See A5.22 above and Section 16610, 1.2).

**A5.25 VOICE/DATA SERVICE DROP (DEMARCATION)**

Lessor shall provide a minimum of 4 – 4"Ø conduits from points of service in the street or right-of-way to the demarcation points in the building. Provide separate access (pull) boxes located at point of service, changes in direction, and at regular intervals. Provide pull strings in each conduit.

**A5.26 TENANT'S VOICE/DATA DISTRIBUTION ROOM(S)**

Lessor shall provide voice/data room(s) as described in Section 16700, with the location(s) as approved by RES Architect or as shown on the drawing. The room(s) shall have a separate HVAC system (except as noted in 15500, 1.3), and shall be maintained at a temperature range of 65° - 70° F. Also provide plywood equipment boards for Tenant Agency's use in each voice/data distribution room (see Section 06200, 1.3).

**A5.27 VOICE/DATA CABLES AND RECEPTACLES (TELEPHONES AND COMPUTERS)**

Lessor shall provide 1 new combined-use rough-in outlet with conduit (see Section 16700, 1.2) for each 150 square feet of leased space. Cable, installation, and trim-out to be by State Agency's vendor, or as an Additional Tenant Improvement. Provide a cable management system as described in Section 16000, 1.2.

**A5.28 SECURITY ACCESS SYSTEMS**

Lessor shall provide 1 single-gang rough-in box with conduit (see Section 16700, 1.2) at each of the locations described below for housing the State Agency's vendor-provided security access system card reader. All such boxes shall be co-located or grouped with any automatic door opener activators or similar devices, and be mounted on the strike side of each door so as to comply with accessibility requirements. Each door served by a card reader-activated access system shall be equipped with an electric/electronic strike or lockset (including appropriate electrical provisions) with emergency key override. See Section 08700, 1.4.

Required locations for rough-in boxes:

- Adjacent to exterior door(s) serving as a pathway (either public or private) directly accessing the building's common interior public areas (verify door locations with RES Architect)
- Adjacent to each door directly accessing the agency's space from common interior public areas (corridors, lobbies, stairwells, etc.) at each floor
- Adjacent to each door within the agency's space that accesses each LAN/WAN room, human resources file room, and the equipment room housing the security access system controls

**A5.29 SECURITY SURVEILLANCE SYSTEMS**

Lessor shall provide 1 rough-in box (including 2 parallel integral 1" conduits, see Section 16700, 1.2) at each of the locations described below for housing the State Agency's vendor-provided security surveillance (CCTV) system. All such boxes shall be located so as to allow a clear, uninterrupted view of the intended door, and shall be mounted so as to be resistant to vandalism.

Required locations for rough-in boxes:

- Serving each primary and secondary building entrance
- Serving each door directly accessing the agency's space from common public areas (corridors, lobbies, stairwells, etc.) at each floor

**A5.30 UTILITIES WITHIN THE BUILDING**

Provide pathways, vaults, and demarcation points and all utilities required by the Tenant Agency from the site and throughout the building to the Tenant Agency's termination room(s). Installation of pathways and equipment shall be coordinated by the Lessor to insure that they are available and that they will meet the move-in schedule of the Tenant Agency. Reference Part A5.25.

**A5.31 PROJECT COMPLETION**

Perform final cleaning and initial tenant occupancy preparation services as directed in Section 01010, 1.8.

**End of Part A**

# PART B ITEMIZED COST CALCULATIONS

## B1 CONSTRUCTION BID COST BREAKDOWN FORM

Refer to Part A for basic requirements of the site and building.

The Lessor shall submit a signed itemized construction bid, detailing costs for work to accomplish the RES-approved plans and specifications. Those costs shall be submitted on the Construction Bid Cost Breakdown Form or other format approved by the RES Architect. RES will approve or reject all Additional Tenant Improvement costs. Additionally, RES reserves the right to request alternate bids. If agreement between the Lessor and the State cannot be reached, the State reserves the right to reject the proposal.

There is a completed example of the standard Construction Bid Cost Breakdown Form on the next page, followed by a blank form that may be copied for use. An electronic version of this form is also available online at http://www.des.wa.gov/res/cbcbf.xls. The following is an explanation of some of the items on the example form:

1) Interior Walls--Part **A5.12 WALLS** states:
"Provide 75 lineal feet of interior walls for each 1,000 square feet of leased space."

   Thus, 12,592 sq. ft. ÷ 1000 = 12.59 x 75 = 944 lineal feet of wall allowance.

   The approved plan has 980 lineal feet of new walls. 980 lf - 944 lf = 36 lf at Agency cost. 36 x $45 per lf = $1,620. (Agency cost for walls found in the "Additional T.I." column)

2) Interior Doors--Part **A5.9 DOORS AND HARDWARE** states:
"Provide one door for each 400 square feet of leased space."

   Thus, 12,592 sq. ft. ÷ 400 = 31 doors allowed.

   The approved plan has 35 doors. 35 - 31 = 4 at Agency cost. 4 x $525 per door = $2,100 (Agency cost for doors found in the "Additional T.I." column).

3) Dedicated Power Receptacles--Part **A5.22 ELECTRICAL RECEPTACLES** states:
"Provide one standard-power receptacle for each 75 square feet of leased space", and "10% of all allowable receptacles may be dedicated 20-amp receptacles."

   Thus, 12,592 sq. ft. ÷ 75 = 168 standard-power duplex receptacles allowed.
   168 x 10% = 17 dedicated-power receptacles allowed.

   The approved plan has 12 dedicated-power receptacles. Therefore, there is no additional Agency cost for these items.

The subtotal reflects the additional tenant improvement base costs. The project mark-up and sales tax is added and the total cost to the Agency is written on the "Total Project Cost" line (see Section 01010, 1.3). Sign and date the form in the "Lessor" box near the bottom of the page, and return the completed form to the RES Architect.

Call the RES Architect if you have any questions regarding completion of the form.

**End of Part B**

# Construction Bid Cost Breakdown Form

| | | | | | |
|---|---|---|---|---|---|
| Project # | 143-02-04 | Address | 12345 Hogart Rd | RES Architect | F.L. Wright |
| SRL# | 04-0092 | City | Whereville | RES Lease Agent | J. Walker |
| Agency | DPA | Square Feet Leased Area | 12,592 *BOMA Usable* | Agency Facility Planner | G. Whisz |
| Lessor & Phone # | D. Trump (360) 777-5516 | | | Date | April 17, 2005 |
| Contractor & Phone # | U. S. Stiehl (360) 886-2255 | | | Revised Date | May 4, 2005 |

| Item | Total Units | Unit Cost | Total Cost | Basic Requirements # or % | Basic Requirements $ Cost | Additional T.I. # or % | Additional T.I. $ Cost |
|---|---|---|---|---|---|---|---|
| Interior Walls | 980 LF | $45 | $44,100 | 944 | 42,480.00 | 36 | 1,620.00 |
| | | | | | | | |
| Interior Doors | 35 | 525 | 18,375 | 31 | 16,275.00 | 4 | 2,100.00 |
| | | | | | | | |
| Electrical | | | | | | | |
| Standard-Power Receptacles | 140 | 65 | 9,100 | 100 | 9,100.00 | | |
| Isolated-Ground Receptacles | 58 | 90 | 5,220 | | | 100 | 5,220.00 |
| Dedicated-Power Receptacle | 12 | 75 | 900 | 17 | 900.00 | | |
| Phone/Data Rough-ins | 60 | 45 | 2,700 | 100 | 2,700.00 | | |
| | | | | | | | |
| Reception Counter | 1 | | 2,250 | | | 100 | 2,250.00 |
| Coffee Bars | 3 | 4000 | 12,000 | 2 | 8,000.00 | 1 | 4,000.00 |
| Relights | 316 | 20 | 6,320 | 252 | 5,040.00 | 64 | 1,280.00 |
| Cleaning | | | 250 | | 250.00 | | |
| | | | | | | | |
| | | | | | | | |
| Project Cost Subtotal | | | $101,215.00 | | $84,745.00 | | $16,470.00 |
| Total Project Mark-Up (15% max) | | | $10,121.50 | | 8,474.50 | | 1,647.00 |
| (8.0% ) Sales Tax | | | $8,906.92 | | 7,457.56 | | 1,449.36 |
| | | | | | | | |
| Total Project Cost | | | $120,243.42 | | $100,677.06 | | $19,566.36 |

EXAMPLE

**Method of Payment:** Cash upon project completion, unless agreed otherwise. Up to 80% payable at substantial completion.

Note: Lessor shall sign and date this form prior to submitting it to the RES Architect.

**Approvals**

| Lessor | Agency Facility Planner | RES Lease Agent | RES Architect |
|---|---|---|---|
| Date Donaldo Q. Trump | Date | Date | Date |

# Construction Bid Cost Breakdown Form

| | | |
|---|---|---|
| Project # | Address | RES Architect |
| SRL# | City | RES Lease Agent |
| Agency | Square Feet Leased Area | Agency Facility Planner |
| Lessor & Phone # | | Date |
| Contractor & Phone # | | Revised Date |

| Item | Total Units | Unit Cost | Total Cost | Basic Requirements # or % | Basic Requirements $ Cost | Additional T.I. # or % | Additional T.I. $ Cost |
|---|---|---|---|---|---|---|---|
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| Project Cost Subtotal | | | | | | | |
| Total Project Mark-Up (15% max) | | | | | | | |
| ( ) Sales Tax | | | | | | | |
| | | | | | | | |
| Total Project Cost | | | | | | | |

**Method of Payment:** Cash upon project completion, unless agreed otherwise. Up to 80% payable at substantial completion.

Notes: Lessor shall sign and date this form prior to submitting it to the RES Architect.

## Approvals

| Lessor | Agency Facility Planner | RES Lease Agent | RES Architect |
|---|---|---|---|
| Date | Date | Date | Date |

# PART C SPECIFICATIONS

# DIVISION 1 GENERAL REQUIREMENTS

## SECTION 01010 - SUMMARY OF WORK AND PROCEDURES

### 1.1 GENERAL

The following are the State's minimum quality standards for construction materials, assemblies and equipment. The Department of Enterprise Services, Real Estate Services (RES) will release to the Lessor final approved plans and performance specifications reflecting each project's requirements. All items required to provide a complete, operational and fully-functional facility meeting all approved codes shall be included as part of this project unless stated otherwise. These specifications are generic and apply to a broad range of projects. Some items may not be required on all projects (such as plumbing fixtures when the project involves only minor interior alterations). Provide all materials and accessories for complete, proper installation and operation of products described in the contract documents, even if not specified in this document. Final determination of applicable requirements is the sole responsibility of the RES Architect.

### 1.2 CONTRACT DOCUMENTS

These specifications, including any addenda, along with RES-approved drawings, summarize the project requirements. Any changes to these documents may only be made in writing by the RES Architect. Omissions and discrepancies between drawings, specifications, site conditions, and code requirements shall be brought to the attention of RES. The RES Architect will clarify the intent of the drawings and program requirements and assist in resolving conflicting issues.

The RES-approved drawings will include RES and Tenant Agency approval signatures, and BOMA square footage area(s) will be indicated in the lower right hand corner of the sheet.

### 1.3 COST SUBMITTALS; CHANGES AND REVISIONS; CHANGE ORDERS

Submission of bids by the Lessor, and their subsequent acceptance and approval by RES, constitute an obligation by the Lessor to provide all materials and perform all work required to complete the buildout of the proposed leased facility according to the RES-approved drawings and specifications in their entirety, whether or not specific items have been called out on the Construction Bid Cost Breakdown Form. The Lessor's submitted bid will be accepted and approved as all-inclusive for all issues delineated or referenced on the RES-approved documents. Items not included by the Lessor on the Construction Bid Cost Breakdown Form are not subject to subsequent payment from the State.

Any cost submittal, change, interpretation of requirements, or revision to the work must be authorized by the RES Architect. Any proposed change or revision to the work that would result in additional cost to the State must be submitted in writing to RES. The RES Architect will issue written approval to the Lessor for the work to proceed if the proposal is accepted. Tenant agencies have no authority to make changes to the work, nor may they make payments for unauthorized work. All cost submittals shall be itemized by the Lessor as listed below:

Itemized summary of the work (labor and materials only) with associated costs
Total of Subcontractor's and General Contractor's prices ("Project Cost Subtotal")
Total Project Mark-Up*
State sales tax
Lessor's total ("Total Project Cost")

** Total Project Mark-up shall include overhead and profit, Lessor's management fee, B&O, Builders Risk, Prevailing Wage documentation, General Conditions, etc., and shall not exceed 15%. General Conditions shall not be allowed in the Lessor's cost response for Change Orders.*

Upon satisfactory completion of the project, as delineated in Section 01700, the RES Architect will issue to the Tenant Agency an Authority to Pay for all RES-approved non-amortized costs.

**1.4 PERMITS**

Lessor shall provide and pay for all permits, fees, city and/or county requirements as required for completion of the project. Provide copies of the final signed-off building permit and/or the final Certificate of Occupancy to the RES Architect at closeout.

**1.5 CODE COMPLIANCE AND WORK QUALITY**

If access, fire, life-safety, health hazards, or structural deficiencies are detected either before or after occupancy, they shall be corrected by the Lessor at his sole cost and expense. All project work shall be completed in accordance with sound engineering practices, good trade workmanship, and utilizing new or quality used materials, clean and free from blemishes. Lessor is responsible for all new construction meeting applicable code requirements.

**1.6 ALTERNATE METHODS/SUBSTITUTIONS AND MATERIALS**

The State will consider formal requests from the Lessor for substitution of products or methods in place of those specified. In general, the contract documents describe minimum standards of construction. Construction methods or materials other than those mentioned herein may be acceptable if, with the RES Architect's written approval, they provide equal or better quality, appearance, safety and function.

Lessor will provide a written statement to RES that they have investigated the proposed product and method and determined that it is equal or superior to that specified. Submit to RES Architect a copy of the manufacturer's literature indicating product description, performance and test data, reference standards and samples (if requested). Provide a complete, detailed description of proposed alternate construction methods. Provide a minimum of 10 working days for all substitutions to be reviewed for approval by the RES Architect. Approval of the proposed substitution must be in writing from the RES Architect (see Section 01300 for submittal requirements).

Lessor shall coordinate installation of accepted substitution into work, making such changes as may be required for work to be complete in all respects. Lessor is responsible for coordinating all work resulting from substitutions and is not relieved of any responsibilities for the project under the contract.

**1.7 ENVIRONMENTAL CONTROLS**

Maintain acceptable indoor air quality in occupied portions of State-leased buildings undergoing renovation projects, by observing the following:

A. When possible, schedule renovation work to occur only during the Tenant Agency's non-operating or "off" hours (for example, on weekends and/or evenings), as mutually approved and scheduled with Tenant Agency.

B. The size of the area in which renovation is to occur and the scope of the project may necessitate the temporary relocation of the tenants during the construction period. This will be mutually agreed upon and arranged by RES staff and the Tenant Agency.

C. To prevent construction dust and fumes from infiltrating the building's mechanical system and thereby affecting indoor air quality, the area where renovation is to be performed shall be separated and sectioned off from the remaining space by means of an installed plastic shield or curtain. Provide filtration at return air intake grilles in the affected areas during construction.

D. The mechanical system serving the entire space where renovation occurs may need to be turned off during renovation; if so, outside air shall be introduced to this space by means of auxiliary fans. Maintain a slight negative pressure in the construction area. Heating units shall be utilized as required.

E. All building materials, including preparatory and finished materials and products, shall be non-VOC (volatile organic compound) type products. (See Section 01300, 1.2)

**1.8 FINAL CLEANING OF FACILITY**

Prior to the RES Architect's punchlist inspection, perform the following cleaning services throughout the leased facility and in areas directly serving the facility. All finishes are to be cleaned according to manufacturer's recommendations. Maintain the facility in a properly cleaned condition until commencement of rent or tenants begin their move-in process, whichever occurs first, except for items specifically noted in the RES Architect's punchlist letter.

A. Clean and sweep all parking areas, driveways, and sidewalks. Remove all construction debris and equipment.
B. Wash all interior and exterior glazing; clean window and relight frames of all debris.
C. Repair, patch, touch up, and/or replace marred surfaces, restoring to a like-new condition. Provide touch-up painting of all walls, corners, columns, soffits, and other paintable surfaces, achieving a blemish-free condition.
D. Vacuum, prepare and clean all finished floor materials and surfaces per manufacturer's recommendations.
E. Remove grease, dust, dirt, stains, labels, fingerprints, etc. from exposed surfaces.
F. Clean all HVAC supply and return air diffusers and grilles, ducts, blowers, coils, fixtures, equipment and piping. Replace disposable air filters and clean permanent filters.
G. Flush water systems (see Section 15440, 1.1).

## SECTION 01060 - REGULATORY REQUIREMENTS

**1.1 PREVAILING WAGES**

Lessor agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this agreement unless specifically exempted by the Department of Labor and Industries (L&I). Lessor agrees to comply with the provisions of RCW 39.12 when required to do so under RCW 39.04.260 and the rules and regulations of L&I. Submit all compliance paperwork directly to L&I, who makes all determinations regarding the applicability of Prevailing Wage. When prevailing wage is applicable, the Lessor shall provide to the RES Architect at the conclusion of the project certification of full compliance with L&I's prevailing wage regulations in order to receive the final project payment. For additional information, visit L&I's website at http://www.lni.wa.gov/TradesLicensing/PrevailingWage/default.asp.

**1.2 LIFE CYCLE COST ANALYSIS**

RCW 39.35 and 39.35B require a Life Cycle Cost Analysis as part of renovation or construction of publicly-owned or leased buildings having 25,000 square feet or more of usable space. The Life Cycle Cost Analysis shall be completed by the Lessor and submitted to RES prior to completion of the preliminary drawing phase, and shall be used to help select building systems that will both conserve energy and reduce operating costs. Refer to the Department of Enterprise Services Division of Engineering & Architectural Services' publication: *Energy Life Cycle Cost Analysis, Guidelines for Public Agencies* for information and format (website: http://www.des.wa.gov/EAS/elcca/home.html).

## SECTION 01200 - PROJECT MEETINGS & INSPECTIONS

**1.1 General Communications**

All instructions to the Lessor will be given by the RES Architect. RES Architect's verbal instructions must be confirmed in writing. Minor clarification may be confirmed in meeting minutes or site visit reports. Promptly inform the RES Architect of deviations from the established schedule, dimensional irregularities, code concerns, etc. Contractor/superintendent shall be available by pager, cell phone and/or project site phone during normal business hours. Provide telephone number(s) to the RES Architect.

**1.2 Pre-Construction Meeting (Agenda):**

A. Establish construction schedule, including milestone/action items
B. Establish progress meeting schedule
C. Schedule RES Architect inspections, including cover and punchlist
D. Establish lines of communication/authority

E. Establish Change Order process
F. Establish submittals process
G. Coordinate State vendors and general contractor
H. Establish type of furniture partitions
I. Establish as-built record keeping
J. Establish payment schedule

## SECTION 01300 - SUBMITTALS

### 1.1 PRODUCT SUBMITTALS

Submit complete product specifications, literature, and all material, color and finish samples to RES Architect for approval and/or selection. Allow 10 working days for submittals to be reviewed by RES Architect. Provide a minimum of 2 submittal packages for review. Submit together all colors and materials that occur in the same room or rooms. Provide full range of manufacturer's color samples for each material color selection. Provide shop drawings where appropriate. Coordinate with Tenant Agency's pre-approved color board, if applicable.

Mechanical equipment submittals shall include, but not be limited to, HVAC equipment, fans, air conditioning units, duct lining, controls zoning layout and the controls. The submittals shall indicate the equipment operating point, sound data and pressure drop information.

### 1.2 MATERIAL SAFETY DATA SHEETS (MSDS)

Provide Material Safety Data Sheets for the following building materials if utilized in preparation of the leased space: insulation, PVA sealer, gypsum wallboard, paint, ceiling tile, carpet, base, carpet/base adhesive, floor patching compounds and sealers, and casework. Submit copies to the RES Architect.

## SECTION 01500 - CONSTRUCTION FACILITIES

### 1.1 TEMPORARY FACILITIES AND UTILITIES

Lessor shall provide and pay for all temporary construction facilities and utilities.

## SECTION 01700 - PROJECT CLOSE-OUT

### 1.1 CERTIFICATIONS, WARRANTIES AND SUBMITTALS

Subsequent to the RES Architect's determination of Substantial Completion and their approval of initial occupancy by the Tenant Agency, and prior to final inspection or acceptance of the facility by RES, provide the following to the RES Architect:

1) Permanent Certificate of Occupancy or final signed-off building permit
2) Certification of compliance with prevailing wage regulations (see Section 01060, 1.1)
3) As-built drawings (see Section 01700, 1.3)
4) Operations & Maintenance manuals (see Section 01700, 1.2)
5) HVAC certification (see below)
6) Electrical certification (see below)
7) Illumination certification (see below)
8) Carpet certification (see below)
9) Domestic water potability certification (see Section 15440, 1.1)
10) Material Safety Data Sheets (MSDS) (see Section 01300, 1.2)

Submit written certifications to the RES Architect on the respective subcontractor's or consultant's letterhead, signed by the licensed designer/engineer for this project, addressing and specifically stating compliance with the following issues:

A. The HVAC (mechanical) system serving this leased facility has been installed and is operating in accordance with the RES-approved plans and specifications, is clean (all filters have been changed just prior to tenant occupancy), properly balanced, fully operational, and will perform satisfactorily to meet the State's requirements, including the Washington State Energy Code and the Ventilation and Indoor Air Quality Code.

B. The electrical system (receptacles, equipment connections, etc.) has been installed and is operating in accordance with the RES-approved plans and specifications, and all circuitry and receptacles are configured and functioning as intended by their design.

C. The lighting levels stipulated in Section 16520 are being achieved.

D. The carpet material and installation procedure has been provided according to the requirements of Section 09680, including documentation (such as manufacturer's invoices or bills of lading) verifying that the product supplied is the same as the product approved by the Project Team.

**1.2 OPERATING INSTRUCTIONS / MAINTENANCE MANUALS**

Provide Operations & Maintenance manuals for all facility systems, equipment, hardware, finish materials, and so forth for which the tenants have the responsibility to clean (example: carpet, resilient flooring) or the ability to control, revise, or alter settings or the like at their discretion (example: cypher locks, electronic access systems, thermostats, special HVAC units, special lighting controls). All information contained in these manuals shall be neat, clean, readable, and orderly.

Specific information to be contained in these manuals include:

A. Names and phone numbers of repair/maintenance contacts.
B. Simplified operating instructions, and complete emergency instructions in case of system failure or natural disaster.
C. All warranties/guarantees.
D. Manufacturer's recommendations for continued care, including method and frequency of cleaning and maintenance.
E. Reduced-scale zone map for the completed HVAC system and its controls.
F. HVAC system balance report that indicates conformance with the designed system.

Provide walk-thru training (conducted by the appropriate personnel of the respective disciplines) for the designated Tenant Agency facility manager covering the HVAC controls and all other major building systems/ equipment/ hardware.

**1.3 PROJECT RECORD / AS-BUILT DRAWINGS**

As the job progresses, the Lessor shall keep at the project site an accurately marked-up set of Contract Documents showing all changes and deviations from the original RES-approved drawings. Upon completion of project, the Lessor shall transfer all changes and deviations indicated on their project sets to a permanent as-built drawing set. All such information shall be neatly and clearly drawn and described with technical accuracy. Lessor shall provide 2 sets of as-built drawings to the RES Architect, one "red-lined" paper set on the State-approved plans and one as an updated version on a computer disk or via e-mail in a format compatible with the AutoCAD version currently in use by RES.

