

Date Posted: \_\_\_\_\_

Approval: \_\_\_\_\_

**PROJECT NUMBER: 201705000.1**

**PROPOSAL SUBMISSION DEADLINE:** at 2:00 P.M.

**Late proposals will not be considered.**

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**COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE  
OFFICE OF LEASING AND STATE OFFICE PLANNING  
REQUEST FOR PROPOSALS (RFP)**

**A. GENERAL INFORMATION**

**1. SUMMARY**

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease space for use by the state agency listed below (the User Agency), in accordance with the terms, conditions, and specifications identified in this RFP.

1.1. **User Agency:** Cannabis Control Commission

1.2. **Program Description:** The mission of the Cannabis Control Commission is to safely, equitably and effectively implement and administer the laws enabling access to medical and adult use marijuana in the Commonwealth.

This office receives approximately \_\_\_\_ visitors per day.

1.3. **Summary of Space Needs:**

**Location:** Worcester

**Amount of Space:** Approximately 13,100 square feet of Usable Area (as defined in § A-4.5)

**Type of Space:** Office

**Type of Agreement:** Commonwealth Office Lease (Attachment C-2)

**Term:** Ten Years

**Desired Date of Occupancy:** May 2019

**Public Parking:** Estimated demand of 50 spaces within one-quarter mile of the proposed Building, and two spaces of Accessible Parking for cars with a disability placard available as close as possible to an accessible entrance to the proposed Building (as defined in § A-4.6 and § A-4.8).

**Reserved Parking:** 15 spaces for the User Agency within one-quarter mile of the proposed Building, and two spaces of Accessible Parking for cars with a disability placard available as close as possible to an accessible entrance to the proposed Building (as defined in § A-4.7 and § A-4.8).

03-30-18 CNB Worcester DRAFT RFP

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### 3. INTRODUCTION

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease space for use by the User Agency in accordance with the Commonwealth Office Lease (Attachment C-2) and General Specifications in § B.

As leasing representative for all Massachusetts state agencies, DCAMM has designed this RFP to provide for an open and competitive process for selecting lease space, as contemplated by chapter 7C of the Massachusetts General Laws (G. L. c. 7C), by informing all potential proposers of: the steps proposers must take in order to have their proposals considered, the procedure followed by DCAMM to evaluate proposals and select the proposal most advantageous to the Commonwealth's needs, the criteria for such evaluation and selection, and the Lease agreement to be executed between the selected proposer and the Commonwealth of Massachusetts acting by and through DCAMM on behalf of the User Agency, including the Landlord's Improvements and Landlord's Services.

Attachment C-1 of this RFP contains the Lease Proposal form to be used to submit a proposal. Please read the accompanying instructions before completing the form. Contact the DCAMM Project Manager for this project if you have questions about this RFP, its subject matter, or both.

### 4. DEFINITIONS

For the purposes of this RFP and the Lease, the following definitions apply:

- 4.1. **DCAMM:** The state agency that issues the RFP, makes the final selection of the successful proposal, and, through the Commissioner of DCAMM, has authority to bind the Commonwealth by signing a Lease contract. Within DCAMM, the Office of Leasing and State Office Planning is responsible for handling all matters related to leasing.
- 4.2. **User Agency:** The state agency, as identified in § A-1.1, that will occupy the space being sought.
- 4.3. **Eligible Proposers:** The record owner(s) of the proposed property; the tenant(s) of the proposed property whose lease permits subleasing; a prospective purchaser or a prospective ground tenant of the proposed property whose lease will permit subleasing, provided that such prospective purchaser or prospective ground tenant must attach to the proposal a copy of a fully executed (i.e., by the proposer, the prospective seller or the prospective ground landlord, and any other identified party) purchase-and-sale agreement, letter of intent, or other evidence of the proposer's control of the property, and further provided that no Lease will be signed until such prospective purchaser or prospective ground tenant becomes either the record owner or the ground tenant of the proposed property whose lease permits subleasing; and a broker or an agent of any such party with the authority to bind such party to an agreement with the Commonwealth of Massachusetts regarding the subject matter of the proposal, provided that the record owner(s) or the tenant(s) of the proposed property must execute the Lease as Landlord. A proposal for different properties that is jointly submitted by or for different owners or tenants or prospective ground tenants of the proposed properties will not be eligible for consideration.
- 4.4. **Qualifying Proposals:** Proposals that meet the requirements identified in § A-6 of the RFP. Proposals that are determined not to meet one or more of these requirements are non-qualifying proposals.