**1.4 AUTHORIZATION OF PROJECT PAYMENTS**

The Lessor shall submit to the RES Architect (not the Tenant Agency) invoices reflecting all project costs incurred by the State. The RES Architect will then issue an Authority to Pay (ATP) to the Tenant Agency for their direct payment to the Lessor. The release of any ATP is at the discretion of the RES Architect.

Up to 80% of all RES-approved additional tenant improvement costs or change order costs may be payable to the Lessor subsequent to the RES Architect's determination of Substantial Completion. The balance of all RES-approved costs is payable to the Lessor upon the RES Architect's determination that the Lessor has satisfactorily resolved <u>all</u> punchlist items.

**End of Division 1**

# DIVISION 2 SITEWORK

## SECTION 02200 - EARTHWORK

### 1.1 SITE CONDITIONS

The Lessor is responsible for investigation and determination of all existing site conditions and requirements. Provide right-of-way construction and site drainage as required by local building officials. All new utilities required for this project shall be underground and meet all local regulations. Existing above-ground utilities may be retained.

## SECTION 02500 - PAVING AND SURFACING

### 1.1 PAVING

Asphalt paving and sub-base shall be of sufficient thickness to support vehicular and truck traffic without permanent deformations and deterioration. Provide complete weed kill under new asphalt paving as required by the site conditions and as required in landscaping areas.

Place catch basins and slope asphalt paving to prevent standing water and keep draining water away from pedestrian crosswalks. Provide minimum 2% - 3% cross slope to stormwater catch basins. Curb radius to be minimum of 12' at parking intersections, unless otherwise required by local ordinances. Comply with all applicable accessibility requirements.

### 1.2 PARKING LAYOUT, STRIPING AND SIGNAGE

Standard parking stalls shall be 9' x 20' minimum. Provide code-required accessible parking stalls. Striping shall be 4" wide. Paint international symbol on the paving surface of each accessible stall and provide required accessible sign at the head of each stall(s).

### 1.3 CONCRETE SIDEWALKS

New sidewalks shall be screeded, floated, and steel-troweled with a light broom finish, or to match adjacent work. Concrete shall be a minimum of a 5½ sack mix, with a minimum compressive strength of 3,000 psi.

### 1.4 WHEELSTOPS

Wheelstops shall be reinforced precast concrete, steel dowel-anchored. Position 3'-0" from curbing. (NOTE: in locations of high annual snowfall, steel dowels may be omitted, except where wheelstops are required to protect structures or other hazards.) Integral sidewalk/wheelstop curbs are allowed as long as the remaining clear width of sidewalk meets or exceeds the minimum width for access as required by code. In such instances, allow 3'-0" for vehicle bumper overhang.

### 1.5 BOLLARDS

Bollards shall be 6”ø concrete-filled galvanized steel pipe. Embed minimum of 4’ into ground and extend 4’ above ground level. Paint exposed surface international yellow.

## SECTION 02900 - LANDSCAPING

### 1.1 PLANTINGS

Landscaping should include trees, shrubs, groundcover and grass in all locations on the site intended or allowed for such purpose. Show the location of all existing trees on the pre-design as-built submittal drawing, and appropriately protect all retained trees and shrubs during construction. Submit plans for review by RES Architect.

### 1.2 IRRIGATION

Underground irrigation system shall include integrated time clock control, with moisture sensor, metered separately from main water meter. Provide automatic drainage system to protect system against freezing, including air blowout connections and anti-siphon valve(s). Provide low-volume drip system and/or heads.

**End of Division 2**

# DIVISION 6 WOOD & PLASTICS

## SECTION 06100 - ROUGH CARPENTRY

**1.1 DESCRIPTION OF THE WORK**

Provide carpentry work, all materials and items required for complete installation of products including anchors, fasteners and other necessary accessories. Anchor materials solidly in manner directed and in accordance with highest industry standards. Provide blocking as required for products specified elsewhere. (See also Section 09250)

## SECTION 06200 - FINISH CARPENTRY

**1.1 MATERIALS AND FINISHES**

Provide all materials and items required for complete installation of products, including hardware, anchors, fasteners, and other necessary accessories. Finish wood with stain and minimum 2 coats semi-gloss finish. Provide solid hardwood, hardwood veneer, plastic laminate-surfaced plywood, or melamine-surfaced Medite II or other non-VOC material.

**1.2 TRIM AT CLOSINGS**

Provide soundproof 2" wide wood or metal closing trim at walls meeting window mullions or window glazing. Match depth and type of window sill material and finish wall ends. Styrofoam closures are not acceptable. Submit proposed method to RES Architect for review.

**1.3 EQUIPMENT BOARDS**

Provide ¾"x4'x8' fire-resistant plywood or plywood treated with flame retardant paint (if approved by the Fire Marshal) on all walls of voice/data distribution rooms or as otherwise noted on the approved plan. Mount bottom no lower than 24" above floor, top no higher than 84" above floor. Alternate design may be indicated on RES drawing or specified by RES Architect. Mount on wallboard, masonry, or concrete. Existing equipment boards may be reused if treated with flame retardant coating.

**1.4 CHAIR RAILS**

Provide 1x4 minimum solid wood with eased edges, or approved alternate. Finish and wood species to match other wood work in the leased space. If no other wood work, provide oak or hem/fir with stain and varnish finish. Provide solid blocking for attachment. Verify the appropriate mounting height with the Tenant Agency representative prior to installation.

## SECTION 06400 - CASEWORK

**1.1 GENERAL**

Furnish and install casework at the locations shown on the drawings and as specified, complete with hardware. Provide shop drawings for service/reception counters and/or other specialty casework to RES Architect for review and approval. Provide adequate blocking and bracing. Secure to wall framing with screws. Shelves shall support minimum 25 pounds per lineal foot without sagging. Provide minimum 5 rows of shelves, adjustable in 1" increments with metal adjustable end brackets.

**1.2 RESTROOM CASEWORK**

Provide wall-mounted countertop with recessed sinks. Finish per cabinet specifications.

**1.3 COFFEE BAR AND LUNCHROOM CABINETS**

See plan for sink location and special features. Design shall be accessible per local building codes. Provide 4" x 4" toe space and base to match room base. Provide plastic laminate-faced plywood countertop. Provide full-width 24" high plastic laminate back and side splashes. Provide plastic laminate-faced Medite II or other non-VOC material for cabinet faces. Provide matching edges for all exposed-to-view surfaces. Provide bronze wire pulls and bronze adjustable self-

closing hinges. Provide 5-pin locks on 1 door (provide divider) and 1 drawer at each coffee bar or lunchroom cabinet, keyed alike.

Cabinet doors and drawers shall be a maximum of 24" wide. Provide durable drawer construction, ¾" face, ½" sides, ¼" bottom with Grant #329 guides or equal. Provide high-density or similar plastic overlay over ¾" Medite II or other non-VOC material for interior shelving that is self-edged, removable, and adjustable in 1" increments.

## SECTION 06600 - PLASTIC LAMINATE

### 1.1 DESCRIPTION OF THE WORK

Provide 1/16" thick, high-pressure plastic laminate where shown on the drawings or as specified. Provide quality materials such as Wilsonart, Formica, Nevamar, or as approved by the RES Architect. Locations include countertops, edges, splashes, windowsills, cabinet faces, wainscots, chair rails, toilet partitions and/or doors. See Sections 09000, 1.2 and 10150 for related requirements.

**End of Division 6**

# DIVISION 7 THERMAL & MOISTURE PROTECTION

## SECTION 07200 - INSULATION

**1.1 THERMAL INSULATION**

Provide thermal insulation for roof, walls, floor, and so forth, as required by the Washington State Energy Code. Attach insulation to permanent structure. Material laid on ceiling tile to achieve thermal insulation value is not acceptable.

**1.2 SOUND INSULATION**

Provide full-coverage sound attenuation batts in all walls specified to receive them. Walls must be sealed for tight fit at base, ceiling and/or structure. Seal may be sill insulation, acoustic caulk, or other approved method. Provide continuous batt insulation 2' on each side of the wall above the ceiling. The assembly rating of such systems shall achieve and maintain a value of STC 45 minimum, or as noted on drawings. Submit proposed sound wall design and technical data to the RES Architect for review.

## SECTION 07500 - ROOFING

**1.1 NEW CONSTRUCTION AND REPLACEMENT ROOFING**

Provide complete assembly meeting all manufacturer's requirements for minimum 20-year guarantee. Use compatible materials. All low-sloped roofs shall have a reflective coating (or use a light-colored roof), which shall be kept clean and in good repair so as to maintain its effectiveness. Design with positive slope and no standing water. Control run-off with adequately-sized rainwater leaders and stormwater system. Protect all openings against water infiltration with curbs, minimum of 6" high.

**1.2 EXISTING ROOFING**

Provide roof assemblies in good repair, free of leaks and prolonged standing water. Control runoff away from sidewalks and entries.

## SECTION 07900 – SEALANTS, ADHESIVES AND COMPOUNDS

**1.1** All interior sealants, adhesives and compound products used shall be non-toxic, low-odor and solvent-free, and shall be antimicrobial with no hazardous vapors and containing no carcinogenic materials.

All exterior sealants shall be as recommended by the manufacturer for substrate compatability.

Provide all necessary items required for complete sealant installation.

**End of Division 7**

# DIVISION 8 DOORS & WINDOWS

## SECTION 08000 - DOORS AND WINDOWS

### 1.1 GENERAL

Provide heavy-duty commercial-grade products. Replace all warped doors. Replace any existing door that cannot be restored to like-new condition.

### 1.2 TYPICAL DOOR SCHEDULE

A door schedule may be included either on the drawings or in an addendum to these specifications for each project. If no project door and hardware schedule is provided, the schedule below applies. Each letter or number designation within each category indicates a specific configuration assembly for the referenced door. The designation is a 3-symbol format, with the first letter denoting the door type, the middle number referring to the type of locking operation, and the last letter indicating the hardware grouping.

Example: A "C8F" notation would indicate a solid-core wood door, with a classroom-function lock and hardware consisting of kickplates and a 24" x 36" relight.

**Basic Hardware**

All doors shall include frame and trim, and receive not less than 1½ pair ball-bearing hinges, lever lock or latch, 1 wall stop, 3 silencers (except if smoke seal or weatherstripping provided), and closer and smoke seals where required, in addition to any scheduled HARDWARE GROUP requirements listed below. Provide kickplates on all restroom, janitor, stair, entrance and exit/pathway doors, and where called for in the door schedule.

| Door Type | Lock Type | Hardware Group |
|---|---|---|
| A. Storefront | 1. Automatic opener -- Provide after-hours locking as required. Door opens with infrared sensors or electric push pads. Manual emergency egress. | A. Existing Hardware |
| B. Hollow Metal | 2a. Card Key<br>2b. Proximity Reader<br>2c. Digital Keypad<br>} Inside always unlocked; outside entry by card or digital keypad unless unlocked from outside by key. | B. Basic Hardware only |
| C. Wood | 3. Cypher -- Inside always unlocked; outside entry by non-electronic combination keypad. | C. Closer |
| D. Accordion partition | 4. Vestibule -- Inside always unlocked; outside entry by key unless unlocked from inside. | D. Closer, Kickplates |
| E. Acoustic accordion partition | 5. Passage latchset -- Both sides always unlocked. | E. Closer, Relight |
| F. Acoustic operable panels | 6. Privacy -- Inside push-button; outside entry by special key or device. | F. Kickplates, Relight |
| H. Wood bi-fold | 7. Office -- Push-button locking from inside. Turning inside lever handle releases button and unlocks outside lever handle, unless unlocked with key from outside. | G. Closer, Kickplates, Relight |
| J. Roll-up security gate | 8. Classroom -- Inside always unlocked; outside entry by key unless unlocked from outside by key. | K. Kickplates |
| K. Metal overhead sectional door | 9. Storeroom -- Inside always unlocked; outside entry by key only. | R. Relight |
| L. Roll-up fire-rated assembly | 10. Corridor -- Push-button locking from inside. Turning inside lever handle or closing door releases button. Outside lever handle locked or unlocked by key. | S. Special hardware |
| | 11. Communicating -- Key in either lever handle locks or unlocks each lever handle independently. | W. Sound gasket weatherstripping |
| | 12. Push/pull plates (6"x20" plate with 1" diameter x 10" long pullbar.) | |

## SECTION 08100 - METAL DOORS AND FRAMES

**1.1 SIZE AND CONSTRUCTION (EXTERIOR)**
Doors shall be 3'-0" minimum width, 7'-0" minimum height, 1-¾" thick flush, 18 gauge minimum, galvanized and insulated. Frames shall be galvanized, welded, insulated, weatherstripped, 16 gauge minimum, and reinforced for hardware.

**1.2 SIZE AND CONSTRUCTION (INTERIOR)**
Doors shall be 3'-0' minimum width, 7'-0" minimum height, 1-¾" thick, 18 gauge minimum. Frames shall be hollow metal, welded or knockdown, 16 gauge minimum, reinforced for hardware.

**1.3 INSTALLATION**
Coordinate all door installation, magnetic hold-opens and electric locking requirements with the door frame supplier and the building security and access systems vendors.

## SECTION 08200 - WOOD DOORS AND FRAMES

**1.1 SIZE AND CONSTRUCTION**
Doors shall be 3'-0" minimum width, 7'-0" minimum height. All wood doors shall be hardwood veneer (no mahogany), 1-¾" thick solid-core. Exterior doors shall be sealed against water penetration.

**1.2 FRAMES**
Interior frames shall be softwood, hardwood or hollow metal (see Section 08100), Lessor's choice.

**1.3 INSTALLATION**
Coordinate all door installation, magnetic hold-opens and electric locking requirements with the door frame supplier and the building security and access systems vendors.

## SECTION 08300 - ACOUSTIC PARTITIONS AND MISCELLANEOUS DOORS

**1.1 DESCRIPTION OF THE WORK**
Provide structural enhancements as required or as recommended by door manufacturer to allow proper operation and to prevent sag. Sound attenuation integrity shall extend above ceiling as required to maintain the minimum STC rating from room to room, floor to ceiling, and wall to wall.

**1.2 DOOR TYPES AND CONSTRUCTION**

**ACOUSTIC OPERABLE PANEL WALLS**
Provide STC 44 minimum. Modernfold "Acousti-Seal," "Spacesaver," or Panelfold "Series 4800," or approved equal. Provide integral access door when required by code or as shown on the approved drawing. Coordinate location with RES Architect.

**ACOUSTIC ACCORDION PARTITIONS**
Provide STC 39 minimum. Modernfold "Audio-Wall," or approved equal.

**ROLL-UP SECURITY GATES**
Provide electrically-operated gates whose operation is controlled by a switch located on the non-public side of the counter or wall/partition. Gate shall include an override mechanism to allow full manual operation in case of power outage. Locate motor, spindle, and other operating mechanisms above finished ceiling. When approved by the RES Architect, the mechanism may be mounted below the ceiling, and the Lessor shall provide a GWB/painted enclosure to match adjacent walls.

## SECTION 08400 - ALUMINUM ENTRANCES AND STOREFRONTS

### 1.1 DESCRIPTION OF THE WORK

Provide thermally-broken anodized commercial-quality aluminum storefronts and all appropriate accessories constituting a complete assembly. Construction shall be compatible with power operators. Where applicable, modify existing storefront doors and frames as required to accommodate specific requirements for Tenant Agency's security and access systems. See Section 08900 for glazing requirements.

### 1.2 SIZE, COMPONENTS AND CONSTRUCTION

**Doors**

Doors shall be a minimum of 3'-0" wide and 7'-0" high, head and jamb stiles designed to receive insulated tempered glass and accommodate power operators as required.

**Windows**

Window frames shall match door frames, heads mounted at the same level as adjacent door head heights, unless specifically noted otherwise.

### 1.3 MANUFACTURERS

Kawneer Company, Inc., or approved equal.
Horton series #2100 sliding door, or approved equal.

## SECTION 08700 - HARDWARE AND SPECIALTIES

### 1.1 GENERAL REQUIREMENTS

Provide a Certified Professional Locksmith (CPL) or Architectural Hardware Consultant (AHC) to work with the RES Architect to oversee the coordination of all hardware applications. Provide manufacturer's heavy-duty commercial-grade hardware per schedule. Each kind of hardware (locksets, closers, hinges, etc.) shall be obtained solely from one manufacturer.

### 1.2 KEYING

Key all locks for specified function, operation and security. Provide construction keying to master system. Coordinate master keying system by hardware supplier assisting the Tenant Agency. Hardware supplier shall provide construction keys to contractor and 4 sets of permanent keys to the Tenant Agency.

### 1.3 HARDWARE SPECIAL REQUIREMENTS

**Locksets and Latchsets**

All locks and passages shall be equipped with lever hardware, except at mechanical, electrical, telephone, and janitor's rooms, where knurled knobs are acceptable. Provide interchangeable core, heavy-duty commercial, cylindrical type. Corbin, Schlage Series D, or equal.

**Hinges**

Provide ball-bearing hinges throughout. McKinney or equal.

**Closers**

All closers shall be adjustable. Adjust closers to a maximum opening force of 5 pounds at interior doors and 8½ pounds at exterior doors. Spring hinge used as closer is not acceptable. Provide cold-weather fluid in exterior door closers where temperatures regularly drop below freezing. If exterior door does not remain closed in windy weather when closer is adjusted to 8½ pounds, then the Lessor shall provide automatic door openers or an enclosed entry vestibule. Provide closers where called for in the door schedule, or where required by code. LCN or equal.

**Silencers**
Provide silencers on each door except where smoke seal or weatherstripping is installed.

**Stops**
Overhead stop to be concealed, Glynn Johnson 320/330 series or equal. Wall stop to be Glynn Johnson WB50 or equal. Floor stops unacceptable unless approved in writing by RES Architect. Provide solid blocking for all wall stops. Closer used as stop is not acceptable.

**Kickplates**
Provide 34"x12" kickplates, stainless steel or 1/8" thick clear plastic, unless noted otherwise. Provide kickplates on both sides of door.

**Weatherstripping and Thresholds**
Weatherstrip all exterior doors with continuous vinyl at head and jambs, and door bottom weatherstripping so as to achieve highest protection against weather infiltration. Provide beveled, ½" maximum rise threshold meeting accessibility requirements at all public entrances and accessible routes.

### 1.4 ACCESS SYSTEMS

**Cypher Locks**
Cypher locks shall be 9-number minimum, mechanical push-button code access system. Lock shall have changeable code capacity and be capable of remaining continuously unlocked (at Tenant Agency's discretion) during business hours. Simplex or equal.

**Automatic Opener Assembly**
When noted in the door schedule, provide an automatic operator that is actuated by a push-button or plate, and manually operable for other pedestrian traffic. Alternately, infrared sensors may be provided if appropriate for special design applications and approved by the Tenant Agency. Provide a complete system for full operation, including field-adjustable variable time delay, opening and closing speed, control switching for security access system and locking, all appropriate connections, and complying with all accessibility requirements.

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**Card Key, Digital Keypad, and Proximity Reader Systems**
When noted in the door schedule, provide a fully functional system providing access security control, complete with all components including, but not limited to, panels, door strikes, locks, buttons, readers, contacts, connections, switching, control mechanisms, and operating cards (if applicable). Verify the desired operational parameters with the RES Architect and Tenant Agency, and interface all construction disciplines as appropriate. Reference Part A5.28.

### 1.5 FINISH
Provide hardware with matching finishes. Match new hardware finish to remaining existing hardware. For new construction, unless noted otherwise, provide either semi-gloss bronze (US-10) or semi-gloss chrome (US-26d), or as approved by the RES Architect.

## SECTION 08900 – WINDOWS & GLAZING

### 1.1 DESCRIPTION OF WORK AND PRODUCT QUALITY
All new glazing shall meet current Energy Code for integral shading and "U" values. Maximum Solar Heat Gain Coefficient (SHGC) = 0.65 for horizontal and vertical surfaces, and the maximum “u” value for vertical glazing = .60 and for horizontal glazing (skylights) = 1.3.

Interior glazing shall be as shown on the approved plans or in accordance with applicable codes. All window sills shall be finished with plastic laminate or other approved water-resistant material.

**1.2 EXTERIOR WINDOWS & SKYLIGHTS**

Provide insulated glazing manufactured and installed in appropriate frames such that the assembly resists air and moisture leaks and interior condensation. For new construction, provide thermally-broken commercial frames.

**1.3 WALL RELIGHTS**

Frames shall match door frames, heads mounted at the same level as adjacent door head heights, unless specifically noted otherwise; non-standard sizes will be shown on the drawings. Provide fire-rated assemblies and/or safety glazing where required by code.

**1.4 DOOR RELIGHTS**

Frames shall complement door frames, unless specifically noted otherwise; non-standard sizes will be shown on the drawings. Provide fire-rated assemblies and/or safety glazing where required by code.

**End of Division 8**

# DIVISION 9 FINISHES

## SECTION 09000 - FINISHES

**BASIC MINIMUM FINISH SCHEDULE (unless noted otherwise on plans or in Addendum)**

**1.1 FLOORS AND BASE**

**Offices (and spaces not listed below)**
Carpet tile and 4" base.

**Restrooms, Shower Rooms**
Slip-resistant, unglazed porcelain ceramic tile. Sheet vinyl optional for leases not exceeding 5,000 square feet. All flooring material shall have matching cove base extending upward onto the adjacent wall at least 5".

**Shower Stalls**
Slip-resistant, unglazed porcelain ceramic tile, unless a prefabricated fiberglass pan or stall has been approved.

**Break Rooms, Lunch Rooms and Coffee Bars**
Vinyl composition tile or sheet vinyl. For coffee bars, install full length of counter, including adjacent space for refrigerators, and minimum 24" out from face of base cabinet, unless shown otherwise on drawings. Provide 4" base.

**Mechanical, Electrical, Voice/Data Distribution, Copy, and Janitor Rooms**
Vinyl composition tile and 4" base .

**Stair Treads**
Rubber flooring (see Section 09650, 1.7).

**Vestibules and Entries**
Woven polypropylene, with 4" base, unless code dictates otherwise. “Endurance” or equal.

### 1.2 WALLS

**Offices (and spaces not otherwise indicated)**
Gypsum wallboard and orange peel texture, satin or eggshell enamel paint.

**Drinking Fountains**
Plastic laminate on adjacent walls to 48" high above finished floor, with continuous metal or matching plastic edges. Extend 18" minimum on each side of fountain.

**Restrooms, Shower Rooms**
Ceramic tile wainscot to 72" AFF minimum on all walls, and gypsum wallboard with semi-gloss enamel above. For leased spaces under 5,000 square feet, plastic laminate wainscot (all walls) and sheet vinyl floors may be substituted in lieu of ceramic tile.

**Shower Stalls**
Full-height ceramic tile, unless prefabricated fiberglass enclosure has been approved.

**Janitor Rooms and Mop Sinks**
Gypsum wallboard, with plastic laminate wainscot to 48" high minimum above finished floor at mop sink. Extend 18" minimum on each side of sink.

**Chair Rails & Corner Guards**
Provide chair rails and corner guards in the locations directed in Part A5.8 and as specified in Sections 06200, 1.4 and Section 10260.

### 1.3 CEILINGS

**Office Areas and Conference Rooms**
Acoustical tile suspended ceiling system. Office ceiling height 9'-0" minimum in all areas unless otherwise indicated. Provide 10'-0" minimum ceiling height for large open areas where the minimum room width exceeds 30'. Provide 12'-0" minimum ceiling height for large open areas where the minimum room width exceeds 50'.

**Restrooms**
Provide gypsum wallboard with semi-gloss enamel. Ceiling height shall be 7'-6" minimum, 8'-0" preferred.

**Shower Rooms & Stalls**
Provide gypsum wallboard with epoxy coating.

**Mechanical, Voice/Data Distribution, Janitor and Electrical Rooms**
Ceilings may be gypsum wallboard or suspended acoustical ceiling, Lessor's option.

## SECTION 09250 – GYPSUM WALLBOARD AND WALL FRAMING

### 1.1 STEEL OR WOOD FRAMING AND FURRING

For non-loadbearing walls and hard ceilings, provide wood or light gauge steel framing. For light gauge steel framing, comply with drywall manufacturer's recommendations.

Provide studs spaced at 16" on-center (preferred) or 24" maximum. Install supplementary framing, blocking and bracing at terminations in the work and for support of fixtures, equipment services, heavy trim, door stops, grab bars, toilet accessories, furnishings, adjustable shelves, chair rails, and similar construction, considering weight or loading to meet all requirements for items supported.

Provide finished trim or smooth appearance where top of wall meets underside of suspended ceiling. Minimize the gap and provide “J” or “L” metal trim between top of wall and ceiling. Provide bracing to the above-ceiling support structure over doors and elsewhere as per code. Frame around ducts penetrating walls to provide support for gypsum wallboard.

**1.2 GYPSUM WALLBOARD**

Provide 5/8" thick, type “X” for all dry areas, unless otherwise indicated. Install water-resistant 5/8" thick, type “X” for all toilet rooms, and similar wet areas (see Section 09300, 1.2 for ceramic tile applications). Screw-attach wallboard into metal studs or KD wood studs. Maintain fire-resistant rating of wall/ceiling assemblies at openings. Provide galvanized metal cornerbead and edge trim. Tape and mud joints (two coats minimum). Match existing adjacent wall texture; light orange peel texture in new construction.

**Demountable Partition Systems**

Ceiling-height interior demountable partitions shall be faced with vinyl film or fabric as selected by the Tenant Agency from the manufacturer’s standard colors.

Place demountable partitions on carpeting and extend to the underside of the finished ceiling system. Fastening of the partitions to the floor shall not be done in any way that removal of the partition will cause spalling of the concrete subfloor. Drilling and anchoring are preferred but any other system producing the same result is acceptable. Demountable partitions shall be capable of having glass vision panels installed with micro blinds. Vision panels shall be installed where shown on the approved plans. All demountable partitions shall have a minimum STC rating of 42, and additional sound-deadening material shall be applied to walls and above the ceiling where required for conference rooms, lunch rooms, and where shown on the approved plans.

## SECTION 09300 – CERAMIC TILE

**1.1 DESCRIPTION OF WORK**

Provide glazed ceramic tile wainscots and slip-resistant porcelain ceramic tile floors. Provide bullnosed edges at all transitions to other materials, and preformed inside/outside pieces at wall corners and base. Completely seal all ceramic tile applications after installation. Provide grouting, cleaning and sealing in accordance with the tile and grout manufacturer's recommendations.

**1.2 SUBSTRATE**

Provide cementitious tile backer board behind all ceramic tile applications in all wet areas, Wonderboard or equal. Install with corrosion resistant fasteners. (See also Section 10810)

## SECTION 09500 – ACOUSTICAL CEILING

**1.1 DESCRIPTION OF WORK**

Provide all items required for complete installation of ceiling system, including wall moldings, anchors, accessories, fasteners, etc, required by conditions of installation.

**1.2 SUSPENSION SYSTEM**

Provide rust-resistant 2'x4' exposed grid system for lay-in acoustical tile, fire-rated where required. Installation typical in all areas except as noted. Grid shall match acoustic tile background, white color or as specified. In no case shall the grid be attached to the mechanical ductwork. Provide seismic bracing and support per governing code. Provide corrosion-resistant grid system for "wet" areas and laboratories.

For repair/restoration of existing grids that are discolored or rusted, provide GridMAX by Acoustic Ceiling Products, or approved equal, throughout the entire affected space.

### 1.3 ACOUSTICAL TILE PANELS

**Non-fire-rated tile**
Size 24"x48" by ¾" minimum thickness, Ceiling Attenuation Class (CAC, formerly STC) minimum range 35 - 39, NRC minimum range .65 - .75. Tile with lower CAC and NRC values than those specified is not acceptable. Install tile in accordance with tile manufacturer's requirements. Provide in all areas except as otherwise indicated on the drawings or specifications, or as required by code. Armstrong Fine Fissured, USG Glacier, Omni or equal. Provide moisture-resistant tiles in “wet” and exterior areas.

**Fire-rated tile**
Size 24"x48" by ¾" minimum thickness, CAC minimum range 35 - 39, NRC minimum range .60 - .70. Tile with lower CAC and NRC values is not acceptable. Install tile in accordance with tile manufacturer's requirements, all in the same direction. Provide in all areas as required. Armstrong Fine Fissured USG Glacier, Fissured, Omni or equal.

## SECTION 09650 – RESILIENT FLOORING

### 1.1 DESCRIPTION OF WORK
Provide resilient flooring as shown and specified. Provide materials and items as required for complete installation of products, including fasteners, anchors, and other necessary accessories. Prepare substrate(s) per manufacturer's directions.

### 1.2 FINISH CONDITION
All resilient flooring areas shall be cleaned, waxed, and finished according to manufacturer's recommendations just prior to Tenant occupancy.

### 1.3 VINYL COMPOSITION TILE (VCT)
12" x 12" x 1/8" thick, Mannington, Armstrong, Azrock, Tarket, or approved equal.

For slip-resistant flooring use Armstrong Stepmaster or Mannington Assurance Tile (18” x 18”) or equal where slip-resistance is noted on drawings.

### 1.4 SHEET VINYL FLOORING
Commercial-grade, .085" thick, .050" wear surface, Mannington Magna, Armstrong Corlon or equal. Provide full backing and 5" integral cove for base. All sheet vinyl seams shall be welded in compliance with manufacturers recommendations.

### 1.5 RUBBER COVE BASE
All topset cove base shall be minimum 4" high from continuous rolls, rubber/vinyl mix, uniform color full thickness, Johnsonite or Roppe 700 series, or approved equal. All joints to be tight-butted and sealed. 5/8" standard toebase. Provide job-formed corners from continuous rolls.

### 1.6 RESILIENT EDGE STRIP
Provide vinyl or metal transition strips at floor material transitions. Finished transitions greater than 1/4" high shall be beveled or ramped per accessibility requirements.

### 1.7 RUBBER FLOORING
24" x 24" x 3/16" thick (or as standard by manufacturer) studded rubber tile, and/or ¼" thick full-width stair treads with matching risers and stringers. Roppe, Johnsonite, Nora, or equal.

## SECTION 09680 – CARPET

**1.1 DESCRIPTION OF WORK**

Provide preparation, substrates, and any materials required (adhesives, floor sealers, fillers, leveling compounds, seaming tapes etc.) for complete installation of carpet. Installation and products shall be per manufacturer's recommendation.

**1.2 PRODUCT QUALITY**

All carpet shall be from the same dye lot. Products utilizing olefin or polyester nylons are unacceptable. All carpet products shall consist of recycled content and be 100% recyclable (reference A5.6), and shall bear the CRI Green Label Plus approval as well as a CRI Green Label Plus Indoor Air Quality Control Category & Registration Number.

**1.3 PRODUCTS**

**CARPET TILE**

| | |
|---|---|
| TYPE: | Level or textured loop |
| TILE SIZES: | 18"x18" or 24"x24" |
| YARN TYPE: | 100% type 6.6 Nylon |
| DYE METHOD: | Minimum 70% Solution-dyed / Maximum 30% Yarn-dyed |
| FIBER WEAR WARRANTY: | 15 years |
| PILE WEIGHT: | 20 oz. minimum |
| PILE THICKNESS: | .102 minimum |
| GAUGE: | 1/10 minimum |
| STITCHES: | 6.33 per inch |
| TUFT DENSITY: | 63.3 tufts per square inch minimum |
| DENSITY: | 7,058 minimum |
| PRIMARY BACK: | Polypropylene |
| SECONDARY BACK: | Vinyl, with reinforced fiberglass scrim & integral moisture barrier |
| SECONDARY BACK WARRANTY: | "Non-prorated Lifetime Warranty" - delamination, expanding, shrinking, cupping, and doming |
| NYLON TREATMENTS: | Manufacturer-applied stain protection |
| DELAMINATION: | None (ASTM D-3936) |
| TUFT BIND: | Pass (ASTM D-1335) |
| AACHEN TEST: | Pass |
| PHILIPS ROLL CHAIR TEST: | Rating of 3 or greater |
| MOISTURE IMPACT TEST: | 10,000 cycles |
| METHENAMINE PILL TEST: | Pass (ASTM D-2859) |
| FLAMMABILITY: | Exceeds ASTM E-648 and passes DOC FF#1-70 |
| FLOORING RADIANT PANEL TEST: | Class I (Direct Glue) (ASTM E-648) |
| N.B.S. SMOKE CHAMBER TEST: | <450 or less (ASTM E-662) |
| ELECTROSTATIC PROPENSITY TEST: | <3.0 KV (AATCC 134) |

**1.4 ADHESIVES AND FLOOR PRIMERS**

Provide non-VOC adhesives and floor primers as recommended by carpet manufacturer and as certified non-VOC by the CRI Indoor Air Quality Adhesive Testing Program.

**1.5 PREPARATION**

Areas to receive carpet shall be clean, dry and dust-free. Concrete subfloor moisture and heat requirements for subfloor / installation areas shall be in accordance with manufacturer's written instructions. Fill all depressions, cracks and irregularities with non-VOC Portland-based cement compound with latex binders (Ardex, Mapei, or equal), unless specifically prohibited by manufacturer, and grind all ridges and high spots smooth, so as to achieve a level subfloor throughout (see Part A5.13). Proceeding with carpet installation constitutes installer's acceptance of the responsibility for correction of unacceptable work due to floor conditions.

**1.6 INSTALLATION**

Strictly adhere to carpet manufacturer's written floor preparation and installation instructions, as well as CRI Commercial Installation Standard 104 as pertains to project scope. Manufacturer's instructions shall take precedence over CRI 104. Bind edges at floor access panels. Installation of carpet tiles should utilize the "Lift" method for work in occupied spaces.

**1.7 FINISH CONDITION**

During construction, protect the carpet according to manufacturer's recommendations. Just prior to Tenant occupancy, remove all debris from floors, clean carpet so as to appropriately eradicate all spots, dirt or adhesive, and make repairs so as to appropriately eliminate tears, frays, pulled tufts and stains.

**1.8 WARRANTY**

Provide full product and installation-labor warranty equal to the term of the Lease. Warrant against failure, including loss of adhesion, improper site preparation, and poor workmanship.

## SECTION 09900 - PAINTING

**1.1 DESCRIPTION OF WORK**

"Paint", as herein defined, means all coating systems materials. Work includes preparation and finishing of all interior and exterior surfaces that are a part of this project. Work shall include adjacent existing surfaces that are disturbed as a result of this work. Work excluded shall be that which is normally excluded such as operating parts and code-required labels**.**

**1.2 MATERIALS**

Provide solvent-free, non-VOC paint products: Kelly-Moore, Glidden, Sherwin Williams or equal.

**1.3 PAINTING SCHEDULE**

**Gypsum Wallboard Finish System**

Typical: 1 coat primer/sealer, 2 coats eggshell or satin enamel.
Toilet rooms: 1 coat primer/sealer, 2 coats semi-gloss enamel paint.
Shower rooms: 1 coat primer/sealer, 2 coats semi-gloss epoxy paint.

**Clear Finishes**

Finish hardwood veneer doors and wood frames with 1 coat of stain, 2 coats of semi-gloss finish on all surfaces.

**Painted Metal**

Paint primed hollow metal doors, frames and other prefinished ferrous metals with 2 coats of semi-gloss enamel.

**Unpainted Ferrous Metal**

Prime with one coat rust-inhibiting primer and finish with 2 coats of semi-gloss enamel.

**End of Division 9**

# DIVISION 10 - SPECIALTIES

## SECTION 10150 - COMPARTMENTS AND CUBICLES

### 1.1 TOILET PARTITIONS AND URINAL SCREENS

Provide ceiling-mounted toilet partitions and wall-mounted urinal screens in all restrooms in the configuration shown on the approved drawing. Comply with all accessibility requirements for accessible stalls. Partitions and screens shall be finished with plastic laminate or painted steel, with steel core pilasters, stainless steel fittings, and door returns to preset positions. All brackets to have solid blocking for anchorage. Manufacturers: Bobrick, AAMCO, METPAR or equal.

In multi-stall configurations, provide a continuous stiffener bar or brace mounted at approximately 6'-6" AFF on the back side of each of the toilet partition ceiling-mounted support pilasters (on the stall side) and extending the full length of the stalls.

## SECTION 10260 – CORNER GUARDS

### 1.1 DESCRIPTION OF WORK

Provide screw-mounted clear plastic corner guards, minimum of 1" legs, mounted from the top of the rubber base to approximately 48" AFF.

## SECTION 10350 - FLAGPOLES

### 1.1 DESCRIPTION OF WORK

Provide 30' aluminum flagpole, complete with fittings and lockable halyard control, Concord Industries, Inc. or equal. Illuminate flagpole with photocell switch-controlled light fixture. Locate flagpole and light fixture as shown on the drawings, or as approved on-site by RES Architect and the Tenant Agency. Provide all appropriate support and foundation as recommended by the flagpole manufacturer.

## SECTION 10400 - IDENTIFYING DEVICES

### 1.1 SITE / BUILDING / TENANT IDENTIFICATION SIGN

If the State agency occupies a multi-tenanted building, and the building's site sign accommodates individual tenant identification, provide agency identification on the site sign (unless waived by tenant). If the State agency occupies 100% of a building, provide agency identification on the site sign (unless waived by tenant).

If the building does not have a site sign, then provide agency identification on a building-mounted sign either on the exterior wall or on the windows nearest the main entry, with the design consistent with other tenant signs.

### 1.2 ENTRANCE DOOR SIGN

Provide a tenant identification sign located either on the glazing nearest the main entry door, on the wall nearest the main entry, or as otherwise approved by the Tenant Agency. Provide white vinyl, Helvetica, medium style letters, unless approved otherwise by the Tenant Agency.

### 1.3 BUILDING DIRECTORIES

If the building is occupied by multiple tenants or by more than one State agency, the Lessor shall provide a building directory located prominently in the building's main entry lobby or where most appropriate for high public visibility.

### 1.4 ACCESSIBILITY SIGNAGE

Provide visible and tactile international symbol of access signs, including Braille, as required by code. One sign that includes both "Men" and "Women" may be provided at unisex rooms.

**1.5 ROOM SIGNS**

Provide 1/8”-thick plastic sign at each room requiring identification. At all assembly occupancies (conference, training, interview and hearing rooms, etc.), as part of the room identification sign, provide a slide frame designating either “vacant” or “occupied” at the Tenant’s discretion. Provide similar slide frame at all private offices to accommodate tenant-provided insert. Mount frames using double-backed foam tape. Coordinate signage location and appropriate room identification system with the Tenant Agency and the RES Architect prior to fabrication. Verify with the Tenant Agency the exact wording to be used on all signs.

## SECTION 10800 - TOILET AND BATH ACCESSORIES

**1.1 DESCRIPTION OF WORK**

Provide vandal-resistant, commercial-grade toilet room accessories, Bobrick or approved equal. Basic Requirements include: all toilet fixtures (see Section 15440, 1.1), privacy partitions and screens (see Section 10150), sinks in counters, toilet paper dispensers, toilet seat cover dispensers, sanitary napkin disposal units, utility shelf, soap dispensers, towel dispensers (or hand dryers), grab bars, waste receptacles, mirrors, and 1 coat hook in each stall. Coordinate project requirements with vendor-supplied accessories.

**1.2 TOILET PAPER DISPENSERS**

Provide 1 for each stall, 2-roll type.

**1.3 TOILET SEAT COVER DISPENSERS**

Provide 1 for each toilet stall. Wall-mount above or adjacent to toilet.

**1.4 SANITARY NAPKIN DISPOSALS**

Provide 1 for each Women's restroom stall.

**1.5 UTILITY SHELF**

Provide 1 for each restroom stall, minimum 8” wide spring-operated pull-down shelf.

**1.6 SOAP DISPENSERS**

Provide 1 for each lavatory, 1 for each shower, and 1 for each coffee bar and lunchroom counter.

**1.7 PAPER TOWEL DISPENSERS**

Provide 1 for each 2 lavatories, and 1 for each coffee bar and lunchroom counter.
Electric hand dryers are an acceptable substitute in restrooms.

**1.8 WASTE RECEPTACLES**

Provide minimum of 1 receptacle for each restroom.

**1.9 MIRRORS**

Provide 1 for each lavatory, or a full-width mirror to accommodate all lavatories. Plate glass with stainless steel trim, 24" x 36" minimum individual size, with stainless steel shelf.

**1.10 GRAB BARS**

Provide 1 for each accessible toilet stall and at all shower enclosures; stainless steel, 1½" diameter.

**1.11 BABY CHANGING STATION**

Provide 1 in each public restroom, located where shown on the drawings. Koala Bear Kare Baby Changing Station, as manufactured by JBJ Industries, Inc., or approved equal.

## SECTION 10810 - SHOWER ENCLOSURE

**1.1 GENERAL**

Where indicated on the drawings, provide either a fiberglass shower stall or a ceramic tile-lined shower enclosure, complete with all fixtures including fold-down seat and grab bars. Provide shower curtain rod and 2 clothes hooks for each shower. See also Sections 09300 & 15440.

**End of Division 10**

# DIVISION 11 - EQUIPMENT

## SECTION 11000 - EQUIPMENT

**1.1 GENERAL**

Lessor shall provide the complete installation and maintenance of all code-required and project-specific equipment and systems, including central monitoring service, whether noted on the approved drawings or not, and ensure their proper operation.

## SECTION 11170 - SOLID WASTE HANDLING EQUIPMENT

**1.1 GENERAL**

Provide a refuse receptacle, location and size as recommended by local governing utility. Provide a level, concrete-paved surface with unrestricted access for garbage trucks, and locate on-site so as to be efficiently and safely accessible to the building tenants. Provide a 6'-0" high screened enclosure or similar visual barrier surrounding the refuse receptacle pad .

**End of Division 11**

# DIVISION 12 - FURNISHINGS

## SECTION 12500 - WINDOW TREATMENT

**1.1 SUMMARY OF WORK**

All new window coverings shall be vertical blinds as a basic requirement, unless building standard or existing window treatments are accepted by the RES Architect, or other treatments are specified by the Tenant Agency.

**1.2 VERTICAL BLINDS**

Provide vertical, 180° swivel, adjustable, traversing, rigid, vinyl louvers, manufactured by Levolor or equal. Provide perforated and/or solid per direction from the RES Architect. Mount so as to provide coverage the full width and height of the affected window, and securely anchor the assembly at the window head. Perforated blinds shall be 13% open.

**End of Division 12**

# DIVISION 15 - MECHANICAL

## SECTION 15410 - PLUMBING PIPING

**1.1 SUMMARY OF WORK**

All valves and piping shall be recessed, except clean-outs and flush valves. Provide access panels for individual valves as required for service and maintenance. Clean-outs shall be flush with adjacent wall or floor surfaces. Installation shall include stop valves on water supply lines to permit repair without shutting off main building supply lines. Building and tenant water supply shut-off valve shall be easily accessible and well-marked.

## SECTION 15440 - PLUMBING FIXTURES

**1.1 SUMMARY OF WORK & PRODUCT QUALITY**

Provide top-quality commercial-grade plumbing fixtures, including all associated trim and accessories, American Standard, Kohler, or equal. Provide low-flow water closets, urinals (or waterless urinals), and lavatories using commercial-grade carriers and flush valves. Provide floor-mounted water closets in all accessible stalls. Tank-type water closets may be acceptable at leased spaces less than 3000 square feet, or as approved in writing for the project by the RES Architect. Flush valves for toilets and urinals in new construction shall be infrared-activated valves. Lavatories shall also have infrared-activated or single pushbutton (with automatic shutoff) faucets, and shall be provided with tempered water.

Flush water systems just prior to tenant occupancy and provide a letter of certification that the domestic water lines are clean, disinfected, and that the drinking water is potable and free of objectionable odor and taste. Lessor shall provide and maintain hot and cold bottled drinking water dispensers on every floor if testing and treatment of on-site water does not meet potable drinking water standards.

**1.2 FLOOR DRAINS**

Provide self-priming floor drains with traps, 1 minimum in each restroom. Install flush with finished floor. Slope the floor within a 2' radius of the drain so as to effect positive drainage into the drain. Provide adjustable brass cover grille.

**1.3 COFFEE BAR SINKS**

Provide 1 self-rimming stainless steel sink, measuring 15" x 17" x 7" with swivel gooseneck fitting, as well as an instant hot water dispenser at each coffee bar (see Section 15450).

**1.3A LUNCHROOM SINKS**

Provide 1 self-rimming stainless steel sink, measuring 20” x 31” x 8½” with swivel gooseneck fitting, as well as an instant hot water dispenser at each lunchroom counter (see Section 15450).

**1.4 MOP SINKS**

Provide 24” x 36” one-piece molded construction, floor-type mop sink, Fiat or equal. Locate where shown on the drawings.

**1.5 DRINKING FOUNTAINS**

Provide accessible, high-low, wall-mounted, refrigerated drinking fountain, Elkay ERHP2-8, Haws HT-ESR, or equal. Locate where shown on the drawings.

**1.6 SHOWERS**

Provide showers where shown on drawings, and as specified in Section 10810. Provide an adequate supply of tempered water (see Section 15450, 1.2), and a floor drain at the drying area. Showers shall be equipped with low-flow heads.

## SECTION 15450 - HOT WATER EQUIPMENT

### 1.1 INSTANT HOT WATER DISPENSER

Provide a wristblade-handle instant hot water dispenser, Waste King QHD-780, Insinkerator H-990, Insinkerator HC-1100, or equal.

### 1.2 WATER HEATER

Provide an energy efficient water heater (or an "on-demand" unit), quick-recovery type, with an energy factor of at least 0.95, located where appropriate so as to provide the most efficient service, sized in accordance with area use and/or as required to service the building. Provide a circulation pump with 7-day programmable electronic timer with battery back-up, or additional water heaters where hot water delivery to fixtures exceeds 10 seconds. Provide 120° temperature water, except where tempered water (92°) is specified.

Plumb the relief valve as directed by the heater manufacturer and to meet code.

### 1.3 PIPE INSULATION

Piping shall be thermally insulated in accordance with Energy Code.

## SECTION 15500 - HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

### 1.1 SYSTEM DESIGN, SUPERVISION AND CERTIFICATION

HVAC systems for all new office space, and remodels affecting over 3,000 square feet of State-leased space, shall have design work accomplished under the supervision of a licensed mechanical engineer. The Lessor's engineer shall be responsible for system design, construction observation, and certification of the completed system. All projects shall meet or exceed State requirements. The State reserves the right to hire an independent mechanical consultant to review the design and installation of the HVAC system. Modifications or changes resulting from that review required to achieve compliance with Leased Space Requirements shall be accomplished at no additional cost to the State.

For projects 5,000 SF or greater, provide a general narrative of the proposed mechanical system immediately following receipt of a letter of intent to lease. Include the following information:

1) **Air Flow Delivery Concept.** (constant volume, VAV, VVT, etc).

   a. For VAV systems, series fan-powered, pressure-independent terminal units shall be used. Deviations must be approved in writing. Indicate if they will use PSC or ECM motors. Indicate if/which terminal units will receive re-heat, and what the re-heat source will be (electric, hot water, etc). Indicate if plenum or ducted return is proposed.
   b. For VVT systems, where practical and where structure and ceiling space allow, avoid combining different exposures (north, south, east, west) on the same unit, and avoid combining interior spaces with exterior exposures on the same unit. Avoid using VVT air handlers above 20.0 tons. All units 5.0 tons and greater must have motorized bypass. All packaged VVT air handlers with economizers must include power exhaust.