- 4.5. **Usable Area:** For the purposes of this Lease, "Usable Area" means, with respect to the Premises or any space removed from or added to the Premises, the square footage determined by measuring the entire floor area of the Premises (or such other space) bounded by a line established by the predominant inside finish of the permanent outside Building walls that abuts the floor (not from the inside face of the windows) and by the interior surface of corridor walls or other demising walls. Deductions are not made for columns or other structural elements, or for partitions subdividing the Premises. Notwithstanding the foregoing, under no circumstances does the Usable Area include major vertical penetrations such as ventilation shafts, elevator shafts, stairwells, atria, or lightwells, and their respective enclosing walls, and it does not include vestibules, elevator-machine rooms, and other building-equipment areas, janitorial, electrical, and mechanical closets, loading platforms, restrooms, and their respective enclosing walls, irrespective of whether Tenant occupies a portion of a floor, an entire floor, or an entire Building.
- 4.6. **Public Parking:** Parking spaces readily available for use by the User Agency staff, clients, and visitors at their own cost. This may include on-street parking as well as spaces in public parking lots or garages.
- 4.7. **Reserved Parking:** Parking spaces rented by the Commonwealth and reserved for the User Agency for authorized vehicles. Reserved parking must accommodate overnight and weekend parking, and have unlimited entry and exit privileges.
- 4.8. **Accessible Parking for the Disabled:** Parking spaces complying with the regulations of the Massachusetts Architectural Access Board (MAAB) and the 2010 ADA Standards for Accessible Design including requirements for van spaces, signage, location, dimensions, striping and maximum slope.
- 4.9. **Capitalized Terms-of-Art:** Capitalized terms-of-art in this RFP have the respective meanings given to them in the Commonwealth Office Lease attached to this RFP unless otherwise defined in this RFP.
- 4.10. **Gateway Cities:** A Gateway City, as defined by s. 17 of c. 240 of the Acts of 2010, is "a municipality with a population greater than 35,000 and less than 250,000, a median household income below the commonwealth's average and a rate of educational attainment of a bachelor's degree or above that is below the commonwealth's average." The following is the current list of municipalities that are Gateway Cities: Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield, and Worcester.

## 5. PROCEDURES FOR EVALUATION, SELECTION AND LEASE EXECUTION

The Commonwealth's objective is to obtain the space most advantageous to the Commonwealth's needs for the best value. In determining best value, preference will be given to proposals that support the Commonwealth's objective of promoting private investment in Gateway Cities for the construction or substantial rehabilitation of commercial and/or multi-family residential developments that are located within Gateway Cities and within the downtown area or proximate to public transit. DCAMM will evaluate each proposal for conformity to the requirements of this RFP and the degree to which it satisfies the qualitative and other criteria of this RFP. DCAMM will consider the components of evaluation in combination, not in isolation.

Evaluation of proposals will be based on information in the proposals, obtained on site visits, clarified by DCAMM, provided by proposers at DCAMM's request, and provided by references identified in the proposals. In addition, evaluation of proposals may include consideration of information from state agencies, individuals, and entities with knowledge of any element of any proposal, from DCAMM and other Commonwealth files, and from other available and verifiable information. DCAMM may consider the Commonwealth's experience with a proposer and with the proposed property.

DCAMM reserves the right to, if deemed to be in the best interest of the Commonwealth, (i) waive portions of the RFP for all proposers, (ii) excuse minor informalities in any proposal, (iii) discuss any provision of any proposal with the proposer of that proposal in order to clarify the proposal, (iv) request all proposers who submitted qualifying proposals to submit best-and-final offers, (v) reject any part of any proposal, and (vi) reject all proposals.

- 5.1. **Initial Review:** DCAMM will accept for consideration only those proposals that meet the submission requirements in § A-6.1.1, subject to DCAMM's right to waive portions of the RFP for all proposers. Any proposals not received by the Proposal Submission Deadline will be rejected and returned to the sender, and this requirement is not subject to waiver by DCAMM.