2) **Zoning.** Provide a proposed zoning map or description. If zoning is accomplished with terminal units, Indicate which zone terminal units will be grouped with which central unit. This can be a highlighted floor plan with notes indicating which zone is served by which central unit.

3) **Equipment Type.** Indicate the HVAC equipment type (packaged, split system, air source HP, water source HP, gas-fired heat, DX cool, chiller, boiler, refrigerant types, supplemental heat source, etc) Electric heat shall not be used, except as supplemental heat.

4) **Ventilation Capacity/Sustained Capability.** Indicate outdoor air ventilation flow rates for each central unit. If any of the proposed equipment has an outdoor air percentage above 50%, discuss the equipment features that allow the unit to sustain operation/comfort at that outdoor air percentage (gas-fired stainless steel heat exchangers with modulating or multiple stage [3 or more] control, heat recovery, modulating hot water coils/valves, pre-heat of outdoor air for heat pumps, etc). Note: In determining the outdoor percentage, use the flow rate associated with the expected maximum from the VIAQ, even if a $CO_2$ DCV system is provided.

5) **Equipment Features.** Describe equipment features such as: tonnage, number of stages of control or modulating control – indicate for both heating and cooling, variable frequency drives, economizers, heat recovery, vibration isolation devices/techniques.

6) **Equipment Location.** Indicate the proposed location of all key HVAC equipment (roof, indoor, pad-mounted, etc).

7) **Filtration.** Indicate the proposed level of filtration on each central unit, and all fan-powered terminal units.

8) **Controls.** Indicate if the controls are to be networked or stand alone. If they are networked, state if the controls interface is to be graphical or text-based, and if there will be remote communication. Indicate if exhaust fans, pumps or other building systems will be controlled (indoor lighting, parking lights, etc). If lighting is to be controlled, provide a proposed lighting zone map. Projects that require an EMS/DDC system shall have a computer-based front end with graphical interface.

Upon agreement of the initial system concept, the design shall be completed and submitted to the State for coordination of thermostat locations, lighting control over-ride locations, etc.

Install mechanical equipment and dampers to facilitate service, maintenance, and repair or replacement of equipment components. Ductwork must be sealed per Energy Code and the duct leakage must not exceed 3%.

During construction, store all mechanical equipment, ductwork, piping and insulation in a dry location on elevated dunnage. Remove dust from the inside of metal duct sections as they are erected. Cover all duct openings at the end of each workday to prevent dust migration into ducts. If a duct liner does get wet, dry duct liner within 48 hours using a forced air heater. Ducts detected with moist liner will be required to be replaced at no additional cost to the State.

## 1.2 CALCULATIONS AND LOADS

The heating and air conditioning load calculations shall be based on the directives of this section.

**Ventilation**

New installations must comply with local code requirements, the Washington State Ventilation and Indoor Air Quality Code (VIAQ) and the Non-Residential Energy Code (NREC). The table below reflects the values given in the 2004 VIAQ converted to units of CFM per square foot for occupancies typical of State facilities. Multiply the appropriate value by the useable room square footage to get the outside air volume for each zone. Unless indicated otherwise, "exhaust or transfer air" vent rates refer to outside air via the zone air handler.

**Table 15 C-1**
**Ventilation Rates**

| Space Type | Ventilation Rate (9 ft ceiling assumed) | VIAQ Table 3-4 Reference |
|---|---|---|
| Conference Rooms, Hearing Rooms, Public Service Areas, [1, 4] | 1.0 cfm/sq.ft. | "Office, Conference Rooms" |
| Office Reception Areas [4] | 0.9 cfm/sq.ft. | "Office, Reception Areas" |
| Training Rooms [4] | 0.75 cfm/sq.ft. | "Education, Classroom" |
| Computer Rooms | 0.14 cfm/sq.ft. | "Office, Office Space" |
| Corridors | 0.05 cfm/sq.ft. | "Public Spaces, Corridors and Utilities" |
| Elevator Switch Rooms, Voice/Data Distribution Rooms, Janitor's Closets | 0.05 cfm/sq.ft. [2] | "Public Spaces, Corridors and Utilities" |
| Elevators | 1.0 cfm/sq.ft. [2] | "Public Spaces, Elevators" |
| Laboratories | 0.6 cfm/sq.ft. [3.] | "Education, Laboratories" |
| Libraries | 0.3 cfm/sq.ft. | "Education, Libraries" |
| Lunch Rooms | 0.3 cfm/sq.ft. [2] | "Food and Beverage Service, Kitchens (Cooking)" |
| Offices | 0.14 cfm/sq.ft. | "Office, Office Space" |
| Restrooms | 50 cfm/fixture [2] | "Public Spaces, Public Restroom" |

Footnotes

1. Public Service Areas are high-density office reception areas such as food stamp, licensing, and unemployment compensation waiting areas
2. Exhaust or "transfer air"
3. Consider fume hoods
4. Consider using the exception to Section 3.4 of the Ventilation and Indoor Air Quality Code (52% clause).

**Load Calculations**

HVAC systems shall be sized in accordance with the following table values, and the ventilation rates shown above. The designer shall utilize either a commercially-available computer program designed for this purpose, a spreadsheet, or hand calculations to assist in sizing all heating and cooling equipment. Methods shall be as described in ASHRAE Fundamentals. Load calculations for each zone or piece of HVAC equipment shall be submitted to the RES Architect with drawings indicating the zoning layout for review and approval. Documents shall provide sufficient detail to accurately describe the intended system and shall include, but not be limited to, glazing areas, glazing orientation, zoning map, number of people, miscellaneous equipment loads, and lighting values. When adding a load to existing systems, calculations will show the existing equipment adequate to supply this load without compromising conditions in other areas.

**Table 15 C-2**
**Heating and Cooling Load Requirements Summary**

| Item | Heating Load | Cooling Load |
|---|---|---|
| General Calculation Method | ASHRAE Fundamentals or approved program | ASHRAE Fundamentals or approved program |
| Indoor Design Temperature | 70° F | 74° F |
| Outdoor Design Conditions | See Table 15 C-4 | See Table 15 C-4 |
| Equipment, People, Lights, Solar Heat Gains | **Not included** in load | Include in load |
| Infiltration Rates, CFM/SF Wall | | |
| Tight | 0.1 | 0.1 |
| Average | 0.3 | 0.3 |
| Leaky | 0.6 | 0.6 |
| **Safety Factor** | **add 20%** | **add 20%** |

**Table 15 C-3**
**Miscellaneous HVAC Loads (Watts/SF)**

| Space Type | Lighting | Equipment |
|---|---|---|
| Office | 1.2 | 0.75 |
| Classroom, Day Care, Conference | 1.35 | 0.5 |
| Classroom w/ Computers | 1.0 | 2 |
| Voice/Data Distribution (LAN) Rooms | 1.0 | varies |
| Retail | 5 | 0.5 |
| Assembly, Theater, Gym | 1 | 0 |
| Corridor | 0.8 | 0 |
| Laboratory | 2.0 | 2.0 |

| Table 15 C-4<br>Outdoor Design Conditions | | | |
|---|---|---|---|
| | Winter<br>(See Note) | Summer (See Note)<br>(measurements taken simultaneously) | |
| **Vicinity** | **Dry Bulb<br>(°F)** | **Dry Bulb<br>(°F)** | **Wet Bulb<br>(°F)** |
| Aberdeen | 25 | 80 | 65 |
| Bellingham | 15 | 81 | 67 |
| Bremerton | 21 | 82 | 65 |
| Colville | -8 | 93 | 64 |
| Ellensburg | 2 | 94 | 65 |
| Everett | 21 | 80 | 65 |
| Kennewick | 13 | 99 | 68 |
| Longview | 19 | 88 | 68 |
| Moses Lake | 1 | 97 | 66 |
| Olympia | 16 | 87 | 66 |
| Port Angeles | 24 | 72 | 62 |
| Republic | -10 | 93 | 64 |
| Seattle | 22 | 85 | 68 |
| Spokane | -6 | 93 | 64 |
| Tacoma | 19 | 86 | 66 |
| Vancouver | 17 | 89 | 68 |
| Walla Walla | 0 | 97 | 67 |
| Wenatchee | 7 | 99 | 67 |
| Yakima | 11 | 96 | 65 |

Note: Table values are from the 1993 ASHRAE Fundamentals, Chapter 24, Table 1, Winter 99% and Summer 1% columns.

## 1.3 SYSTEM DESIGN

The HVAC supply air system shall be fully ducted. System shall provide outside air ducted directly to the air handling units at all times during occupancy. All plenum return systems must utilize plenum-rated materials as required by codes. Ductwork shall be constructed of galvanized steel installed per Sheet Metal and Air Conditioning Contractor's National Association (SMACNA) Standards. The need for fiberglass duct linings shall be minimized by design of ductwork for low velocities. Where used, fiberglass duct liner shall have a coated surface on the airstream side which prevents fiber release. Cut edges of liner materials shall be sealed in accordance with manufacturer's recommendations. Acceptable manufacturers are Owens-Corning, Schuller, Knauf, Certain-Teed, or approved equal. Flexible duct shall be factory-insulated type with vapor barrier jacket, one-inch fiber glass insulation, zinc-coated steel-spring helix reinforcement, bonded to polyester or mylar liner. The use of flexible ductwork shall be limited to runs of 8 feet. All materials shall comply with UL 181 listed with flame-spread rating not over 25, smoke-developed rating not over 50.

The use of transfer grilles is permitted to return air from rooms under 170 square feet in area, provided they consist of a pair of grilles connected with ductwork with a minimum of two bends, designed and installed to prevent sound transfer from room to room. Multiple transfers in series are not permitted.

The ratio of supply and exhaust air shall be such that the building shall be under slight positive pressure at all times. When economizers are used, controls shall be provided so that outside air is used for the first stage of cooling, supplying a maximum of 100% outside air when outdoor temperatures are sufficiently low to provide the necessary cooling.

Provide separate perimeter zones at a minimum of one zone for each exterior exposure per floor, with an additional zone for the interior. Perimeter zones shall be within 10 to 14 feet of an exterior wall or glazing. In addition, provide separate zones for all corner offices larger than 200 SF (ie. rooms having multiple exterior exposures). HVAC serving interior zones may not also serve exterior zones unless approved by the RES Architect. Provide each zone with separate temperature controls and temperature sensors. Provide separate zones for special purpose assembly rooms such as conference rooms and training rooms. The system designer shall verify cooling loads with the Project Team prior to completing design, then submit drawings showing zone and thermostat locations to RES for review and approval prior to commencement of construction.

Provide separate ventilation and cooling equipment with 24-hour air conditioning and separate controls for all voice/data distribution rooms and computer (LAN) rooms. Exception: A thermostatically-controlled exhaust fan system will be considered for rooms generating less than 800 BTUs.

Designs, including hydronic systems, shall include balance drawings and schedules which clearly depict air volumes and flow rates for both air and water required at each register, inlet, exhaust, or tap point. Should the designs involve modifications or additions to existing systems, the designs will include such balance drawings for the entire system, not just the portion included in the rework.

## 1.4 SYSTEM PERFORMANCE

The following pertains to operation of HVAC systems, and should not be used as design criteria. Design conditions are covered in preceding sections on loads and design. HVAC systems shall be considered to be performing in an acceptable manner if they maintain a normal daily operating temperature of 70° F ± 2° F throughout the year, with a maximum allowable variation of ± 4° F under extreme outdoor design conditions as listed in Table 15 C-4. In addition, during the heating season on a design day, systems shall be capable of attaining a temperature within this acceptable range within 3 hours of switching from a 10° F setback.

**1.5 CONTROLS**

Adequate controls shall be provided within the leased space to ensure satisfactory temperature control under the varying load conditions in each zone. The controls shall not be located above office equipment such as photocopiers, printers, kitchen appliances, etc. The automatic controls shall efficiently control the air temperature in all parts of the leased space and in each zone. The controls shall be completely automatic, 24-hour, 7-day programmable with override switch for easy off-hours operation. Provide commercial electronic, programmable, lock-out thermostats, or monitored Energy Management System within the leased space (see Part A5.20). Provide $CO_2$ sensors in the main returns of the air handlers to monitor and control the $CO_2$ levels and interface with the projects DDC/EMS system (if applicable).

On VAV systems, Variable Frequency Drive controlled supply fans shall be used. Provide logic and programming to reset the duct static setpoint such that the maximum VAV terminal unit damper is open between 85-90%.

**1.6 FILTRATION**

Air filters shall be rated at 25-30% average atmospheric dust spot efficiency with an average arrestence rating of 90-95% when tested in accordance with ASHRAE 52-76 Standard. Return air in a plenum system shall be filtered at the terminal box before entering system.

**1.7 NOISE**

Allowable system noise levels shall be as per Room Criteria (RC) curves in ASHRAE Systems Chapter 43. As maximums, private offices and conference rooms shall be RC 35, with open offices RC 40, and circulation, public areas, and computer rooms RC 45. Plenum return systems must restrict noise transfer to adjacent occupied areas. See Section 07200, 1.2.

**1.8 BUILDING EXHAUST SYSTEM**

Restrooms, showers, mechanical, electrical, janitor rooms, and enclosed copy/workrooms shall receive supply or "transfer" air only and be exhausted directly* to the exterior of the building to prevent air from being recirculated to other rooms**.** Provide separate exhaust system for venting hazardous gasses from laboratories and similar spaces**.** Exhaust fans shall be installed on roof or in mechanical equipment rooms, or shall be readily accessible in-line fans (maximum sound level classification of 9.0 Sones at 0.125 inches static pressure). System/fans shall be controlled by automatic 7-day timer or local timer switch, depending on application (see Table 15 C-1). All exhaust shall be ducted to outside of building away from air intakes. Exhaust systems shall be interlocked with the building HVAC system controls, and operate during the same time that the building is occupied, including manual override unless RES-approved otherwise. Intermittent or source-specific exhaust systems which do not operate continuously during the occupied mode shall be interlocked with the building HVAC system controls to provide necessary makeup air required during operation. See 15500, 1.3 for voice/data distribution and computer (LAN) rooms.

**A common exhaust system may be used to exhaust from several of these rooms provided each room is operated on the same time schedule.*

**1.9 AIR DISTRIBUTION**

The quantity of supply diffusers and return air grilles shall be sufficient to provide even-air distribution throughout the zone. They shall be located in response to the final space plan/work station layout to minimize air blowing directly on individual work stations; but in all cases each supply diffuser shall have a serving area not exceeding 250 square feet and each return air grille shall have a serving area not exceeding 1,000 square feet. Diffusers shall be appropriately sized so as to provide controlled multi-directional/modular core air distribution with vanes, and shall have a balancing damper minimum of 4' upstream of the grille. Diffusers shall have sound ratings at design air flows of below NC 27. Each diffuser shall have a dedicated and accessible duct-mounted volume damper. Perforated grilles on supply diffusers are not acceptable. Floor registers/diffusers are not allowed, unless part of a raised access floor system serving computer (LAN) rooms.

**1.10 AIR INTAKE**

Locate air intake away from exhaust outlets and from sources of odors or degraded air quality such as designated smoker areas, chimneys, plumbing vents, and the like. Locate all outside air intakes on the roof or in protected areas so as to prevent tampering.

**1.11 HUMIDIFICATION**

Where specifically required by Tenant Agency addendum, humidification systems shall be provided to maintain system air at a minimum of 35% relative humidity under outdoor conditions of 20° F Dry Bulb and 70% relative humidity.

**End of Division 15**

# DIVISION 16 - ELECTRICAL

## SECTION 16000 - ELECTRICAL

**1.1 GENERAL**

Provide complete distribution system as required for mechanical and electrical equipment, standard power, isolated power, lighting system, and other equipment as indicated on the drawings and/or specified herein (see Parts A5.21, A5.22, A5.23 & A5.24).

**1.2 PRODUCTS AND APPLICATIONS**

Provide spec-grade devices. Wires shall be attached to receptacles, switches, and fixtures by a positive clamping method that can be tightened and secured by a screw. "Stab Lock" attachment method is not acceptable.

No electrical conduit shall be more than 40% filled.

Cable management system shall consist of trays or stirrups, and shall be used along the spine of the building, turning at 90 degrees to connect any cable rings or hangers used to secure cables from trays or stirrups to point of use. Coordinate the location with the Tenant Agency.

## SECTION 16400 - POWER CIRCUITS (DEFINITIONS)

**1.1 SUMMARY OF THE WORK**

Separate the mechanical power and resistance circuits from receptacle circuits, and locate in separate panels when more than one panel is used. Circuit breaker boxes located in areas accessible to the general public shall have key-controlled locking covers. Identify all circuits on panel box and mark each receptacle with its appropriate circuit number with a visible, indelible marking.

**1.2 DEFINITIONS**

The following definitions shall be utilized for the explanation of electrical symbols delineated on the drawings. The examples of use are typical, but can vary for different tenant agencies. Equipment should be powered as recommended by the manufacturer.

**Dedicated Receptacle**

The sole receptacle served by a dedicated powered circuit. Connect to common ground. Only one simplex, duplex or fourplex receptacle allowed per circuit (usually 20-amp). Identify each receptacle with a red dot. Typically used for equipment and appliances: refrigerators, microwaves, vending machines, photocopiers, laser printers (verify), etc.

**Isolated Dedicated Receptacle**

The sole receptacle with “clean” power served by a dedicated powered circuit. See IG Receptacle definition below for information about circuit breakers. Run separate isolated, insulated ground wire from receptacle to the IG floating grounding bus in panel, with the IG bus connected to common ground at service entrance. Only one simplex, duplex or fourplex receptacle allowed per circuit (usually 20-amp). Receptacle shall be color-designated with an additional red dot. Typically used for: computer mainframes, LANs, file servers, PCs and other microprocessor-based equipment.

**Isolated-Ground (IG) Receptacles**

Receptacles with “clean” power from a 120v, 60Hz, single-phase, 20-amp branch circuit with a separate insulated ground wire that runs from each isolated-ground receptacle to the panel box. IG circuit breakers shall serve only IG receptacles. Group IG circuit breakers together in the main panel (or subpanel) or into a separate subpanel exclusively for IG circuits. If in a branch circuit panel box, run the isolated ground wires to a special insulated separate IG ground bus. Run an

insulated ground wire from the IG bus to the service entrance. This grounding conductor may pass through one or more panel boxes without any connection to the panel box grounding terminal. Connect the IG ground, neutral, and standard ground at the service entrance only. Up to four duplex receptacles may be served from a single 20-amp circuit. IG receptacles shall be color-designated. Typically used for desktop computers.

As an alternative approach for computer management, if requested by the Tenant Agency and approved by the RES Architect, provide a separate dedicated subpanel, standard 20-amp circuits, gray-colored receptacles, maximum of 4 receptacles per circuit.

**Standard Receptacle**
A 120v, 60Hz, single-phase, 20-amp power receptacle served from a standard branch circuit. Connect to common ground. Up to six duplex receptacles may be served from a single 20-amp circuit. Used for task lights, desktop appliances, and general convenience.

## SECTION 16500 – LIGHTING

### 1.1 SUMMARY OF THE WORK

Provide electric lighting serving all spaces shown or referenced on the RES-approved drawings so as to achieve the lighting levels specified in Section 16520, utilizing the fixtures specified in Section 16510, and incorporating switch controls as specified in Section 16530.

### 1.2 INSTALLATION

Fixtures shall be connected with 6'-0" minimum of flex conduit so as to allow repositioning to provide required illumination. Locate fixtures as required for individual desk locations.

## SECTION 16510 – FIXTURE TYPES

### 1.1 FIXTURES, BALLASTS AND LAMPS

Provide, high-efficiency, energy-saving fluorescent fixtures with rapid or programmed-start ballasts, except where noted otherwise below.

Fluorescent ballasts shall be class P thermally-protected, low energy, high-frequency, electronic ballasts meeting ANSI requirements and the following ratings:

1. Minimum Power Factor (PF): 95% at nominal line voltage
2. Maximum Total Harmonic Distortion (THD): 10%
3. Sound Rating: A.

Lamps:

1. For general office spaces: T-5HO or high-efficiency T-8 tri-phosphorous lamps with 3500º K.(+) temperature rating and a minimum color rendering index (CRI) of 80.

2. For specialty fixtures: T-5HO, compact fluorescents, ceramic metal halide, or halogen IR, as appropriate.

3. For exit lights: Light-Emitting Diode (LED) light source with battery back-up. Exit signs must meet Energy Star requirements.

### 1.2 FIXTURE REQUIREMENTS FOR SPECIFIC AREAS

For general office space: provide direct/indirect lighting fixtures, either pendant or recessed (Ledalite “Achieva”, Lithonia “RT5”, Lithonia “Peerless” or “Peerlite”, or approved equal).

For restrooms, utility rooms, lunchrooms, storage rooms, LAN rooms, and the like: provide standard recessed prismatic-lensed fluorescent fixtures.

For conference rooms, training rooms, waiting rooms, hallways and other intensive-use or high profile rooms: provide a combination of fixtures utilizing at least two of the following in each application: pendant or recessed direct/indirect, can lights, wall sconces and wall washers.

In warehouse and high-bay applications: provide high-bay lamp and ballast light fixtures that use multiple T-5HO fluorescent lamps. Lamp and ballast shall have an average rated life of 100,000 hours. Lamps shall be T-5HO lamps with 3500º K.(+) temperature rating and a minimum color rendering index (CRI) of 80.

All fixtures shall be approved by the lamp manufacturer up to a specific ambient operating temperature of 113º F. at 240V (with the ballast inside fixture) or 122º F. at 240V (with the ballast outside fixture).

## SECTION 16520 - LIGHTING LEVELS

### 1.1 WAITING, STORAGE, RESTROOMS AND HALL AREAS

Provide a minimum of 10 average maintained foot-candles illumination in waiting, storage areas and restrooms. Hallways shall have a minimum of 5 average maintained foot-candles illumination.

### 1.2 OFFICES, OPEN OFFICE AREAS, ASSEMBLY AREAS

Provide a minimum of 45 average maintained foot-candles illumination at all work surface desk-level locations. Coordinate light fixture locations with workstation layout in open office areas.

### 1.3 WAREHOUSES

Provide a minimum of 25 average maintained foot-candles illumination measured at 36” AFF at all warehouse locations. Coordinate light fixture locations with warehouse layout.

### 1.4 PARKING AREAS AND PEDESTRIAN PATHWAYS

Provide 2 minimum maintained horizontal and 1 maintained vertical footcandles in parking areas and 1 minimum maintained horizontal and vertical footcandles illumination in all walking areas for pedestrian security, with complete illumination of exterior areas leading from facility/structure to parking areas.

## SECTION 16530 - SWITCHING

### 1.1 SUMMARY OF THE WORK

Switch each space enclosed by walls or ceiling-height partitions with lighting controls within that space. The controls shall be readily accessible at the point of entry/exit to personnel using the space.

**Exceptions:** The following lighting controls may be centralized in remote locations:
1. Lighting controls for spaces which must be used as a whole (such as open office areas).
2. Automatic controls, when provided in addition to manual controls, need not be accessible to the users.
3. Controls requiring trained operators.
4. Controls for safety hazards and security.

### 1.2 AREA CONTROLS

The maximum lighting area that may be controlled from a single switch or automatic control shall not exceed 1,000 sq.ft. A master control may be installed provided the individual switches retain their capability to function independently. Circuit breakers used as switches are not acceptable.