DCAMM will prepare a list of the names and addresses of proposers whose proposals are accepted for consideration and will mail this list to the User Agency and to each such proposer.

DCAMM and the User Agency will review each proposal accepted for consideration to determine whether it meets the requirements of this RFP. If DCAMM is unable to determine whether a proposal meets one or more of the requirements, DCAMM will attempt to clarify the proposal.

Proposals that do not meet one or more of these requirements will be rejected as non-qualifying, subject to DCAMM's right to waive portions of the RFP for all proposers. DCAMM reserves the right to eliminate from further consideration any proposals that are found to be excessively priced in relation to the majority of the proposals received. Such excessively priced proposals will be considered non-qualifying.

- 5.2. **Site Visits:** DCAMM and the User Agency will conduct site visits promptly for each competitive proposal to verify the information in the proposal and to facilitate detailed evaluation of the proposal. The proposers or knowledgeable and authorized representatives of the proposers must be present at the site visits. DCAMM will contact proposers to confirm the date and time of the site visits. After completion of a site visit, DCAMM may determine that a proposal does not meet one or more of the requirements of this RFP, subject to DCAMM's right to waive portions of the RFP for all proposers.

- 5.3. **Evaluation of Proposals:** DCAMM will notify in writing each proposer whose proposal has been determined to be non-qualifying and the reason for such determination. All qualifying proposals will be evaluated based on the qualitative and other criteria of the RFP. DCAMM will prepare a cost analysis that estimates and compares the total costs of occupancy for all proposals evaluated. DCAMM will make a conditional selection of a proposal, taking into account the analysis of proposals and the recommendation of the User Agency.

5.4. **Notification of Proposers:** Upon the conditional selection of a proposal, DCAMM will notify other proposers in writing that a conditional selection has been made. Such conditional selection does not represent a contract and does not commit the Commonwealth to enter into a Lease. In addition to the general condition for the reaching of an agreement, the selection of a proposal may be conditioned upon the prospective landlord satisfying specific conditions established by DCAMM and the User Agency. It is assumed that the parties will make a good-faith effort to negotiate a Lease acceptable to the User Agency, DCAMM, and the conditionally selected proposer, but if agreement is not reached, the Commonwealth reserves the right to terminate the conditional selection and either conditionally select another proposal or re-advertise, or to terminate the conditional selection without taking further action.

5.5. **Preparation of the Lease:** DCAMM, the User Agency, and the conditionally selected proposer will work together to finalize a Lease. The provisions of this Lease must be consistent with the RFP and the conditionally selected proposal, and must be substantially in the form of the Commonwealth Office Lease attached to this RFP.

DCAMM will prepare the Lease in conformance with the RFP, the conditionally selected proposal, and the successful conclusion of negotiation by DCAMM, the User Agency, and the conditionally selected proposer. DCAMM will confirm that each lease exhibit and attachment is complete and correct and that the Lease is complete and ready for signatures, and will send it to Landlord.

5.6. **Review and Execution of the Lease by DCAMM Commissioner:** Landlord will sign the Lease and submit it to the User Agency. The User Agency will sign the Lease and submit it to DCAMM for approval as-to-matters-of-form and execution by the Commissioner of DCAMM. Please note that Tenant under the Lease is the Commonwealth of Massachusetts acting by and through the Commissioner of DCAMM on behalf of the User Agency. **No lease is binding until the DCAMM Commissioner has executed it.**

5.7. **Design and Build-out of the Landlord's Improvements:** Following execution of the Lease, it is Landlord's responsibility to deliver the Premises to Tenant in conformance with the Lease, including Exhibit B (Schematic Space Plan of the Premises) Exhibit C (Specifications for the Premises), Exhibit D (Project Schedule), and the Working Drawings that Landlord prepares after execution of the Lease. Please note that, in accordance with § 4 of the Commonwealth Office Lease, Landlord is responsible for the completion of Working Drawings prepared by licensed professionals, furnishing all labor and materials, and securing all permits necessary to complete the Landlord's Improvements, and for achieving substantial completion in accordance with the provisions of the Lease.

5.8. **Occupancy:** The User Agency will take occupancy of the Premises only after the Premises are deemed available for Tenant's occupancy in accordance with § 3.2 of the Lease. DCAMM will confirm the Date of Occupancy, which will be the commencement date of Tenant's obligation to pay Rent and the commencement date of the Term.

## 6. REQUIREMENTS

A proposal must meet the following requirements in order to be considered qualifying and undergo further evaluation.

### 6.1. General Requirements

- 6.1.1. **Submission:** Proposals must be submitted to DCAMM as follows:
- 6.1.1.1. The proposal must be submitted on the DCAMM Lease Proposal form included with this RFP.
  - 6.1.1.2. Lease Proposals must be substantially completed. Proposals that contain material omissions will be deemed non-qualifying if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.
  - 6.1.1.3. Proposals must be submitted in sealed envelopes labeled as required by paragraph B of the instructions for submitting lease proposals.
  - 6.1.1.4. Proposals must be received in the DCAMM Office of Leasing and State Office Planning, One Ashburton Place, 14<sup>th</sup> Floor – Room 1411, Boston, Massachusetts 02108, on or before the Proposal Submission Deadline stated on page A-1 of this RFP. The time-stamp clock located in the reception area of the DCAMM Office of Leasing and State Office Planning establishes the official date and time of receipt of each proposal.
- 6.1.2. **Eligible Proposer:** The proposal must be submitted by an eligible proposer, as defined in § A-4.3.
- 6.1.3. **Type of Agreement and Term:** The proposal must represent that the proposed Landlord agrees to sign a Lease for the Term identified in § A-1.3 and substantially in the form of the Commonwealth Office Lease (Attachment C-2 of this RFP) without material modification, and the proposal must include requested modifications of standard provisions. DCAMM reserves the right to decline to consider modifications requested after the Proposal Submission Deadline.
- 6.1.4. **Contact During the RFP Process:** From the Date of this RFP through the date on which a conditional selection is made, the DCAMM Project Manager for this project is the only authorized point of contact of the Commonwealth regarding this RFP and its subject matter. If a proposer or a proposer's representative engages in unauthorized contact, the proposal may be deemed non-qualifying. Unauthorized contact includes, by way of example and not limitation, contact by the proposer or the proposer's representative with the User Agency regarding the subject matter of this RFP.

## 6.2. Location

- 6.2.1. **Search Area:** The proposed Building must be located within the search area identified in § A-1.3, Location.
- 6.2.2. **Parking:** There must be a sufficient number of Public Parking spaces to meet the estimated demand stated in § A-1.3. If Public Parking is insufficient to meet the estimated demand during the Hours of Operation, the proposer must indicate in the proposal how the estimated demand for parking will otherwise be met.

The proposal must include the number of Reserved Parking spaces described in § A-1.3. If such spaces are not proposed to be included in the Lease, the

Commonwealth must be able to determine that such spaces can be leased separately.

The proposal must include the number of Drop-Off Parking Spaces described in § A-1.3. If such spaces are not proposed to be included in the Lease, the Commonwealth must be able to determine that such spaces can be leased separately.

### 6.3. **Building Conditions: Building Codes, Barrier-Free Access, and Hazardous Substances**

- 6.3.1. **Building Codes:** The proposed Building must comply with all applicable federal, state, and local code requirements, or DCAMM must be satisfied that it can and will be brought into substantial compliance by the desired Date of Occupancy. Such codes include, but are not limited to, the Massachusetts State Building Code, Massachusetts Architectural Access Board (MAAB) Regulations, and other applicable provisions of the Code of Massachusetts Regulations (CMR). If a proposal is accepted subject to Landlord meeting certain code requirements, the Commonwealth will not take occupancy of the space until all code deficiencies have been fully corrected.
- 6.3.2. **Barrier-Free Access:** The proposed Building and Premises must meet the requirements in § B-2.1 for Access for Persons with Disabilities.
- 6.3.3. **Hazardous Substance:** The proposer must warrant and represent that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building.

### 6.4. **Building Conditions: Proposed Premises**

- 6.4.1. **Usable Area and Type of Space:** The proposal must offer the amount of space in usable square feet (see § A-4.5 for definition of Usable Area) stated in § A-1.3 of the RFP. DCAMM reserves the right to accept proposals for an amount of space that varies from this amount, provided that it meets the User Agency's needs.