**Exceptions:**
1. Warehouse areas.
2. Areas less than 5% of the building footprint for footprints over 100,000 sq ft.

## 1.3 DAYLIGHT ZONE CONTROL

All daylighted zones, from either skylights or windows, shall be provided with controls which:

1. Control the lights independent of general area lighting, and
2. Automatically reduce lighting power in response to available daylight by either:
   a. A combination of multi-level switching and daylight-sensing automatic controls, which are capable of reducing the light level automatically and turning the lights off, or
   b. A combination of dimming ballasts and daylight-sensing automatic controls, which are capable of dimming the lights continuously.

**Exceptions:**
Display, Exhibition and Specialty Lighting Controls shall be controlled independently of general area lighting.

## 1.4 AUTOMATIC SHUT-OFF CONTROLS, EXTERIOR

Exterior lighting, including signs, shall be capable of being automatically switched off during daylight hours and non-use nighttime hours by either a combination of timer and photocell, or a timer with astronomic control. Automatic time switches shall also have a program back-up capability, which prevents the loss of program and time settings for at least 10 hours if power is interrupted.

## 1.5 AUTOMATIC SHUT-OFF CONTROLS, INTERIOR

Leased spaces greater than 5,000 sq ft shall be equipped with separate automatic controls to shut-off the lighting during unoccupied periods. Within these spaces, all office areas enclosed by walls or ceiling-height partitions, and all meeting and conference rooms, shall be equipped with occupancy sensors.

**Exceptions:**
1. Areas that must be continuously illuminated or illuminated in a manner requiring manual operation of the lighting.
2. Emergency lighting systems.
3. Areas in which health care tasks are performed.

Provide two-level, dual technology, manual-on/manual-off automatic sensors. Mount sensors on the wall or ceiling of the space to be switched.

## 1.6 OCCUPANCY SENSORS

Occupancy sensors shall be capable of automatically turning off all the lights in an area no more than 30 minutes after the area has been vacated. Lighting fixtures controlled by occupancy sensors shall have a wall-mounted, manual switch capable of turning off lights when the space is occupied.

## 1.7 AUTOMATIC TIMED SWITCHES

Automatic timed switches shall have a minimum 7-day clock and be capable of being set for 7 different day types per week and incorporate an automatic “shut-off” feature, which turns off all loads for at least 24 hours and then resumes normally scheduled operations. Automatic time switches shall also have program back-up capabilities which prevent the loss of program and time settings for at least 10 hours if power is interrupted.

Automatic timed switches shall incorporate a manual over-ride switching device which is readily accessible and located so that a person using the device can see the lights or areas controlled by the switch. The manual over-ride switch shall allow the lighting to remain on for no more than 2 hours and control an area not exceeding 5,000 sq.ft.

**1.8 COMMISSIONING REQUIREMENTS**

For lighting controls which include daylight or occupant sensing controls, automatic shut-off controls, occupancy sensors, or automatic time switches, the lighting controls shall be tested to ensure that control devices, components, equipment and systems are calibrated, adjusted and operate in accordance with approved plans and specifications. Sequences of operation shall be functionally tested to ensure they operate in accordance with approved plans and specifications. The Lessor shall provide a complete report of test procedures and results, and submit to the RES Architect.

## SECTION 16600 - COMPUTER ISOLATED POWER SYSTEM

**1.1 SUMMARY OF THE WORK**

Where required as a tenant improvement and shown on the drawings, provide isolated 120-volt power circuits with separate insulated ground wire throughout to separate ground bus in main panel. Identify with color-designated receptacle and identify in panel box. Group isolated power circuits together or provide separate panel box. Provide 1 circuit for 4 isolated-ground duplex receptacles maximum.

**1.2 CALCULATIONS**

NOTE: Provide proper power to all computer equipment; do not overload circuits. Calculations for the number of workstations are based on the following:

| Typical | |
|---|---|
| 1 personal computer (CPU) | 2.70 amps |
| 1 monitor | .95 amps |
| Total | 3.65 amps |

A 20-amp circuit design load is 80 percent (80%), or 16 amps.

$16A \div 3.65A = 4.38\pm \approx 4$ computers

Dot matrix printers should be plugged into standard-power receptacles. Laser printers should be plugged into isolated-ground receptacles. Laser printers should have circuits verified for electrical load. It is recommended that they have their own isolated-dedicated ground. The loads are:

| | |
|---|---|
| Dot matrix | 1.00 amps |
| Laser | 7.60 amps |

These loads shall be verified by the electrical information plate on the computer or by referencing its manual. A 20-amp circuit is needed for one PC, monitor, and laser printer.

## SECTION 16610 - POWER EQUIPMENT

**1.1 FLOOR BOX SERVICE FITTINGS**

Provide recessed boxes and durable flush-floor metal covers for service fittings at open office locations. Walker, Hubbell, or RES-approved equal. The covers shall accommodate carpet application for the finished appearance.

**1.2 SERVICE POLES (Power Duct Posts)**

When service poles are shown on RES drawings, provide 6'-0" minimum flex electrical connection in ceiling space to allow repositioning for accommodating workstation furniture. Install above-ceiling J-box in locations concurrent with the service poles shown on RES drawings. Exact service pole locations and pole installation shall be determined by furniture placement at the time of move-in by the State Tenant Agency. Connect the systems furniture wiring (provided by the State's vendor) to the "hot boxes" after the system furniture has been installed.

## SECTION 16700 - VOICE/DATA DISTRIBUTION ROOMS

**1.1 GENERAL**

Contractor shall coordinate with, and provide site access to, the State Department of Information Services and with the telephone/data vendors and/or contractors. Coordinate the placement of all rough-in requirements and all State-supplied equipment that is required for a proper functioning telephone system.

**1.2 INSTALLATION/FITTINGS**

Provide rough-in system as required for complete standard installation of equipment, cable, and accessories. Provide J-box, mud ring, and 1" conduit with bushings to ceiling access where required for wall outlets.

NOTE: J-box and conduit required only where location is in walls or partitions. Provide standard flush-floor box service fittings for open office locations except at existing slab-on-grade.

**1.3 VOICE/DATA DISTRIBUTION ROOMS**

Do not locate the building electrical panels in, adjacent to, or on a common wall with any voice/data distribution room. Provide 2 - 120V dedicated outlets on one dedicated 20-amp circuit for telephone equipment, location as required by the State Department of Information Services. In addition, provide 4 - 4” diameter conduit sleeves through floors from distribution room and through floors and ceiling into the voice/data distribution rooms. (See Section 06200, 1.3 for wall-mounted equipment board requirements).

## SECTION 16720 – FIRE ALARMS

**1.1 SUMMARY OF THE WORK**

Where required by code or the Tenant Agency, provide a centrally-controlled and annunciated, non-coded, fire alarm system including audible and visual alert devices, manual pull stations, automatic heat/smoke detectors, and automatic communication to a central monitoring provider. Provide a fire alarm system designed, installed and tested in accordance with the NFPA 72 National Fire Alarm Code and federal, state and local codes. Provide and maintain central monitoring provider service including continuing communications systems.

**End of Division 16**

# END OF REQUIREMENTS

# R.E.S. ACCESSIBILITY ADDENDUM

**Issued June 2007**

**The following addenda items are supplementary requirements to the July 2005 edition of Leased Space Requirements that apply to all State-leased facilities. The Lessor is required to comply with all requirements and directives delineated in its content. All issues and directives contained in this Addendum are considered basic requirements as defined in Parts A4 & A5 and therefore shall be accomplished at the sole cost and expense of the Lessor. (The original code references that are superseded or revised by this addendum are shown in parentheses.)**

1) **On all as-built drawings or proposal drawing submittals, the Lessor shall clearly delineate the location of existing and proposed accessible parking, public transportation stop(s), and the accessible routes of travel from each to the main entrance of the proposed leased space. On multi-building sites, accessible routes of travel between buildings shall also be shown. (Part A2.2 in Leased Space Requirements)**

2) **All accessible pedestrian curb cuts shall be located and constructed perpendicular to each street served, eliminating diagonal curb cuts (those which direct people towards the center of street intersections).**

3) **All accessible entries shall be as close as practical to the adjacent finished grade and accessible parking.**

4) **The accessible route of travel shall be in front of or to the side of the parking spaces. (ICC/ANSI A117.1-2003, Section 502 and IBC 1106.6).**

5) **All exterior on-site accessible routes shall be a minimum of 60" wide and shall have visual and textural cues at transition areas. (ICC/ANSI A117.1-2003, Sections 402, 403.5, 703 & 705)**

6) **On single-owner multi-building sites, there shall be accessible routes of travel to and between all buildings.**

7) **All interior and exterior accessible pathways, including ramps, shall have a slope no steeper than 1' of rise in 20' of run, excluding curb ramps/cuts, equipment distribution ramps, loading docks and data centers. (ICC/ANSI A117.1-2003, Sections 405)**

8) **Where benches are provided, at least one shall have a back, a support arm, and a level wheelchair space immediately adjacent to the bench end. (ICC/ANSI A117.1-2003, Section 305)**

9) **For buildings housing a minimum of 10,000 sf of State-leased space, at least one set of the primary entry doors, as well as the primary interior entrance to all State-leased spaces within such buildings, shall be equipped with power-operated doors (controlled by either motion sensors or remote activators, and configured so as to be compatible with any building access security systems). (ICC/ANSI A117.1-2003, Section 404.3)**

10) **Accessible stations at reception and service counters shall be integrated within the main service counter.**

11) **Public interior corridors leading to tenant-leased spaces shall be a minimum of 72" wide. Primary circulation hallways within tenant-leased spaces shall be a minimum of 60" wide.**

12) **Where public telephones are provided, at least one in each group of telephones shall be equipped for TTY. (ICC/ANSI A117.1-2003, Section 704)**

13) **Areas of refuge shall be provided on each story above ground level. Where feasible, locate areas of refuge in a stairwell on an exterior wall. (IBC 1007.6)**

14) **All floors served by elevators shall have at least one cab sized to accommodate an ambulance stretcher. (IBC 3002.4)**

15) **When a sound system is installed in assembly occupancies, it shall include an assistive listening system. (ICC/ANSI A117.1-2003, Section 706)**

16) **The HVAC serving all offices, open office areas, conference/meeting rooms, and auditoria shall conform to noise criteria specified in the 2003 ASHRAE Handbook, Chapter 47, Table 34, "Design Guidelines for HVAC-related Background Sound in Rooms."**

**EXCEPTIONS**

**The RES Architect may approve exceptions to any of the above requirements for good and reasonable cause. These might include unusual terrain, prohibitive cost, compliance with local jurisdiction design standards, or where the building design cannot be realized and still meet applicable requirements. All requests for exceptions shall be submitted in writing.**

**END OF R.E.S. ACCESSIBILITY ADDENDUM**

State of Washington

# SPACE PLANNING DATA SHEET

Last updated: November 2015

**Instructions:** This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage.

Data supplied in this document will be used to:
-Evaluate agency request for space
-Develop the request for proposal or market search for space
-Evaluate qualifying proposals ability to meet the program needs
-Assist in developing a space plan

The following pages include summary instructions at the top of each page.

**Project Summary Information (from the following sheets)**

| | | | |
|---|---|---|---|
| **Project Title:** | **Gambling Headquarters Lacey Relocation** | **Date:** | **11/5/2015** |
| **Existing Facilities Total Square Feet:** | **42,745** | | |

| | 5-Year | 10-Year |
|---|---|---|
| Square Feet for Workspaces | 6,506 | 6,506 |
| Square Feet for Lobbies, Collaboration, and Training Rooms | 2,355 | 2,355 |
| Square Feet for Equipment, Storage and Workrooms | 2,460 | 2,460 |
| Square Feet for Other Office Support Areas | 2,128 | 2,128 |
| Square Feet for Special Areas | 2,905 | 2,905 |
| **Occupant Area** | **16,354** | **16,354** |
| Base Building Circulation (40% of Total Occupant Area) | 6,542 | 6,542 |
| **Usable (Total Occupant Area + Base Building Circulation)** | **22,896** | **22,896** |
| Building Service and Amenity Areas (10% of Usable Square Feet) | 2,290 | 2,290 |
| **Total Rentable Square Feet** | **25,185** | **25,185** |
| Square Feet Not in Circulation Area (Warehouse and Special Equipment) | 4,000 | 4,000 |
| **Total Project Square Feet** | **29,185** | **29,185** |

| **Total Workspaces and Users** | **Existing** | **5-Year** | **10-Year** |
|---|---|---|---|
| **Total Workspaces** | 110 | 75 | 75 |
| **Total Users** | **87** | **87** | **95** |
| **Rentable Square Feet Per Workspace** | **389** | **336** | **336** |
| **Rentable Square Feet per User** | **491** | **289** | **265** |

| | | | |
|---|---|---|---|
| **Number of Workspaces to Number or Users** | **1.26** | **0.86** | **0.79** |

**PROJECT TITLE:** Gambling Headquarters Lacey Relocation **DATE:** 11/5/2015

**Instructions**: Identify the position type, the workspace type and the space allocated for each workspace. Include the number of users and the workspace count for each space type in user count and workspace count sections. Refer to the instructions for definition of user, workspace and space type.

**WORKSPACES AND USERS**

| | | | USER COUNT | | | WORKSPACE COUNT | | | WORKSPACE SQUARE FEET | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| POSITION TYPE | WORKSPACE TYPE | SPACE ALLOCATED FOR EACH WORKSPACE | EXISTING FACILITY | 5 YEAR | 10 YEAR | EXISTING FACILITY | 5 YEAR | 10 YEAR | TOTAL SQUARE FEET IN EXISTING FACILITY | TOTAL SQUARE FEET (5 YEAR) | TOTAL SQUARE FEET (10 YEAR) | ADDITIONAL NOTES |
| Director | Private Office | 320 | 1 | 1 | 1 | | 1 | 1 | - | 320 | 320 | |
| Executive Assistant | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| Deputy Director | Private Office | 270 | 1 | 1 | 1 | | 1 | 1 | - | 270 | 270 | |
| Administrative Assistant | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| Public Info Officer | Workstation | 64 | 1 | 1 | 1 | 85 | 1 | 1 | 5,440 | 64 | 64 | WS based on initial PO request |
| Tribal Liaison | Private Office | 200 | 1 | 1 | 1 | 25 | 1 | 1 | 5,000 | 200 | 200 | P.O. based on initial request |
| HR Program Administrator | Private Office | 220 | 1 | 1 | 1 | | 1 | 1 | - | 220 | 220 | |
| HRC4 / HR Supervisor | Private Office | 120 | 1 | 1 | 1 | | 1 | 1 | - | 120 | 120 | |
| HRC2 | Workstation | 64 | 1 | 1 | 1 | | 1 | 1 | - | 64 | 64 | |
| test/file review space in HR | Workstation | 64 | 1 | 1 | 1 | | 1 | 1 | - | 64 | 64 | |
| Records Officer | Private Office | 120 | 1 | 1 | 1 | | 1 | 1 | - | 120 | 120 | |
| LRE Sup | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| LRE Assistant Director | Private Office | 220 | 1 | 1 | 1 | | 1 | 1 | - | 220 | 220 | |
| LRE staff cubicles | Workstation | 64 | 30 | 30 | 30 | | 30 | 30 | - | 1,920 | 1,920 | |
| BOD Program Administrator | Private Office | 220 | 1 | 1 | 1 | | 1 | 1 | - | 220 | 220 | |
| BOD sup | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| BOD staff | Workstation | 64 | 6 | 6 | 6 | | 6 | 6 | - | 384 | 384 | |
| Budget | Workstation | 64 | 1 | 1 | 1 | | 1 | 1 | - | 64 | 64 | |
| ITD Program Administrator | Private Office | 220 | 1 | 1 | 1 | | 1 | 1 | - | 220 | 220 | |
| ITD Supervisors | Workstation | 96 | 2 | 2 | 2 | | 2 | 2 | - | 192 | 192 | |
| IT staff | Workstation | 64 | 3 | 3 | 3 | | 3 | 3 | - | 192 | 192 | |
| EGL Sup | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| EGL staff | Workstation | 64 | 6 | 6 | 6 | | 6 | 6 | - | 384 | 384 | |
| Managing Attorney | Private Office | 120 | 1 | 1 | 1 | | 1 | 1 | - | 120 | 120 | |
| Training Sup/Acreditation Officer | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | - | 96 | 96 | |
| TGU AIC share w/ LRE AIC (Spok) | Private Office | 180 | 1 | 1 | 1 | | 1 | 1 | - | 180 | 180 | |
| AA for TGU | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | | 96 | 96 | |
| TGU Sup (SD) | Workstation | 96 | 1 | 1 | 1 | | 1 | 1 | | 96 | 96 | |
| TGU Agent Shared Space | Workstation | 40 | 17 | 17 | 25 | | 5 | 5 | - | 200 | 200 | |
| Visitor | Enclosed Office | | | | | | | | - | - | - | |
| Visitor | Workstation | | | | | | | | - | - | - | |
| Visitor | Touch Down | | | | | | | | - | - | - | |
| **TOTALS** | | | 87 | 87 | 95 | 110 | 75 | 75 | 10,440 | 6,506 | 6,506 | |
| **TOTAL GROWTH PROJECTED** | | | | 0.0% | 9.2% | | -31.8% | -31.8% | | | | |
| **PERCENTAGE OF PRIVATE OFFICES TO TOTAL USERS** | | | 28.7% | 12.6% | 11.6% | 22.7% | 14.7% | 14.7% | | | | |

**SQUARE FEET PER SPACE TYPE GUIDE**

| TYPE OF SPACE | SQUARE FEET |
|---|---|
| Private Office | 100-250 |
| Workstation | 64-100 |
| Touchdown space | 25-48 |

**PROJECT TITLE:** **Gambling Headquarters Lacey Relocation** **DATE: 11/5/2015**

**Instructions:** Identify the types of meeting spaces that are necessary for this facility. See the guide at the bottom of the page to assist in completing the required fields. The square feet per occupant guide is provided as general information and the intended use of the space should be considered when calculating the square feet per occupant need.

**CONFERENCE, TRAINING AND COLLABORATION SPACE**

| | SPACE CALCULATION | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| TYPE OF SPACE | NUMBER OF OCCUPANTS | SQUARE FEET PER OCCUPANT | SQUARE FEET PER SPACE | 5-YEAR QUANTITY | 10-YEAR QUANTITY | TOTAL SQUARE FEET (5-YEAR) | TOTAL SQUARE FEET (10-YEAR) | ADDITIONAL NOTES |
| executive conference room | 20 | 20 | 400 | 1 | 1 | 400 | 400 | |
| Training Room | 20 | 25 | 500 | 1 | 1 | 500 | 500 | |
| Small HR meeting space | 4 | 20 | 80 | 1 | 1 | 80 | 80 | |
| LRE breakout room | 10 | 15 | 150 | 1 | 1 | 150 | 150 | |
| LRE conference room | 40 | 15 | 600 | 1 | -1 | 600 | 600 | |
| small meeting rooms | 5 | 25 | 125 | 5 | 5 | 625 | 625 | |
| | | | - | | | - | - | |
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| | | | - | | | - | - | |
| | | | - | | | - | - | |
| | | | - | | | - | - | |
| **CONFERENCE, TRAINING AND COLLABORATION SPACES** | | | | | | 2,355 | 2,355 | |

**SQUARE FEET PER OCCUPANT GUIDE**

| TYPE OF SPACE | SQ FT PER OCCUPANT | TYPE OF SPACE | SQ FT PER OCCUPANT |
|---|---|---|---|
| Auditorium/Assembly Space | 7-15 sf/occupant | Hearings Room | 20 sf/person |
| Conference/Breakout Room | 15 sf/occupant | Classroom/Computer Training | 25-36 sf/occupant |
| Open Meeting Areas | 16-25 sf/occupant | | |

**PROJECT TITLE:** Gambling Headquarters Lacey Relocation **DATE:** 11/5/2015

**Instructions:** Identify the types of equipment and general storage spaces that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

**EQUIPMENT AND GENERAL STORAGE**

| | SPACE CALCULATION | | | | | ADDITIONAL SPACE USE INFORMATION |
|---|---|---|---|---|---|---|
| TYPE OF SPACE | SQUARE FEET PER SPACE | 5-YEAR QUANTITY | 10-YEAR QUANTITY | TOTAL SQUARE FEET (5-YEAR) | TOTAL SQUARE FEET (10-YEAR) | ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS) |
| commission meeting equip | 100 | 1 | 1 | 100 | 100 | |
| HR storage (reruit, safety, files) | 150 | 1 | 1 | 150 | 150 | |
| BOD storage room | 180 | 1 | 1 | 180 | 180 | |
| ITD copy room | 100 | 1 | 1 | 100 | 100 | |
| LRE AD file space | 120 | 1 | 1 | 120 | 120 | |
| Public Records file space | 360 | 1 | 1 | 360 | 360 | |
| LRE copier/scanner/printer/supplies | 350 | 1 | 1 | 350 | 350 | |
| Storage - cubicle parts/etc | 150 | 1 | 1 | 150 | 150 | |
| Computer Storage - ITD | 250 | 1 | 1 | 250 | 250 | |
| EGL storage | 250 | 1 | 1 | 250 | 250 | |
| HQ copier/printer/supply room | 150 | 1 | 1 | 150 | 150 | |
| TGU files space | 100 | 1 | 1 | 100 | 100 | |
| TGU storage space | 50 | 1 | 1 | 50 | 50 | |
| TGU NAT storage room | 150 | 1 | 1 | 150 | 150 | |
| | | | | - | - | |
| | | | | - | - | |
| | | | | - | - | |
| | | | | - | - | |
| | | | | - | - | |
| | | | | - | - | |
| | | | | - | - | |
| **TOTAL SQUARE FEET FOR STORAGE, FILES AREAS, & WORKROOMS** | | | | 2,460 | 2,460 | |

**TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY**

| | |
|---|---|
| Copy/Printer Area | Central File Area |
| File Areas | General Storage |
| Supply Workroom | IT Storage/Workroom Area |
| Mail Room | High Density File Area |

**Project Title:** Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

**Instructions:** Identify the types of other office support areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

**OTHER OFFICE SUPPORT AREAS**

| | SPACE CALCULATION | | | | | ADDITIONAL SPACE USE INFORMATION |
|---|---|---|---|---|---|---|
| TYPE OF SPACE | SQUARE FEET PER SPACE | 5-YEAR QUANTITY | 10-YEAR QUANTITY | TOTAL SQUARE FEET (5-YEAR) | TOTAL SQUARE FEET (10-YEAR) | ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENT) |
| Exec Asst work area | 70 | 1 | 1 | 70 | 70 | |
| GC library | 10 | 1 | 1 | 10 | 10 | |
| BOD work area/open area | 200 | 1 | 1 | 200 | 200 | |
| lunch room/kitchen | 500 | 1 | 1 | 500 | 500 | |
| coffee bar/fridge/micro | 108 | 1 | 1 | 108 | 108 | up to a maximum of 108 if multiple floors |
| janitor closet | 240 | 1 | 1 | 240 | 240 | up to a maximum of 240 if multiple floors |
| Data Center (ITD) | 400 | 1 | 1 | 400 | 400 | |
| Computer Room (ITD) | 300 | 1 | 1 | 300 | 300 | |
| Network Closet | 200 | 1 | 1 | 200 | 200 | up to a maximum of 200 if multiple floors |
| TGU library/bookcases | 100 | 1 | 1 | 100 | 100 | |
| | | | | - | - | |
| | | | | - | - | |
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| | | | | - | - | |
| | | | | - | - | |
| TOTAL SQUARE FEET FOR OTHER OFFICE SUPPORT AR | | | | 2,128 | 2,128 | |

**TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY**

| | | |
|---|---|---|
| Reception | Lunch Rooms | Coffee Bars |
| Telecom Closets | Break Rooms | LAN Room |
| Wellness Rooms | Library/Resource Area | Showers |
| Janitor Closet | Lactation Room | |

**Project Title:** Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

**Instructions:** Identify the types of special areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

**PROGRAM SPECIFIC AREAS**

| | SPACE CALCULATION | | | | | ADDITIONAL SPACE USE INFORMATION |
|---|---|---|---|---|---|---|
| TYPE OF SPACE | SQUARE FEET PER SPACE | 5-YEAR QUANTITY | 10-YEAR QUANTITY | TOTAL SQUARE FEET (5-YEAR) | TOTAL SQUARE FEET (10-YEAR) | ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS) |
| Evidence Room | 200 | 1 | 1 | 200 | 200 | secured, special locks, load/height requirements |
| interview rooms | 80 | 2 | 2 | 160 | 160 | must have security camera |
| Mail Room / Cash Room | 525 | 1 | 1 | 525 | 525 | w/ limited access/proxy card. 2 set of double doors. |
| fingerprinting room | 80 | 1 | 1 | 80 | 80 | |
| ACCESS terminal | 180 | 1 | 1 | 180 | 180 | locked office |
| forensics equip lab | 300 | 1 | 1 | 300 | 300 | locked office |
| legal files locked files | 120 | 1 | 1 | 120 | 120 | |
| Gun Room / equip storage | 300 | 1 | 1 | 300 | 300 | locked room, needs sink and hood |
| licensing case files | 1040 | 1 | 1 | 1,040 | 1,040 | load restrictions for this |
| | | | | - | - | |
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| | | | | - | - | |
| **TOTAL SQUARE FEET FOR PROGRAM SPECIFIC AREAS** | | | | 2,905 | 2,905 | |

**TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY**

| | |
|---|---|
| Interview Rooms | Clinic/Health Unit |
| Laboratory | Client Restrooms |
| Emergency Operations Center | Locker Room |
| Map Room | Service Delivery Lobby |

**Project Title:** Gambling Headquarters Lacey Relocation **Date:** 11/5/2015

**Instructions:** Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide at the bottom of the page for types of space to consider in this category.