The proposal must offer the type of space sought and DCAMM must be satisfied that the proposed space is, or will be made, functional for and compatible with the Program Description in § A-1.3.

- 6.4.2. **Landlord's Improvements:** The proposer must agree to substantially meet the General Specifications in § B, or must suggest, within the proposal, alternatives acceptable to DCAMM and the User Agency.
- 6.4.3. **Floor Loading:** The proposer must confirm that the Building will meet any special floor loading requirements identified in § B.

- 6.5. **Landlord Capacity:** The proposer must agree to substantially meet the Landlord's Services in the General Specifications in § B or must propose alternatives acceptable to DCAMM and the User Agency.

## 7. **QUALITATIVE CRITERIA**

The following criteria will be used to evaluate qualifying proposals.

- 7.1. **Execution of the Commonwealth Office Lease:** The proposed Landlord's willingness to enter into the Commonwealth Office Lease, as evidenced by the extent and nature of any modification to the standard provisions that is requested by the proposer.
- 7.2. **Location:** The suitability of the proposed location for the operations of the office or facility, including:
  - 7.2.1. **Access:** Ease of access to the proposed Building by public transportation, shuttle, automobile, and on foot. DCAMM will consider the ease of vehicular access and the degree of congestion on streets and roadways in proximity of the Building, the availability and frequency-of-service of public transportation and shuttle service, the distance from public-transportation stops and shuttle service stops to the main entrance of the proposed Building, and whether paths of travel from such stops to the main entrance of the proposed Building are well-lit, well-traveled, and accessible for the disabled.
  - 7.2.2. **Proximity:** Proximity of the proposed Building to clients, customers, and other offices and facilities with which staff and clients of the User Agency regularly interact, when identified in the RFP.
  - 7.2.3. **Parking:** Proximity, accessibility, and availability of parking identified in § A-1.3. DCAMM will consider the availability of parking spaces during the Hours of Operation and whether parking areas and the walkways between them and the proposed Building are well-lit and the walkways easily traversed.
  - 7.2.4. **Neighborhood Characteristics:** The characteristics of the surrounding neighborhood, including compatibility of adjacent uses with the Commonwealth's proposed use, the safety and security for persons and property, and the availability of basic services and amenities during the Hours of Operation.
- 7.3. **Building Conditions: Exterior Envelope, Systems, and Common Areas:** Quality, condition, and functional efficiency of the proposed Building with the Landlord's Improvements proposed. This includes specific consideration of:
  - 7.3.1. **Building Envelope and Systems:** The existing and proposed condition of the Building envelope (including the roof, foundation, walls, and exterior windows and doors), and the HVAC, plumbing, and electrical systems and their capacities to meet the Commonwealth's needs throughout the Term in a reliable and efficient manner.
  - 7.3.2. **Life Safety:** The existing and proposed condition of fire-protection equipment including, but not limited to, fire doors, fire walls, fire stops, fire extinguishers, exit-route diagrams, exit signs, and alarm systems, and the existing and proposed condition of emergency lighting, including such lighting in the proposed Premises, restrooms and along paths of egress.
  - 7.3.3. **Building Common Areas:** The existing and proposed location, accessibility, and condition of public or common areas, including the Building entrance, lobby, vestibules, paths of egress, stairways, corridors, ramps, elevators, loading dock, and

restrooms. DCAMM will consider the type, size, and condition of the common areas, capacity of the elevators, and adequacy to meet the needs of the User Agency.

- 7.3.4. **Vestibule:** If the proposed Premises have direct access to the outside, Premises that have a vestibule for weather control and worker comfort, with the exterior door opening into the vestibule and entry into the proposed Premises through entrance doors from the vestibule, will receive a higher rating on this evaluation criterion. Vestibules must have a minimum of 20 foot-candles lighting at floor level.
- 7.3.5. **Restrooms:** The existing and proposed condition of the restrooms, including the adequacy of the ventilation, the condition of the floors and walls, toilet partitions, plumbing fixtures, sinks, counters, mirrors, and restroom accessories. Buildings with restrooms equipped with water-saving plumbing devices such as hands-free motion-sensor operated faucets and flush valves will be rated higher on this evaluation criterion.
- 7.3.6. **Compatibility of Use:** The compatibility of current and proposed activities and uses in the proposed Building or complex with the Commonwealth's proposed use. The evaluation of proposals will consider whether the existing and proposed uses are compatible with the mission of the User Agency and the security, safety, and health of employees and visitors.