## WAREHOUSE AND SPECIAL EQUIPMENT

| | | SPACE CALCULATION | | | | | ADDITIONAL SPACE USE INFORMATION |
|---|---|---|---|---|---|---|---|
| TYPE OF SPACE | CONDITIONED/NOT CONDITIONED | SQUARE FEET PER SPACE | 5-YEAR QUANTITY | 10-YEAR QUANTITY | TOTAL SQUARE FEET (5-YEAR) | TOTAL SQUARE FEET (10-YEAR) | ADDITIONAL NOTES REGARDING USE OF THE SPACE (INCLUDE ANY FLOOR LOADING REQUIREMENTS) |
| Gaming Laboratory | Conditioned | 4,000 | 1 | 1 | 4,000 | 4,000 | Ground Floor Location |
| | | | | | - | - | |
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| | | | | | - | - | |
| **TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT** | | | | | 4,000 | 4,000 | |

**TYPE OF SPACE TO CONSIDER FOR THIS CATEGORY**

| |
|---|
| Shop |
| Loading Dock |
| Special Equipment Storage |
| Emergency Generator System |

Appendix C, Electronic Gambling Lab and Data Center Unique Requirements

**Electronic Gambling Lab**

Power

- Prefer suspended cable raceways to carry power, as well as wall mounted outlets
- 46 x 4-plex 120V clean power Receptacles
- 10 x 210V clean power Receptacles
- Dedicated electrical distribution panel with emergency shutoff

Physical space

- Ground floor location
- 4' doors
- 1 exterior door for equipment delivery
- A loading dock may be advantageous to the AGENCY
- 10' ceilings
- Non-carpeted (potential acceptable finishes include: VCT, Sheet vinyl, polished concrete, etc.)

Fire Suppression

- A clean agent fire suppression system may be advantageous to the AGENCY (double interact system)
- Pre-action system
- An early warning smoke detection and alarm (VESDA) system may be advantageous to the AGENCY

Dedicated HVAC Cooling

- Required Sensible Cooling BTU\H – 249,200
- 31 approximate nominal tons required to produce sensible cooling using a sensible to total cooling ratio of 0.68 (Lessors Contractor to verify and submit on proposed equipment to show compliance with Sensible Cooling requirement)

**Data Center**

Power

- Prefer suspended cable raceways to carry power, in addition to wall mounted outlets
- 12 x L5-30P 120V Receptacles
- 1 x L6-30 208/230V Receptacles
- Dedicated electrical distribution panel with emergency shutoff

Physical Space

- 4' entrance door
- Non-carpeted (potential acceptable finishes include: VCT, Sheet vinyl, polished concrete, etc.)

Fire Suppression

Appendix C, Electronic Gambling Lab and Data Center Unique Requirements

- A clean agent fire suppression system may be advantageous to the AGENCY (double interact system)
- Pre-action system
- Early warning smoke detection and alarm (VESDA) system

Dedicated HVAC Cooling

- Required Sensible Cooling BTU\H – 139,915
- 18 approximate nominal tons required to produce sensible cooling using a sensible to total cooling ratio of 0.68 (Lessors Contractor to verify and submit on proposed equipment to show compliance with Sensible Cooling requirement)

**EXHIBIT 1 INSTRUCTIONS TO PROPOSERS AND EVALUATION CONSIDERATIONS (Revised July 8, 2015)**

## Section 1 General

### 1.1 Purpose

This RFP is for the sole purpose of requesting proposals. It is not an offer to contract in any way and should not be construed to create any legally binding obligations on either the State or any proposer of any kind. The RFP is not subject to RCW 39.26, or any competitive process laws or procurements laws, and should not be construed as creating any process rights or requirements of any kind. The only legal obligation that may be expected to arise in connection with the RFP may be a lease negotiated and fully executed between the State and a proposer, should the State determine to enter such negotiations with a proposer.

### 1.2.1 Constraints

1.2.2 The Constitution of the State of Washington prohibits payments in advance or in anticipation of receipt of goods and services. The successful Proposer who enters a lease with the State shall be paid only as provided in the lease after goods and services are delivered and accepted and/or services are rendered.

1.2.3 The State will not reimburse any submitter's costs associated with preparing or presenting any proposal in response to this solicitation (RFP).

1.2.4 All properties should have all standard utilities available to the site and building including, but not limited to, water, power, sanitary sewage disposal, electricity, and telephone/cable services.

1.2.5 Properties should be free of any and all hazardous/toxic substances, including without limitation, asbestos, polychlorinated biphenyls, petroleum leakage or agricultural chemicals.

1.2.6 The proposed site should also be free from liens, easements, and any other encumbrances except as enumerated in the proposal and determined to be acceptable to the State.

1.2.7 Subject to the provisions of Subsection 2.4, where conflict occurs between the RFP and an applicable code or standard, the code or standard should prevail unless the requirements specified in the RFP are more stringent.

1.2.8 Subject to the provisions of Subsection 2.4, if a conflict exists between amendments, or between an amendment and the RFP, the document issued last shall take precedence. DES's official answers to submitter's questions will be considered an amendment to this RFP.

1.2.9 The State has established certain mandatory requirements which must be included as part of any RFP.

1.2.9.1 The use of the terms "shall", "must", or "will" (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition. Failure to comply with a mandatory

requirement is grounds for rejection, but DES reserves that right to waive such a requirement as it deems appropriate.

1.2.9.2 The words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a proposal.

## 1.3 No Contract or Binding Commitments by the State

1.3.1 Subject to limitations of law, including but not limited to anti-discrimination laws, the State retains complete discretion to:

1.3.1.1 To evaluate any proposal on such grounds as it determines are appropriate to meeting the AGENCY needs and providing value to the State,

1.3.1.2 To decide whether a proposal or the qualifications of a proposer are acceptable and to revise any such decision as it deems warranted,

1.3.1.3 To decide whether a proposal or proposer is rejected, moves on to additional review, or is selected for a status, such as apparent successful proposer(s) /proposal(s), and to revise any such decision as it deems warranted,

1.3.1.4 With or without notice, to modify, delete or supplement any criteria for evaluation or acceptability of a proposal or proposer,

1.3.1.5 To modify or cancel this RFP or the entire project as it determines appropriate in the interests of the State, and

1.3.1.6 In the event of cancellation, to proceed in the manner as the State deems appropriate.

1.3.2 The State may amend this RFP and extend the deadline for any submission as it deems appropriate.

1.3.3 The evaluation of proposals is done through a qualitative review. To the extent that the evaluation involves a quantification of various criteria, such quantification is considered as only one potential indicator of quality and value that is considered in the overall qualitative review. All project requirements and evaluation criteria referenced for this project, including the specific criteria used to evaluate proposals, the weighting of such criteria, and method of assessment are subject to modification by the State at any time, for its own purposes and with or without notification to interested parties throughout the Request for Proposal process.

1.3.4 The State intends, solely as a service to proposers, but does not legally commit, to notify proposers if the RPF has been cancelled or amended, an additional stage in the review process has been included, and if a proposal/proposer has been rejected, or selected in a status, such as apparent successful proposer/proposal.

1.3.5 All proposals will be reviewed to determine whether they are compliant with the requirements, specifications and instructions as specified in this RFP. Failure to comply with

any requirement, specification or instruction may result in the rejection of the Proposal as non-responsive, but the DES retains discretion to waive non-compliance as it deems appropriate.

1.3.6 This RFP does not obligate the State of Washington, DES or the AGENCY to lease space as specified in this RFP. The State may, at any time and at its sole discretion cancel or modify the RFP or project, reject all proposals, reissue the RFP, issue a new RFP and/or not execute a Lease as a result of this RFP or subsequent negotiations. Should the State cancel the RFP, the State may re-advertise, perform a market search, negotiate with or enter a lease with any person for any space of its choice, cancel the project, or otherwise proceed as it deems appropriate.

1.3.7 The provisions of section 1.3 shall prevail over any other inconsistent provision including but not limited to: (1) a statement of the project's staff or any other State representative, (2) any amendment (including any official Q & A) that does not make an explicit exception to the applicable provision of section 1.3; (3) a provision of this RFP that is not in section 1.3.

## 1.4 Sole Point of Contact

1.4.1 Unless otherwise provided in the RFP or an amendment, the Project Lead is the only person authorized to provide information relative to this RFP; representations from others should be confirmed with the Project Lead. All communication between DES, the AGENCY and proposers upon the release of this RFP should be with the Project Lead. Communication regarding this RFP directed to parties other than the Project Lead may result in disqualification of the Proposer(s) involved.

1.4.2 All detailed and technical questions related to this RFP should be directed to Project Lead. Responses to such questions may be made available as appropriate to all the proposers at RES Request to Lease Space webpage. Proposers should check for written statements issued by the Project Lead and posted at RES Request to Lease Space webpage. It is the responsibility of the Proposer to check the official designated website for any information, modification or amendment to this RFP.

## 1.5 Standard Lease Document

For the required term of the lease, Proposers should provide written and verifiable documentation of the ability to control the property through option to lease, first right of refusal, fee ownership, long-term lease, valid purchase contract or option to purchase contract. To demonstrate ownership and/or control, Proposers should include an executed copy of an option to lease long-term, first right of refusal, long-term lease, valid purchase contract, option to purchase, or fee title deed. In the event that the Proposer is proposing a property controlled through a lease agreement, if owner's approval is required for a sublease, Proposers should include a copy of the lease, with all exhibits, attachments and amendments, and a signed, written consent from the legal owner agreeing to a sublease for the length of the term proposed under the terms of the state standard lease form.

## 1.6 Space Requirements

1.6.1 All proposals submitted in response to this advertisement must identify if the proposed space/building will meet or exceed all of the State's requirements shown in Appendix A (Space Requirements) including the Leased Space Requirements (LSR), all applicable LSR addenda, and any additional space requirements that is provided in this RFP if applicable, by the date specified for Beneficial Occupancy.

1.6.2 Typically, the State expects that all proposals will meet all of these Space Requirements, but exceptions may be recognized. Proposers may identify alternatives to elements in the Space Requirements (Appendix A) and describe how such alternatives could be beneficial to the State using Exhibit 4.

## 1.7 Proof of Control of Property

1.7.1 For the required term of the lease, Proposers shall provide written and verifiable documentation of the ability to control the property through option to lease, first right of refusal, fee ownership, long-term lease, valid purchase contract or option to purchase contract.

1.7.2 To demonstrate ownership and/or control, proposers should include an executed recorded copy of an option to lease long-term, first right of refusal, long-term lease, valid purchase contract, option to purchase, or fee title deed.

1.7.3 In the event that the Proposer is proposing a property controlled through a lease agreement, Proposers should include a copy of the lease, with all exhibits, attachments and amendments, and a signed, written consent from the legal owner agreeing to a sublease for the length of the term proposed and the terms of the state standard lease form if owner's approval is required under the lease.

## 1.8 Owner's Representation

1.8.1 Although the State encourages brokers to submit proposals, the State does not retain real estate brokers or pay commissions.

1.8.2 Brokers or agents shall include documentation from the Legal Owner(s) of the property authorizing the broker's or agent's submittal with each proposal. This documentation must clearly state the name of the legal owner, the name of the authorized broker or agent, the location of the building, and be signed and dated by the legal owner, as well as including a copy of the title deed identifying the legal owner.

## 1.9 Conflict of Interest

Proposers need to be aware of any potential conflict of interest as defined in RCW 42.52.080 - Employment after public service - as described in part below:

1.9.1 No former state officer or state employee may, within a period of one year from the date of termination of state employment, accept employment or receive compensation from an employer if:

1.9.1.1 The officer or employee, during the two years immediately preceding termination of state employment, was engaged in the negotiation or administration on behalf of the state or agency of one or more contracts with that employer and was in a position to make discretionary decisions affecting the outcome of such negotiation or the nature of such administration;

1.9.1.2 Such a contract or contracts have a total value of more than ten thousand dollars; and

1.9.1.3 The duties of the employment with the employer or the activities for which the compensation would be received include fulfilling or implementing, in whole or in part, the provisions of such a contract or contracts or include the supervision or control of actions taken to fulfill or implement, in whole or in part, the provisions of such a contract or contracts. This subsection shall not be construed to prohibit a state officer or state employee from accepting employment with a state employee organization.

1.9.1.4 No person who has served as a state officer or state employee may, within a period of two years following the termination of state employment, have a direct or indirect beneficial interest in a contract or grant that was expressly authorized or funded by specific legislative or executive action in which the former state officer or state employee participated.

## 1.10 Preparation and Submission of Proposals

1.10.1 Proposals must be submitted on the Lease Proposal Form. Proposal not submitted on the Lease Proposal Form will be rejected as non-responsive.

1.10.2 Proposers shall provide the original and required copies of their proposals no later than the date and time specified in the RFP.

1.10.3 The proposal must contain all the required and supporting documents as described in Exhibit 5 - Proposal Checklist.

1.10.4 Each proposer must complete and sign the Acknowledgements and Certifications section of the Lease proposal Form. Such signature(s) shall be of the owner(s), corporate officials, or legal representatives of the Proposer.

End of Section 1

## Section 2 Assessment Criteria

### 2.1 Agency Program and Operational Needs

#### 2.1.1. Service Area

A good location can improve access, but a poor location can hinder the State's objectives to provide convenient and efficient services. The location should be compatible with the AGENCY's business operations, provide effective administrative support for the AGENCY's field offices in the region and facilitate the delivery of services to the AGENCY's clients.

The surrounding area/neighborhood should be compatible with the AGENCY's operations.

Consideration will be given to how the location facilitates the performance of the AGENCY'S administrative functions and delivery of services.

#### 2.1.2 Proximity/Adjacency

Proximity to the AGENCY's "partners" and other service delivery organizations is often advantageous. The State encourages the consolidation or co-location of state agencies when appropriate to improve service delivery, minimize the duplication of services, and increase efficiency of operations. In addition, proximity to basic services and amenities such as retail and food outlets within walking distance could reduce midday traffic and enhance public and employee experiences.

Consideration will be given to the site's proximity to other similar or supporting providers and/or the potential for co-location with other state agencies and a variety of amenities.

#### 2.1.3 Building Suitability for Program

When the design and use of a facility serves the people who use them and the programs it houses, the project is functionally successful. Program and functionality are also characterized by building type. The proposal should demonstrate a clear understanding of the functional and physical requirements of the project, including the unique programmatic requirements of the AGENCY.

Consideration will be given to how well the building meets the AGENCY mission/goals and objectives and programmatic and operational needs.

#### 2.1.4 Location and Site Layout

A good site layout can be critical, not just for access, but for supporting different travel uses. Transit-oriented and pedestrian friendly design, with design considerations specifically geared toward encouraging walking and transit use, can effectively foster alternative mode choices. When appropriate, the primary public entrance to the building(s) should face the street when possible, and the primary public entrance(s) should be clearly visible and identifiable from the street and public sidewalk. A final site layout must allow and utilize input from DES and the Agency so as to best accommodate the needs of the State and the Agency.

Consideration will be given to how well the location and layout support the AGENCY's objectives.

### 2.1.5 Parking

The State's policy is to promote more effective and efficient utilization of available parking spaces through a parking management system termed "zone parking". Therefore, the site should facilitate effective parking management in addition to meeting the parking needs indicated in the RFP.

Consideration will be given to how the site facilitates the State's parking management goals as well as meets the AGENCY's needs.

### 2.1.6 Transportation

When siting State facilities, the availability and capacity of public transportation to serve these State facilities merits special attention. Public transportation is an important link in the ability of the State to perform this mission. The State's policy is to locate, develop and manage its owned and leased properties to achieve local and State Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) objectives, as defined in the Commute Trip Reduction (CTR) Law (RCW 70.94.521-551) while meeting the business needs of State agencies.

Consideration will be given to how the site supports the Agency's transportation needs as well as TDM and CTR.

### 2.1.7 Site Access

Access to State facilities is a critical function for State government. Equal access helps ensure that the citizens can use State services. Equal access means that everybody has the opportunity to access a State facility by a broad range of transportation options, not just by automobiles. This element includes vehicle access and pedestrian access-ingress and egress. Facilities should be sited as close to an accessible bus route as possible. The site should be located near major routes of travel, such as major arterials and freeways.

Buildings on the same campus should be connected via an accessible route.

The physical access to the site and the building should be clearly apparent to the most casual visitor and readily accessible to all visitors, including people with disabilities. Ensuring access to places of public accommodation is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Access evaluation should consider various perspectives, including different people, groups, modes, locations and activities. Access evaluation often requires separate analysis for specific perspectives, and accessibility improvements may be targeted at specific groups, modes, locations or activities. For example, it is often appropriate to analyze the quality of accessibility to a particular destination or activity by various groups including motorists, non-drivers, people with disabilities and delivery vehicles.

Consideration will be given to how accessible the proposed site is in relation to how it can be accessed from different parts of the area as well as how access on the site itself functions.

### 2.1.8 Information Technology

When siting State facilities, the availability and capacity of Information Technology to serve these State facilities merits special attention. Information Technology is an important link in the ability of the State to perform this mission. The State leased facilities typically require access to high speed data links. Proposers should carefully review and address the specific project requirements noted elsewhere in this RFP.

Consideration will be given to how the site supports the Agency's Information Technology needs.

## 2.2 Building Performance

### 2.2.1 High Performance Buildings

#### 2.2.1.1 High Performance Standards

It is the State's policy to apply "high performance standards" for both State and privately owned buildings larger than 50,000 gross square feet and that the State intends to occupy for ten years or more. This approach emphasizes a holistic and integrated facility and site, that embodies energy efficiency and water conservation, maintains consistent performance, minimizes maintenance costs over the life of the building, provides flexibility of space and uses and contributes to the health and productivity of the occupants. (Refer to the Appendix 1, LSR, Part A, for further information.)

Consideration will be given to how well the building overall reflects the attributes of a high performance building based on the threshold criterion.

#### 2.2.1.2 Energy Audits

The State is moving toward the use of energy audits in relation to leasing space over 10,000 square feet. The provision of summary information or energy audits related to energy consumption conducted in the last two years for the proposed space, or the Energy Star® rating for the space, will provide the State with important information related to operating costs and efficiencies. Therefore, the State encourages proposers to input actual utility bill data into the Energy Star Portfolio Manager to determine an Energy Star rating and/or to conduct an energy audit. The results of either should be provided with the Lease Proposal submission.

Consideration will be given to proposals that include information on energy utilization and its costs.

#### 2.2.1.3 Sustainability

The State's policy is to encourage the use of sustainable and energy efficient materials in the construction and operation of its leased and owned facilities. The State is committed to sustainable practices and the stewardship of resources and to incorporating principles of sustainable design and energy efficiency into its projects.

The main objectives of sustainable design are to avoid resource depletion of energy, water, and raw materials; prevent environmental degradation caused by facilities and infrastructure

throughout their life cycle; and create built environments that are livable, comfortable, safe, and productive

To this end, DES is encouraging proposers to include such sustainable elements in their proposals, and document the incorporation of those elements via the system or process implemented by the choice of program utilized for this project (LEED, Green Globe, SBA, etc.)

### 2.2.2 Energy Efficiency

Designing and constructing buildings for low and efficient energy use throughout the life of a building is a very high priority since energy use is probably the single greatest environmental impact of a building. Reduced heating and cooling loads may also reduce the initial cost of HVAC equipment. The State supports leasing in facilities with a national energy performance rating score of 75 or greater in the Energy Star Portfolio Manager database maintained by the U.S. Environmental Protection Agency (EPA) as defined in RCW 19.27a).

Consideration will be given to the demonstrated energy efficiency of proposed systems.

### 2.2.3 Building Systems

This element includes major building systems, such as HVAC, electrical, plumbing, lighting, security system and elevators, including their capacity to meet the State's needs in a reliable and efficient manner throughout the lease term. The indoor and outdoor environments are related and the health of the building occupants very much depends on indoor air quality. High performance HVAC can provide increased user thermal comfort, and contribute to improved indoor environmental quality (IEQ). The quality, condition and functional efficiency of the proposed building, together with proposed improvements, will be considered.

Consideration will be given to the demonstrated quality of the performance of the proposed building systems.

### 2.2.4 Lighting and Day-lighting

Lighting is a large energy user and should be an area of design attention for a high performance building. Savings of over 50% are possible by designing and implementing an integrated approach to lighting that includes day lighting, task lighting, and well-designed controls. The building should demonstrate a clear understanding of the importance of day lighting by using a significant number of design strategies that emphasize day lighting, such as solar orientation.

Consideration will be given to how well a proposal demonstrates an integrated approach to lighting.

### 2.2.5 Building Envelope

This element includes the building exterior, roof, windows and glazing and doors. This includes specific consideration of the existing and proposed condition of the roof, foundation, walls, exterior windows and doors, including their capacity to meet the State's needs in a reliable and efficient manner throughout the lease term.

Consideration will be given to the quality, condition and functional efficiency of the proposed building envelope, together with proposed improvements to these elements.

### 2.2.6 Exterior design

The State's policy is that State buildings should be efficient and economical as well as provide visual testimony to the dignity, enterprise, vigor, and stability of State government.

It is essential to consider aesthetics not just as it applies to the building façade, but also to interiors and the surrounding context, including the landscape, other buildings, and the larger community. A good design will be accountable to the users' needs, the client's budget, and public judgment in its many forms.

Consideration will be given to the proposal's embodiment of good design as described above.

## 2.3 Building Efficiency

### 2.3.1 Efficiency of Space

This element includes floor loading capacity; columns and shear wall spacing; floor plate size; building core efficiency, integrity and location; and the load factor. Consideration will be given to the degree to which the configuration of the proposed space meets the Agency's programmatic needs, taking into account the size and shape of the space and any internal barriers to efficient design and accessibility. A regular, consistent building module that allows for a regular consistent office and workspace layout and the efficient utilization of space is important. Contiguous space is preferred.