Evaluation of proposals will also consider whether proposals provide feasible opportunities to co-locate with other state agencies in the proposed Building or complex of buildings to create related financial benefits to the Commonwealth.

- 7.4. **Building Conditions: Proposed Premises:** The suitability of the proposed Premises for the space needs of the office or facility, including specific consideration of:

- 7.4.1. **Configuration:** The degree to which the configuration of the Premises meets the User Agency's programmatic needs described in the Space Allocation and Finish Schedule in § B-2, taking into account the size and shape of the space and any internal barriers to efficient design and accessibility.
- 7.4.2. **Building Module and Column Spacing:** A regular, consistent building module that allows for a regular, consistent office and workstation layout and the efficient utilization of space is generally desired, as is column-bay spacing at 25' to 35' on center.
- 7.4.3. **Main Entry Point(s):** The ease of access from the Building entrance(s) and common areas to the main point(s) of entry for the proposed space will be considered.

The evaluation of proposals will also consider whether the configuration of the proposed space will enable the User Agency to establish a central Reception Area.

- 7.4.4. **Location and Distribution of Space:** Upper-level floors are usually sought for administrative functions, lower-level floors for offices generating substantial foot traffic. Basement space free from water or obstructions and with adequate window area will be considered. Contiguous space is preferred on one floor for a small

office and on one or more floors for a large office. For a large office, a large floor plate that minimizes the number of floors is preferred.

7.4.5. **Daylighting:** Premises that provide window area equal to at least 25% of the exterior wall surface area are preferred and will receive a higher rating on this evaluation criterion

7.4.6. **Finished Ceiling Heights:** Finished ceiling heights of 8'-6" to 9'-6" high are preferred.

7.5. **Landlord Capacity:** The demonstrated capacity of the proposed Landlord to prepare the proposed space for occupancy by the Commonwealth and to provide the Landlord's Services and the Landlord's Improvements specified in the RFP and in accordance with the provisions of the Lease. Consideration will be given to the extent to which the proposed build-out meets the needs of the User Agency described in the RFP. The qualifications and experience of the proposed Landlord, design team, contractor, and property manager will also be considered.

If the User Agency occupies the proposed Premises and the proposal includes Landlord's Improvements, DCAMM will consider whether the proposed plan for completing such improvements will enable the User Agency to conduct business without unreasonable interference or interruption and whether the proposed plan will be implemented without additional cost to the User Agency.

7.5.1. **Timely Completion of Work:** The demonstrated capacity of the proposed Landlord, the design team, and contractor to substantially complete the design and construction of all improvements to the property required for the Commonwealth's occupancy by the desired Date of Occupancy identified in § A-1 of the RFP.

7.5.2. **Capacity to Complete the Project:** The demonstrated capacity of the proposed Landlord to finance the required improvements, and the demonstrated capacity of the proposed Landlord, design team, and contractor to design and construct the proposed space to meet the Commonwealth's needs.

Evaluation will consider the experience of the proposed Landlord in completing projects of similar cost and complexity and the experience of the proposed design team, contractor and property manager in designing, constructing, and managing projects and properties of a similar complexity, type, and size.

7.5.3. **Capacity to Operate and Maintain the Property:** The demonstrated capacity of the proposed Landlord, either directly or through contract, to provide the Landlord's Services specified in the RFP in a professional and timely manner and in accordance with the provisions of the Lease.

## 8. COMMONWEALTH POLICY OBJECTIVES; COST

8.1. **Commonwealth Policy Objectives:** Whenever feasible, it is DCAMM's policy to acquire leased space in a manner that supports:

8.1.1. **Historic Properties:** G. L. c. 7C, § 33 mandates that whenever space in buildings is to be acquired for the use of state agencies, first consideration must be given to structures that have been certified as historic landmarks as provided by G. L. c. 9,

§§ 26 through 27C, listed in the National Register of Historic Places as provided by 16 USC § 470a (1974), or designated historic landmarks by local historic commissions “unless use of such buildings would not be feasible in terms of costs and requirements when compared with other available properties.”