The State generally desires a regular, consistent building module that allows for an efficient layout of offices and workstations and optimal overall utilization of space. For a small office, the State prefers contiguous space on one floor. For a large office, the State prefers contiguous space with a large floor plate that minimizes the number of floors.

Consideration will be given to how well the configuration of the proposed space efficiently meets the Agency's programmatic needs.

### 2.3.2 Flexibility of Space

Flexibility for use of space within a facility is a key design parameter. The proposed space should demonstrate flexibility through column spacing, interior shell and core wall locations, horizontal and vertical pathways, etc. For example, long, clear spans maximize flexibility of a program layout.

Space designed as open office may become enclosed private offices or conference rooms within a few years, and vice versa. Therefore, specific interior building subsystems should be flexible, designed to interface with each other and be able to accommodate various space arrangements without major modification. For example, ceilings and ceiling grids should accommodate partition changes without requiring changes in lighting or HVAC systems, acoustic provisions, or modifications to any adjacent one-hour fire rated assemblies.

Consideration will be given to the how well a building demonstrates greater flexibility.

### 2.3.3 Accessibility.

Accessibility and Universal Design (building features that can be used by everyone) is critical for State Government. The State is committed to assuring that State facilities are fully accessible, with integrated access, without the use of special facilities for the disabled. Visitors and employees with disabilities and those temporarily disabled should easily identify the entrance and should use the same paths and enter through the same door as those who are not disabled. If all entrances are not accessible, signage should be provided directing people to the accessible entrance(s). Elevators should be conveniently located for use and operable by individuals with disabilities. Large size elevators that can accommodate stretchers are preferred in buildings with four (4) floors or more). The design of public buildings should meet accessibility standards and practices outlined in the Architectural Barriers Act, ADA/ABA Guidelines, along with IBC, ANSI117.1 and WAC 51.50.

Consideration will be given to how well the proposal meets the accessibility criteria.

## 2.4 Other Considerations

### 2.4.1 Existing Buildings

In seeking space to lease, the State attempts to balance the values of leasing facilities that meet the RES definition of “Existing Space” with the needs of the present and future. Public agencies provide leadership in historic preservation by assuring that historic properties are given consideration when seeking additional space to purchase, rent or lease. Projects that use historic sites and buildings can serve as examples for successful reclamation and reuse of cultural and historic resources and signal the government’s commitment to historic preservation, sustainability, and local communities.
Executive Order 87-04 requires:

Consideration will be given to proposals meeting the RES definition of “Existing Space”.

### 2.4.2 Historic Preservation

In seeking space to lease, the State attempts to balance the values of preserving historic properties with the needs of the present and future. Public agencies provide leadership in historic preservation by assuring that historic properties are given consideration when seeking additional space to purchase, rent or lease. Projects that use historic sites and buildings can serve as examples for successful reclamation and reuse of cultural and historic resources and signal the government’s commitment to historic preservation, sustainability, and local communities.
Executive Order 87-04 requires:

(7) In renting, leasing or purchasing space for use by State agencies, the Director of [Enterprise Services] shall consider proposals from the owners of historical properties that are available and could potentially meet the State's requirements.

(8) In evaluating the alternatives for the location of State agencies in the purchase, rent or lease or space, the Director of [Enterprise Services] shall include historical significance as one of the criteria in selecting properties for State use.

Consideration will be given to proposals related to existing designated and registered historic buildings.

## 2.5 Cost

### 2.5.1 Lease Cost

All proposals submitted in response to this RFP should provide the lease rate and cost information, as well as any incentives and inducements. Information on estimated initial costs and operating costs should also be included.

Consideration will be given to the overall cost, the lease cost rate, the terms of the lease, inducements included and what is deemed to be in the best interest of the State.

End of Section 2

## SECTION 3 EVALUATION

### 3.1 Process

The State's objective is to acquire the leased space that provides the overall best value to the State and to the AGENCY.

### 3.2 Initial Review

3.2.1 The State will make an initial determination of which proposals, based on the information provided or lack thereof, it will reject from further consideration. Any proposals not received by the Proposal Due Date may be rejected and returned to the sender.

3.2.2 Each proposal shall be reviewed for compliance with the criteria of this RFP. Proposals that do not meet one or more of the criteria may be rejected.

3.2.3 Each Proposer will be notified in writing if the proposal has been rejected and the reason for such determination.

### 3.3 Site Visits and Proposal Presentations

DES and the AGENCY may elect to conduct site visits to verify the information in some or all of the proposals and to facilitate further review of the proposals in consideration. DES may (at DES discretion) request that proposers or their authorized representatives be present at the site visits. DES may (at DES discretion) provide proposers an opportunity to make a presentation regarding their proposals. Presentations will be conducted either on site or at another location arranged ahead of time (at DES discretion). If DES elects to request proposers make a presentation, DES will contact proposers to confirm date time and location of site presentations.

### 3.4 Evaluation of Proposals

3.4.1 The evaluation of proposals is done through a qualitative review. To the extent that the evaluation involves a quantification of various criteria, such quantification is considered as only one potential indicator of quality and value that is considered in the overall qualitative review. (See also Exhibit 1, Section 1.3) The evaluation will include an assessment of the criteria identified elsewhere in this RFP, how well a proposal meets the build out specifications and timelines, the unique needs of the AGENCY and any other criteria deemed appropriate by the solicitation team.

3.4.2 The conditional selection of an Apparent Successful Proposer(s) (ASP) will take into account the results of the analysis and evaluation of the proposals. Typically, the AGENCY/DES will select one ASP at a time, but reserves the right to select more than one ASP and commence negotiations simultaneously with multiple ASPs or in sequence with each ASP and then select the final proposal that the AGENCY/DES determines to be more favorable. The term "ASP" is intended in the singular or plural sense depending on whether a singular entity or multiple entities are selected as ASP.

3.4.3 Evaluation Criteria Weighting

Proposals will be evaluated based on a variety of criteria as noted elsewhere in this RFP. The solicitation team may, but does not commit to, applying a weight to any or all of the assessment criteria.

## 3.5 Notification of Proposers

3.5.1 Upon conditional selection of one or more proposals as the ASP, the ASP will be notified of their selection and other proposers will be notified that they were not selected. Such a selection does not represent a lease and does not commit the State to enter into a lease with this ASP.

3.5.2 The selection of a proposal is subject to negotiating and executing a lease, and may be also conditioned upon the prospective lessor satisfying specific conditions established by the State. It is assumed that the parties will make a good faith effort to negotiate a lease acceptable to the State, the Agency and the ASP.

3.5.3 If agreement is not reached, the State reserves the right to terminate negotiations with the ASP and, if the State desires to continue with the project, to pursue other avenues to achieve the AGENCY goals. The options the State may pursue include, but are not limited to: conditionally selecting another Apparent Successful Proposer, modifying the project requirements and requesting revised proposals, modifying and re-issuing the RFP, cancelling the RFP and conducting a Market Search, terminating the RFP without taking any further action or any other action the State determines appropriate.

End of Section 3

## EXHIBIT 2 DEFINITIONS

Building Types

1. **Existing Space** is defined as a building including either:
   (a) Footings, foundations and a roof in place for the required square footage; or
   (b) Footings, foundations and a roof in place for 70% of the required square footage and the demonstrated ability to meet the required square footage requirements.

2. **Space Under Construction** is defined as a project including the following:
   (a) A building permit; and
   (b) A loan commitment (or proof of funds) necessary to complete the project;

3. **Planned Space** is defined as a project including the following:
   (a) Authority from the controlling municipality to proceed with the construction of the project as contained in the following:
      1) Site plan approval, or local equivalent to proceed with the specific project; **and**
      2) SEPA determination of non-Significance (DNS) for the specific project; or
      3) Mitigated determination of non-significance (MDNS) for the specific project; **and**
   (b) Lender's letter of credit or letter of interest.

Historic Properties

A determination of eligibility related to "historic" as referred to in Executive Order 87-04 means a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not officially listed in the National Register (39 CFR 60.3(c).

"Historic District" means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history (36 CFR 60.3(D). The Historic District must be included in or be determined eligible for inclusion in the National Register of Historic places.

"Historic Property" means any prehistoric or Historic District, site, building, structure, or object included in or been determined to be eligible for inclusion in the National Register of Historic Places maintained by the Secretary of the Interior (39 CFR 800.16(1).

"National Register of Historic Places" means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the Historic Preservation Act (36 CFR 60.1).

| LEASE PROPOSAL FORM | |
|---|---|
| Department Use Only:<br>PROPOSAL NUMBER: | PROPOSER: |
| Project Name: | Project No**.** |
| **Part I Proposal Summary** | |
| **A. Proposer/Lessor Information** | |
| 1. Name of Proposer/Company: | |
| 2. Proposer's or Company Owner's Name: | |
| 3. Company Street Address: | |
| 4. Company City: | State: Zip Code: |
| 5. Company Phone Number: | |
| 6. Company E-mail Address: | |
| 7. Company Unified Business Identifier (UBI): | |
| 8. Contact Name: | |
| 9. Contact Phone: | |
| 10. Contact E-mail: | |

## End of Part IA

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| B. Site Details (Information will be verified with local jurisdiction) | | | | | |
|---|---|---|---|---|---|
| 1. Exact Street Address: | | | | | |
| 2. City: | | State | | Zip Code: | |
| 3. Assessor's Parcel Number(s): | | | | | |
| 4. Proposed BOMA Occupant Area Square Footage: | | | | | |
| 5. Proposed BOMA Rentable Square Footage: | | | | | |
| 6. Floor number(s) for proposed space: | | | | | |
| 7. Occupancy Date<br>Date proposed premises is available for occupancy: | | | | | |
| 8. Beneficial Occupancy<br>Date proposed premises is available for beneficial occupancy | | | | | |
| 9. Specific Zoning Description:<br>Describe site's designated zoning as well as permitted uses. | | | | | |
| 10. Describe any potential constraints or restrictions in the use of the building. | | | | | |
| 11. The proposed space is (See Exhibit 2): | ☐ Existing Space | ☐ Under Construction | ☐ Planned | | |
| 12. If this proposal is being submitted by a broker, is the documentation from the Legal Owner(s) of the property authorizing the broker's or agent's submittal included with this proposal? (See Exhibit 1) | ☐ Yes | ☐ No | ☐ Not Applicable | | |
| 13. Describe the Proof of Control provided with this proposal. (See Exhibit 1) | | | | | |

## End of Part IB

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| **Part II Environmental and Planning** | |
|---|---|
| 1a. Is the proposed space within a one hundred-year flood plain and/or special flood hazard area (WAC 236-100) | ☐Yes ☐No |
| 1b. Attach a copy of the FEMA flood map showing the proposal and the surrounding area. | ☐ Document Attached |
| 2a. Has an Environmental Phase 1 study been completed for this facility. | ☐Yes ☐No ☐N/A |
| 2b. If yes, provide a summary document of the Environmental Phase I with this proposal. | ☐ Document Attached ☐N/A |
| 2c. Explain a "No" or "N/A" response to the Environmental Phase 1 question | |
| 2d. List all known concerns, actions completed or planned to resolve and / or remediate these concerns: | ☐N/A |
| 3a. Are there any anticipated land development or building renovation issues, such as height restrictions, set back requirements etc.? | ☐Yes ☐No ☐N/A |
| 3b. If "Yes", describe the potential issues and any proposed solution. | |
| 4a. Has the proposer obtained a building permit connected with proposed renovations or completed steps in the site plan review process, or completed a pre-submission conference for site plan review or site plan review or similar process with the responsible permitting authority? | ☐Yes ☐No ☐N/A |
| 4b. If "Yes", identify the step in the process that has been completed and provide the date and a brief summary of the results. | Step: _____<br>Date: _____ |
| 4c. List the any concerns identified through this phase and their potential impact to the proposed facility. Attach any official comments/response/documents from the permitting authority. | |
| 4d.If the answer to 4a is "No" or "NA" – explain | |

## End of Part II

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| **Part III Agency Program and Operational Needs** |
|---|
| **Suitability for Program Operations** |
| 1. Describe how the Proposal will support and enhance the AGENCY'S mission, goals and objectives as defined in the Request for Proposals, Subsection 2.2 and AGENCY Addendum, including, but not limited to how the building will ensure separation as well as interface between employees and clients. |
| 2. Describe how the Proposal will support the hours of operation of the AGENCY. The AGENCY expects its core hours of operation to be 6:30 a.m. to 7:00 p.m. Monday through Friday. Building access and operations are to be available throughout the entire term of the lease, 24 hours per day, 7 days per week. |
| 3. Indicate if there are expansion opportunities and describe how they could be implemented, whether through additional space or more efficient layouts or other initiatives. |

| **Service Area** |
|---|
| 4. Describe how the Proposal is situated within the identified boundaries and enhances the AGENCY's delivery of services as well as facilitates employee and client access to the site. |

| **Adjacency and Proximity** |
|---|
| 5. Describe any potential constraints or restrictions in the use of the proposed space based on requirements and specifications of this RFP. |
| 6a. If there are other tenants in the facility, identify other tenants by name and function. |
| 6b. List any potential issues with existing tenants of the facility or neighborhood that may arise as a result of this AGENCY leasing the proposed space. |
| 7. Identify any existing nearby public agencies and/or potential service partners and the distance of their facilities to the main public entrance of the proposed facility. |
| 8. What type of basic services and amenities are within walking distance (approximately 1200 feet) of this proposed site? |
| 9. Describe the surrounding neighborhood and how it would be compatible to the AGENCY's presence and operations. |

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| **Parking** | |
|---|---|
| 10a. What is the parking required by the local zoning code? | Parking Stalls Required by Code<br>#<br> |
| 10b. Number of on-site parking stalls included in the Proposal | # |
| 10c. Number of on-site accessible parking stalls for the disabled included in the Proposal: | # |
| 11a. Number of off-site parking stalls included in the Proposal or other parking available for AGENCY employees and clients? (if any): | # |
| 11b. Address and parcel # of any proposed off-site parking.<br>Distance of any proposed off-site parking to/from the proposed site. | Address:<br><br>Parcel#:<br><br>Distance: |
| 12. If the site is multi-tenanted, how will the AGENCY's parking spaces be identified? | |
| 13. Describe any aspects of this proposal that <u>are unique</u> as it relates to access to nearby parking for the AGENCY employees and clients. (note if the parking is free or paid) | |

| **Public Transportation** | | | | |
|---|---|---|---|---|
| 14a. What is /are the public transit routes (#s) and frequency of service in the area of the site, either on the street directly adjacent to the site or close by? | | | | |
| 14b. Type of Transit | **At least once every half hour** | **Hourly** | **Daily** | **On-Call** |
| Bus | ☐ | ☐ | ☐ | ☐ |
| Train/Light Rail | ☐ | ☐ | ☐ | ☐ |
| Dial-a-ride | ☐ | ☐ | ☐ | ☐ |
| Other | ☐ | ☐ | ☐ | ☐ |
| If other, ~~d~~escribe: | | | | |
| 15. What is the distance in feet to the nearest transit stop from the site's main public entrance? | | | | |
| 16. Are the nearest bus stops ADA accessible and is there an ADA accessible route from the bus stop to the building's main entrance?<br>☐Yes ☐No | | | | |
| 17. What are the other route numbers of public transit that have stops within ½ mile of the proposed facility? | | | | |

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| |
|---|
| 18. Describe how this proposal will support the AGENCY employees and clients that either chose to use or are reliant on public transportation to get to the facility. |
| 19. Describe the aspects of this proposal that <u>are unique</u> as it relates to access to access to public transportation for the AGENCY employees and clients. |

| **Site Access** |
|---|
| 20. Describe how this proposal will provide employee and public access to the site/facility and services by car, walking bicycling etc. |
| 21. How does the site access and layout minimize difficulties for pedestrians, whether from buses or cars in navigating to the site and then the entrance(s)? |

| **Information Technology** | |
|---|---|
| 22. Will the proposal be able to meet the requirements of the AGENCY related to telecommunications distribution and rooms? | |
| ☐Yes, currently meets requirements<br>☐No, but will be improved to meet requirements | ☐No, will not be improved to meet these requirements |

| **Building Systems**<br>**Please review the relevant specifications in the Appendix A** SPACE REQUIREMENTS. | |
|---|---|
| **Heating, Ventilation, and Air Conditioning (HVAC) System**<br>Please review the relevant specifications in the Leased Space Requirements, 2005 edition | |
| 23a. Will the proposed building meet all of the HVAC requirements set forth in the July 2005 Leased Space Requirements? | |
| ☐Yes, currently exceeds these requirements<br>☐ Yes, currently meets these requirements | ☐Yes, will be improved to meet these requirements<br>☐No, will not be improved to meet these requirements |
| 23b. If the answer above indicated that this requirement will <u>not</u> be met, please describe why below. | |
| 23c. Please provide a detailed description of the existing HVAC system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system. When did the system last receive a maintenance review? What were the results? If repairs were made, what were they? Has there been a life cycle cost analysis performed on any of the installed equipment? If so, provide the analysis. What features of this proposal exceed the SPACE REQUIREMENTS? Attach documentation as necessary. | |

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| **Electrical Capacity**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 24a. Will the proposed building meet all the electrical capacity requirements set forth in the July 2005 Leased Space Requirements | |
| ☐Yes, currently meets all requirements<br>☐Yes, will be improved to meet all requirements | ☐Yes, will meet some, but not all, of these requirements<br>☐No, will not be improved to meet these requirements |
| 24b. If the answer above indicated that this requirement will not be met, please describe why below. | |

| **Plumbing**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 25a. Will the proposed building meet all of the plumbing requirements set forth in the July 2005 Leased Space Requirements? | |
| ☐Yes, currently exceeds these requirements<br>☐ Yes, currently meets these requirements | ☐Yes, will be improved to meet these requirements<br>☐No, will not be improved to meet these requirements |
| 25b. If the answer above indicated that this requirement will not be met, please describe why below. | |

| **Lighting**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 26a. Will the proposed building meet all of the lighting requirements set forth in the July 2005 Leased Space Requirements? | |
| ☐Yes, currently exceeds these requirements<br>☐ Yes, currently meets these requirements | ☐Yes, will be improved to meet these requirements<br>☐No, will not be improved to meet these requirements |
| 26b. If the answer above indicated that this requirement will not be met, please describe below. | |
| 26c. Please provide a detailed description of the existing lighting system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system. When did the system last receive a maintenance review? What were the results? If repairs were made, what were they? Has there been a life cycle cost analysis performed on any of the installed equipment? If so, provide the analysis. What features of this proposal exceed the SPACE REQUIREMENTS? Attach documentation as necessary. | |

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| **Elevators**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 27a. Will the proposed building meet all of the elevator requirements set forth in the July 2005 Leased Space Requirements and the June 2007 Accessibility Addendum? | |
| ☐Yes, currently exceeds these requirements<br>☐ Yes, currently meets these requirements | ☐Yes, will be improved to meet these requirements<br>☐No, will not be improved to meet these requirements |
| 27b. If the answer above indicated that this requirement will not be met, please describe why. | |

| **Energy Management System (EMS)**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 28a. Will the building proposed meet all the requirements Stated in the July 2005 Leased Space Requirements? | |
| ☐Yes, currently meets these requirements<br>☐Yes, will be improved to meet these requirements | ☐No, will not be improved to meet these requirements |
| 28b. If the answer above indicated that this requirement will not be met, please describe why. | |

| **Building Envelope**<br>Please review the relevant specifications in Appendix A SPACE REQUIREMENTS | |
|---|---|
| 29. Will the proposed building meet all the Building Envelope requirements set forth in the July 2005 Leased Space Requirements? Please describe each of the Building Envelope components below:<br><br>29a. Building Exterior<br>29b. Roof<br>29c. Windows and Glazing<br>29d. Doors | |
| ☐Yes, currently meets all requirements<br>☐Yes, will be improved to meet all requirements | ☐Yes, will meet some, but not all, of these requirements<br>☐No, will not be improved to meet these requirements |
| 29e. If the answer above indicated that this requirement will not be met, please describe why. | |

| **Accessibility** |
|---|
| 30. Describe how the proposed site embodies the principle of “universal access”. |
| 31. Describe how the design of the building provides clearly identifiable access from either the parking lot or the street/sidewalk for people with disabilities. |

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| **Historic Preservation** | |
|---|---|
| 32a. Is the proposed building on listed on the National Historic Register of Historic Places? | ☐Yes ☐No |
| 32b. Is the proposed building certified as a Historic Landmark by a local Historic Commission? | ☐Yes ☐No |
| 32c. If yes, attach applicable documentation or certification. | |

## End of Part III

*NOTE-this document is a public record and it and other documents you submit to DES are subject to disclosure under the Public Records Act 42.56 RCW. Please refer to Section 5 of Part B of the RFP for more information about effect of your submission.*

| **Part IV Proposed Lease Terms and Costs** | |
|---|---|
| **Proposed Lease Terms** | |
| 1a. Proposed rental rate per BOMA rentable square foot per year for a five-year lease term: | $ |
| 1b. Proposed rental rate per BOMA rentable square foot per year for a ten-year lease term: | $ |

2. Indicate the type of lease: ☐ Fully Serviced ☐ Partially Serviced

| **Operating Expenses Included in the Rent Rate** | | |
|---|---|---|
| 3a. The rent rate in section 1a and 1b above **includes the following expenses** at no additional charge to the lessee (check the box). If there are other expenses included at no additional charge to the lessee, provide that information in the boxes provided. | | |
| ☐ Janitorial | ☐ Sewer | ☐ Landscaping |
| ☐ Electricity | ☐ Garbage | |
| ☐ Natural Gas | ☐ Restroom Supplies | ☐ Other (Describe) |
| ☐ Water | ☐ Light Bulbs | ☐ Other (Describe) |
| 3b. If **OTHER**, describe below. | | |

| **Operating Expenses Not Included in the Rent Rate** | | | | | |
|---|---|---|---|---|---|
| 4a. If the proposed rent rate is partially serviced or triple net, select the operating expenses **to be paid separately by the lessee** (check the box) and provide estimated cost of each below. If there are others expenses to be paid by the lessee, provide the type of expense and the estimated cost of each in the boxes provided. Additional documentation may be attached. | | | | | |
| Operating expense | Estimated Cost/SF/YR | Operating Expense | Estimated Cost/SF/YR | Operating Expense | Estimated Cost/SF/YR |
| ☐ Janitorial | | ☐ Sewer | | ☐ Landscaping | |
| ☐ Electricity | | ☐ Garbage | | | |
| ☐ Natural Gas | | ☐ Restroom Supplies | | ☐ Other (Describe) | |
| ☐ Water | | ☐ Light Bulbs | | ☐ Other (Describe) | |
| 4b. If **OTHER**, describe below. | | | | | |
| 4c. Describe any potential initial costs that could be the responsibility of the State: | | | | | |

*NOTE-this document is a public record and it and other documents you submit to DES are subject to disclosure under the Public Records Act 42.56 RCW. Please refer to Section 5 of Part B of the RFP for more information about effect of your submission.*

| |
|---|
| 4d. List any other charges or fees that are proposed as the responsibility of the State and define the approximate/estimated costs below (such as parking). |

| **Inducements** | |
|---|---|
| 5a. Does your Proposal include additional incentives or inducements to the State? | ☐Yes ☐No |
| 5b. If **YES**, please describe the proposed incentives or inducements below. | |

# End of Part IV

**ACKNOWLEDGEMENT AND CERTIFICATION**

| **Part V** | **Proposer Statement** | | |
|---|---|---|---|
| Proposers acknowledge and certify that Proposer is authorized to submit this Proposal. Proposer acknowledges and certifies that Proposer has read and fully understands all the terms and conditions of this RFP and that the Proposal complies with the requirements of this RFP and any errors or omissions are the Proposer's responsibility. Proposer represents and warrants that all information and statements submitted in response to this project are complete and accurate to the best of the Proposer's knowledge. | | | |
| Proposer's Signature | | Title: | Date: |
| Proposer's Printed Name | | | |

# End of Part V

*NOTE-this document is a public record and it and other documents you submit to DES are subject to disclosure under the Public Records Act 42.56 RCW. Please refer to Section 5 of Part B of the RFP for more information about effect of your submission.*

## EXHIBIT 4 Alternatives to Performance Criteria and Specifications

All proposals must comply with performance criteria and specifications as described in the *Leased Space Requirements, 2005 Edition; the R.E.S. Accessibility Addendum, 2007 edition; and the applicable agency addendum ( when required)*. Proposers are encouraged to offer more cost effective alternatives without compromising building performance using the format below:

Please Note: Acceptance of a proposal shall not indicate the State's acceptance of non-conforming work and work not meeting the minimum criteria as set forth in the *Leased Space Requirements, 2005 Edition; the R.E.S. Accessibility Addendum, 2007 edition; and the applicable agency addendum ( when required)*.

- The proposal must clearly identify and explicitly define any deviations from the performance criteria and specifications of the *Leased Space Requirements* and/or agency addendum.
- The proposed alternatives shall clearly identify why the acceptance of the proposed alternative would be advantageous to the State.
- The burden of proof of the merit of any proposed alternative is the responsibility of the Proposer.
- The State reserves the right to allow all Proposers an opportunity to submit revised Proposals based upon revised requirements.

Please provide information in the following format regarding alternatives to the performance criteria and specifications that are being offered:

**Format for Proposing Alternatives**

| Page # | Section # | Category/ Title | Item | Alternative Proposed | Benefit to the State |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**EXHIBIT 5, PROPOSAL CHECKLIST** (Rev April 7, 2014)

The Proposal Submission must include this checklist and the following documents:

| Check Mark | Document | If NOT Included, why not? (attach documentation if needed or appropriate) |
|---|---|---|
| | **Letter of interest**, describing company and experience | |
| | Signed **Lease Proposal Form** completed with Acknowledgements and Certifications (when appropriate) | |
| | **Proof of ability to control property** and/or of representation of owner | |
| | An **area map** that identifies the building location, major arterials and public transportation routes. | |
| | A detailed **site layout** (to scale, 11" x 17" or 8.5" x 14" preferred) in visual schematic form, indicating true north.<br>• Show building orientation and relationship to the site; ingress and egress for autos and pedestrians; access and traffic flow; parking and number of stalls; vehicle and pedestrian circulation pattern and loading/service area; and location of exterior lights and signage.<br>• Show potential areas for future expansion.<br>• Show accessibility pathways to site, through site, and to building entrances | |
| | One scaled hard copy of the **shell and core plan** for each floor included in the proposed premises is required.<br>Proposers are encouraged to also provide **one electronic version** (AutoCAD preferred.)<br><br>At a minimum, the shell and core plan must include:<br><br>• All structural elements and limitations (columns, load bearing walls, etc.)<br>• All entrances and exits<br>• All existing non-structural partitions<br>• All existing windows<br>• All existing restrooms<br>• All elevators and stairwells<br>• All mechanical, electrical, and telecommunications rooms<br>• Display of building elevations (photos if an existing building) showing exterior materials, window treatment and sill and head height and spacing.<br>• For existing facilities: Provide description of the roof type and construction, date of the most recent roof replacement and a history of the repairs made since the most recent replacement. | |
| | **For All facilities:** Documentation showing the current **zoning** and **appropriate use**.<br><br>**For Space Under Construction and Planned Space:** Documentation the current status of the proposer's **construction permit** or **site plan approval** and **SEPA determination**. | |
| | **Building sections** showing:<br><br>• Length and width of building,<br>• Wall materials, thickness,<br>• Floor-to-floor heights,<br>• Ceiling heights and<br>• Overall building heights. | |

**EXHIBIT 5, PROPOSAL CHECKLIST** (Rev April 7, 2014)

| | | |
|---|---|---|
| | A detailed **HVAC system** narrative including (but not limited to):<br><br>• HVAC Zoning<br>• Energy conservation features<br>• HVAC control system(s) used<br>• Use of outside air and<br>• Filtration system and efficiency.<br><br>Attach additional documentation as necessary. | |
| | A detailed **electrical system** narrative including (but not limited to):<br><br>• A narrative of the lighting system to include the age of the lighting system (if existing).<br>• A verification of the electrical service capacity available in the proposed space<br>• A description of the existing or planned data service to the proposed space<br>• A description of any existing or planned cable management plan<br><br>Attach additional documentation as necessary | |
| | **For Existing Space:** **Energy Star® rating** or energy audit results for the previous 12 months.<br><br>**For Proposed Space or Space Under Construction:** A narrative describing the anticipated **Energy Star® rating** of the proposed space and a description of the methodology used to derive this anticipated Energy Star® rating.<br><br>Attach additional documentation as necessary. | |
| | A description of any existing or planned building **access security system** | |
| | Documentation of sustainable program certifications (LEED, Green Globe, SBA, etc.) included in the proposal (if any) | |
| | **Alternatives (or exceptions to)** (if any) to Leased Space Requirements and/or agency addendum (when required) Addendum, and any other performance requirement (Using the form in Exhibit 4.) | |
| | Additional supporting attachments/documents if needed and / or appropriate. | |

AFTER RECORDING RETURN TO:

Department of Enterprise Services
Real Estate Services
P. O. Box 41468
Olympia, Washington 98504-1468

*Effective 10-25-2014 v.6*

# STANDARD

**NOTE:** **The underlined portions of this document may be adapted on a case-by-case basis to reflect the actual terms and conditions of a lease.**



LEASE

This LEASE is made and entered into between _____ whose address is _____ for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and the State of Washington, _____, acting through the Department of Enterprise Services (DES), hereinafter called the Lessee.

WHEREAS, the Department of Enterprise Services is granted authority to lease property under RCW 43.82.010;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

**LEASED PREMISES**

1. The Lessor hereby leases to the Lessee the following described premises:

**Tax Parcel Number:_____**

**Common Street Address:_____**

_____

**USE**

2. The premises shall be used by the ___ and/or other state agencies for the following purpose(s): _____.

**TERM**

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning _____ and ending _____.

**RENTAL RATE**

4. The Lessee shall pay rent to the Lessor for the premises at the following rate:

_____ _____per month

Payment shall be made at the end of each month upon submission of properly executed vouchers.

**EXPENSES**

5. During the term of this Lease, Lessor shall pay all real estate taxes, all property assessments, insurance, storm water, water, sewer, garbage collection**,** and maintenance and repair as described below, together with natural gas, electricity, elevator service, *exterior and interior window washing*, landscape and irrigation water, and janitor service. Janitor service includes exterior and interior window washing, restroom supplies and light bulb replacement and such other items as set forth in Exhibit "J" which is attached hereto and incorporated by reference.

**MAINTENANCE AND REPAIR**

6. The Lessor shall maintain the premises in good repair and tenantable condition during the continuance of this Lease, except in case of damage arising from the negligence of the Lessee's clients, agents or employees. For the purposes of maintaining and repairing the premises, the Lessor reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building. Lessor's maintenance and repair obligations shall include, but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters and fluorescent tubes as required), plumbing, heating, ventilating and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; elevators, including communications systems; inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes, indoor air quality and requirements to provide architecturally barrier-free premises for persons with disabilities, etc.).

**ASSIGNMENT/SUBLEASE**

7. The Lessee may assign this Lease or sublet the premises with the prior written consent of the Lessor, which consent shall not be unreasonably withheld. Lessor shall respond to approve or disapprove a request for consent within thirty (30) days of receipt of the request. If such response is not received within thirty days, it will be considered approved and Lessee will proceed with sublease. Lessee shall not permit the use of the premises by anyone other than the Lessee, such assignee or sublessee, and the employees, agents and servants of the Lessee, assignee, or sublessee.

**RENEWAL/CANCELLATION**

8. The Lease may, at the option of the Lessee, be renegotiated for an additional _____ (__) years.

**PAYMENT**

9. Any and all payments provided for herein when made to the Lessor by the Lessee shall release the Lessee from any obligation therefor to any other party or assignee.

**COMPLIANCE WITH STATE/FEDERAL LAWS**

10. Lessor is responsible for complying with all applicable provisions of the Americans With Disabilities Act of 1990 and all amendments and regulations thereto and the Washington State Law Against Discrimination, Chapter 49.60 RCW, as well as the regulations adopted thereunder, with respect to the Leased Premises.

**FIXTURES**

11. The Lessee, upon the written authorization of the Department of Enterprise Services, shall have the right during the existence of this Lease with the written permission of the Lessor (such permission shall not be unreasonably withheld), to make alterations, attach fixtures, and erect additions, structures or signs, in or upon the premises hereby leased. Such alterations, fixtures, additions, structures and signs shall be authorized only by the Department of Enterprise Services. Performance of any of the rights authorized above shall be conducted in compliance with all applicable governmental regulations, building codes, including obtaining any necessary permits. Any fixtures, additions, or structures so placed in or upon or attached to the premises shall be and remain the property of the Lessee and may be removed therefrom by the Lessee upon the termination of this Lease. Any damage caused by the removal of any of the above items shall be repaired by the Lessee.

**REMODEL**

12. The Lessor shall, at Lessor's sole cost and expense, on or before _____, complete in a good and workmanlike manner alterations as noted on the attached plan # _____ (Exhibit "A"), approved by the Design Manager on _____, also with attached specifications approved by the Design Manager on _____, initialed by both parties hereto and incorporated herein by reference.

**ALTERATIONS/IMPROVEMENTS**

13. In the event the Lessee requires alterations/improvements during the term of this Lease, any renewals and/or modifications thereof, the Lessor shall have the right to provide such services. If required by state law, the Lessor shall pay prevailing rate of wage to all workers, laborers or mechanics employed to perform such work as well as comply with the rules and regulations of the Department of Labor & Industries. If the Lessee considers Lessor's proposed costs for alterations/ improvements excessive, Lessee shall have the right, but not the obligation, to request and receive at least two independent bids; and the Lessee shall have the right at its option to select one alternative contractor whom the Lessor shall allow to provide such services for the Lessee in compliance with the Lessor's building standards and operation procedures.

**PREVAILING WAGE**

14. Lessor agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this Lease when required by state law to do so, and to comply with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Lease will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this Lease as though fully set forth herein.

14.1 Pursuant to RCW 39.04.260, the prevailing rate of wage is statutorily required to be paid to workers on the project for all work, construction, alteration, repair, or improvement, other than ordinary maintenance, that the state causes to be performed by a private party through a contract to lease at least 50% of the project by a state agency. Lessor acknowledges and agrees that a contract to lease is only created by this mutually acceptable written Lease, and any written amendments thereto, being executed by Lessor, the Director of the Washington State Department of Enterprise Services or his or her designee, and approved as to form by the Office of the Attorney General.

14.2 In addition to prevailing wages being paid under Chapter 39.12 RCW and RCW 39.04.260, Lessor agrees that at least the prevailing rate of wage will be paid to workers on the project for all work, construction, alteration, repair, or improvement, other than ordinary maintenance, ("Work") that occurred between _____*(date of issuance of Letter of Intent)* until this Lease is fully executed (the "Interim Period"), inclusive of such dates, and at which point prevailing wage is statutorily required under RCW 39.04.260. For work performed during the Interim Period, Lessor agrees to adhere and fully comply with all terms and requirements of Exhibit I, Interim Work, which is attached hereto and incorporated by reference, including provisions for the withholding of rent and tenant improvement reimbursement payments.

**DISASTER**

15. In the event the leased premises are destroyed or injured by fire, earthquake or other casualty so as to render the premises unfit for occupancy, and the Lessor(s) neglects and/or refuses to restore said premises to their former condition, then the Lessee may terminate this Lease and shall be reimbursed for any unearned rent that has been paid. In the event said premises are partially destroyed by any of the aforesaid means, the rent herein agreed to be paid shall be abated from the time of occurrence of such destruction or injury until the premises are again restored to their former condition, and any rent paid by the Lessee during the period of abatement shall be credited upon the next installment(s) of rent to be paid. It is understood that the terms "abated" and "abatement" mean a pro rata reduction of area unsuitable for occupancy due to casualty loss in relation to the total rented area.

**NO GUARANTEES**

16. It is understood that no guarantees, express or implied, representations, promises or statements have been made by the Lessee unless endorsed herein in writing. And it is further understood that this Lease shall not be valid and binding upon the State of Washington, unless same has been approved by the Director of the Department of Enterprise Services of the State of Washington or his or her designee and approved as to form by the Office of the Attorney General. Any amendment or modification of this Lease must be in writing and signed by both parties.

**ENERGY CONSERVATION**

17. Lessor has conducted an energy walk-through survey of the leased premises using the DES walk-through survey and energy consumption form. The survey is for the purpose of identifying improvements to maintenance and operating conditions and procedures that would conserve energy. The Lessor shall provide DES with a copy of the completed walk-through form and as soon as practicable thereafter, implement identified improvements to energy conservation maintenance and operating procedures.

**REIMBURSEMENT FOR DAMAGE TO PREMISES**

18. The Lessee hereby agrees to reimburse the Lessor for damages caused by the negligence of its employees, clients and agents, but in no event shall this paragraph be construed as diminishing the Lessor's duty to make repairs as set forth in preceding paragraphs of this Lease, or as making Lessee responsible for the repair of normal wear and tear.

**HAZARDOUS SUBSTANCES**

19. Lessor warrants to his/her knowledge that no hazardous substance, toxic waste, or other toxic substance has been produced, disposed of, or is or has been kept on the premises hereby leased which if found on the property would subject the owner or user to any damages, penalty, or liability under any applicable local, state or federal law or regulation.

Lessor shall indemnify and hold harmless the Lessee with respect to any and all damages, costs, attorneys' fees, and penalties arising from the presence of any hazardous or toxic substances on the premises, except for such substances as may be placed on the premises by the Lessee.

**DUTY TO CURE**

20. Upon receiving notice of a condition requiring a cure, the party obligated to effect the cure shall initiate and complete cure or repair of such condition within a reasonable time. A condition requiring cure includes, without limitation: (1) a condition for which the Lease requires either party to undertake repair/ replacement and/or other maintenance of the Premises, (2) a condition where either has failed to maintain a service or utility account in good standing as required by the Lease, and (3) any other condition resulting from a party's failure to carry out any obligation under the Lease, including without limitation obligations for rent, charges, improvements, alterations, and/or deferred maintenance, and remediation of damages for which a party is responsible under the Lease. Premises include all fixtures and equipment provided within the Premises by the Lessor.

The term "reasonable time" as used within this paragraph of the Lease shall mean as soon as reasonably possible but no longer than thirty (30) days, unless either (1) an emergency condition exists requiring an immediate cure to promptly begin without delay, usually within hours and to be complete within 24 hours to the extent reasonably possible in light of the nature of the condition and circumstances, or (2) a non-emergency condition exists that is not reasonably possible to cure within 30 days with due diligence and the breaching party provides the level of cure or preparation for cure that is reasonably possible to do with due diligence within 30 days.

If an emergency or non-emergency condition exists that is not reasonably possible to completely cure within 24 hours or 30 days, respectively, the party obligated to cure shall so notify the other party within 24 hours or 30 days, respectively. Such notice shall explain why the cure is not reasonably possible with due diligence to complete within 24 hours (if an emergency) or 30 days (if a non-emergency) and provide the earliest date that the work can be completed as soon as reasonably possible. It is not a justifiable ground for delay that the party obligated to effect the cure does not have available funding to accomplish to cure or that a preferred contractor has limited availability if other contractors can satisfactorily perform the work sooner at reasonable cost.

The term "emergency condition" shall mean a condition requiring a cure that (i) prevents or substantially disrupts the Lessee from using all or a substantial part of the premises, or (ii) causes or substantially threatens to cause injury to persons or damage to property or raises a substantial danger to the health or safety of any persons on or using the premises. Notice under this paragraph may be by the means allowed in the Notice paragraph, but in addition includes actual notice/awareness that Lessor or Lessee has of a condition independent of any such notice.

**SELF HELP**

21. If the party obligated to effect the cure does not cure within the time required by this Lease, the other party may cure all or part of the default after providing notice to the party obligated to effect the cure of its intent to perform such cure, and, if applicable, recover the costs incurred in curing the default. If the nonbreaching party is the Lessee, the Lessee may deduct all reasonable costs incurred from rent or other charges owed to Lessor. If the nonbreaching party is the Lessor, Lessor will submit properly executed vouchers and proof of payment to Lessee and Lessee shall remit payment to Lessor within thirty (30) days or as soon as is practicable. A party's costs incurred to cure include, but are not limited to, all reasonable out-of-pocket expenses, payment of unpaid utility or services charges for which the other party is responsible, and all administrative costs the non-breaching party reasonably incurs and documents in performing or arranging for performance of the cure.

The nonbreaching party is under no obligation to cure some or all of the default of the breaching party. To the extent that the nonbreaching party does not cure the default, the nonbreaching party may pursue its legal and contractual remedies against the breaching party. The nonbreaching party's failure to cure the breaching party's default does not waive the nonbreaching party's rights to relief. Nothing herein removes or lessens either party's obligation to mitigate damages.

If the Lessee elects to cure using self-help in part or whole, the Lessor shall defend, save, and hold harmless the Lessee, its authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or in connection with such cure, except where RCW 4.24.115 is applicable and injuries and/or damages are caused by the sole negligence of the Lessee, its agents, or employees. If RCW 4.24.115 is applicable and liability for damages arises out of bodily injury to persons or damages to property and is caused by or results from the concurrent negligence of the Lessee, its agents, or employees, Lessor's liability, including the duty and cost to defend, hereunder shall apply only to the extent of the negligence of Lessor, its agents, or employees.

**DEFAULT LEADING TO TERMINATION**

22. If either party fails to initiate and complete cure of a condition requiring cure within a reasonable time after receiving notice of such condition, the nonbreaching party may initiate a default leading to termination of the Lease by providing written notice to the breaching party of the continuing breach. If the breaching party does not complete the cure of the breach within 60 days after receiving such written notice initiating default leading termination, the nonbreaching party may at such time, or at a later date if the cure has still not been completed, declare a termination by default by so notifying the breaching party. Cure of a condition after a valid notice of termination by default is provided shall void a valid notice of termination of the Lease.

If a termination by default is declared or a court so orders, the date of termination shall be determined based on the earliest reasonable date that the Lessee may move and relocate from premises or as agreed by the parties. The determination shall be made in light of available funding for the move, the date at which suitable replacement premises can be fully available, and the time reasonably needed to plan and complete the move.

**WITHHOLDING OF RENT PAYMENTS**

23. If the Lessor fails to maintain, repair and/or improve the premises as set forth herein, the Lessee may, if authorized by the Department of Enterprise Services, withhold ten percent (10%) of rent payments until such time as Lessor completes deficient maintenance, repair and/or improvements. Upon receipt of documentation of Lessor's noncompliance with maintenance, repair and/or improvement provisions and a written request to withhold rent payments from the Lessee, the Department of Enterprise Services shall provide Lessor with a list of deficient maintenance, repair and/or improvement items and notify Lessor that Lessee has been authorized to withhold rent payment until deficient maintenance, repair and/or improvements have been completed. Lessee shall place all withheld rent payments in an interest bearing account. Withheld rent payments plus accrued interest will be remitted to Lessor after the Department of Enterprise Services verifies that Lessor has satisfactorily completed all maintenance, repair and/or improvements and authorizes Lessee to remit the withheld rent. Nothing in this provision shall limit other remedies which may be available to Lessee under this Lease.

**CONDEMNATION**

24. If any of the premises or of the Building, as may be required for the reasonable use of the premises, are taken by eminent domain, this Lease shall automatically terminate as of the date Lessee is required to vacate the premises and all rentals shall be paid to that date. In case of a taking of a part of the premises, or a portion of the Building not required for the reasonable use of the premises, at Lessee's determination, then the Lease shall continue in full force and effect and the rental shall be equitably reduced based on the proportion by which the floor area of the premises is reduced, such rent reduction to be effective as of the date possession of such portion is delivered to the condemning authority. Lessor reserves all rights to damages and awards in connection therewith, except Lessee shall have the right to claim from the condemning authority the value of its leasehold interest and any relocation benefits.

**MONTH TO MONTH TENANCY**

25. If Lessee remains in possession of the premises after the expiration or termination of the Lease term, or any extension thereof, such possession by Lessee shall be deemed to be a month-to-month tenancy, terminable as provided by law. During such month-to-month tenancy, Lessee shall pay all rent provided in this Lease or such other rent as the parties mutually agree in writing and all provisions of this Lease shall apply to the month-to-month tenancy, except those pertaining to term and option to extend.

**SUBORDINATION**

26. So long as Lessor has fully performed under the terms of this Lease, Lessee agrees to execute, within ten (10) days of written request by Lessor, the state's standard Tenant Estoppel and Subordination Agreements which have been approved as to form by the Office of the Attorney General. A $400.00 processing fee will be assessed for processing these documents.

**CAPTIONS**

27. The captions and paragraph headings hereof are inserted for convenience purposes only and shall not be deemed to limit or expand the meaning of any paragraph.

**NOTICES**

28. Wherever in this Lease written notices are to be given or made, they will be sent by certified mail to the address listed below unless a different address shall be designated in writing and delivered to the other party.

LESSOR: _____
_____
_____

LESSEE: Department of Enterprise Services **SRL** 00-0000
Real Estate Services
1500 Jefferson Street S.E., 2nd Floor
Post Office Box 41468
Olympia, WA 98504-1468

IN WITNESS WHEREOF, the parties subscribe their names.

**LESSOR NAME**

By:_____

Title:_____

Date:_____

**STATE OF WASHINGTON**

_____

Acting through the Department
of Enterprise Services

By:_____

Title: _____

Date: _____

RECOMMENDED FOR APPROVAL:

_____
Real Estate Agent
Real Estate Services

Date: _____

APPROVED AS TO FORM:

By: _____
Assistant Attorney General

Date:_____

***Choose a jurat from below and erase the others.***

**CORPORATE JURAT**

STATE OF_____)
) ss.
County of_____)

On this _____day of _____, A.D., 20_____, before me personally appeared _____to me known to be the _____ of the corporation that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that _____ was authorized to execute said instrument and that the seal affixed thereto is the corporate seal of said corporation.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
Residing at_____
My commission expires_____

**INDIVIDUAL JURAT**

STATE OF _____)
) ss.
County of _____)

I, the undersigned, a Notary Public, do hereby certify that on this _____day of _____, 20___, personally appeared before me _____ to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that _____ signed and sealed the same as _____ free and voluntary act and deed, for the purposes and uses therein mentioned.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____

**MULTI USE JURAT**

STATE OF_____)
) ss.
County of_____)

On this _____ day of _____, 20____ before me personally appeared _____ and said person(s) acknowledged that _____ signed this instrument, and on oath stated that _____ was authorized to execute the instrument and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
Residing at_____
My commission expires_____

**DO NOT DELETE**

STATE OF WASHINGTON )
) ss.
County of Thurston )

I, the undersigned, a Notary Public, do hereby certify that on this _____ day of _____, 20_____, personally appeared before me _____, Real Estate Services, Department of Enterprise Services, State of Washington, to me known to be the individual described in and who executed the within instrument, and acknowledged that he signed and sealed the same as the free and voluntary act and deed of the Department, for the purposes and uses therein mentioned, and on oath stated that he was duly authorized to execute said document .

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public in and for the State of Washington,
Residing at _____
My commission expires _____