8.1.2. **Leading by Example – Clean Energy and Efficient Buildings:** Executive Order No. 484 (EO-484) calls for the establishment of a *Leading by Example Program* to oversee and coordinate efforts at state agencies to “reduce their environmental impact.” Examples of such efforts include, by way of example only and not limitation, promotion of energy conservation and clean-energy practices, waste reduction and recycling, environmentally preferable procurement, toxics-use reduction, water conservation, sustainable transportation, open-space and natural-resource protection, and improved compliance practices. EO-484 directs agencies to reduce overall energy consumption at owned and leased (at which the state pays directly for energy) buildings 20% by fiscal year 2012 and 35% by 2020.

8.1.3. **South Coast Rail Economic Development and Land Use Corridor Plan (the Corridor Plan):** The Corridor Plan was released in 2009 and is available at <http://www.mass.gov/southcoastrail>. Executive Order No. 525 (EO-525) declares that the Corridor Plan, “through an unprecedented civic engagement process, identifies priority areas for additional growth and for land preservation, thereby creating a long-term vision for the sustainable development of this region.” EO-525 further declares that “the Corridor Plan’s smart growth framework calls for the clustering of jobs and homes around new stations, in downtowns and village centers, and for the permanent protection of the South Coast’s environmentally sensitive forests, wetlands, farms, and habitat areas.” EO-525 directs agencies of the Commonwealth to “review their policies, actions and investments to support and implement the recommendations of the Corridor Plan.” The South Coast region is comprised of the following cities and towns: Acushnet, Attleboro, Berkley, Bridgewater, Canton, Dartmouth, Dighton, Easton, Fairhaven, Fall River, Foxborough, Freetown, Lakeville, Mansfield, Marion, Mattapoisett, Middleborough, New Bedford, North Attleborough, Norton, Raynham, Rehoboth, Rochester, Seekonk, Sharon, Somerset, Stoughton, Swansea, Taunton, Wareham, and Westport. In those instances when DCAMM seeks to lease space in the South Coast region, proposers are invited to demonstrate, within their proposals, how their proposals are consistent with implementation of the recommendations of the Corridor Plan.

8.2. **Cost:** DCAMM will evaluate costs based on the present value of the total costs that will be incurred by the Commonwealth to use and occupy the proposed Premises under the provisions of the proposal throughout the Term. These costs include the Rent, any Additional Rent and other sums paid to Landlord, operating expenses paid directly by Tenant, such as separately metered utilities, and all other costs directly associated with the use of the Premises, such as the cost of shuttle service required to compensate for the proposed Building’s location. Costs not contained in the proposal will be estimated based on information provided by the User Agency or other state leases, or obtained from market data.

Proposers are urged to read § 2 of the Lease Proposal (Attachment C-1 of the RFP) carefully. All cost information, including offers of free Rent, alternative reduced Rent schedules, etc., must be included in the proposal.

**B. GENERAL SPECIFICATIONS**

The Landlord's Services in § B-1 describe the services that the Landlord must provide to the Tenant under the Commonwealth Office Lease. The Landlord's Services, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

The Landlord's Improvements in § B-2 describe the improvements that Landlord must provide to Tenant under the Commonwealth Office Lease. The Landlord's Improvements, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

DCAMM encourages proposers to suggest ways to use existing or less costly improvements to meet the needs of the User Agency and to submit alternative proposals that meet the needs of the User Agency in a better or more cost-effective manner. DCAMM's intention is to provide a clear basis for determining whether proposals are acceptable and comparable while also making it possible to take advantage of useful and cost-effective alternatives.

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## 1. LANDLORD'S SERVICES

- 1.1. **Hours of Operation:** Hours of Operation are from 9a.m. to 5 p.m. Monday through Friday except state holidays.
- 1.2. **Utilities:** Landlord must ensure the delivery of the following utility services to the Building and Premises: (1) water, sewer, gas, fuel, and electricity, (2) heating, ventilation, and air-conditioning (HVAC), (3) all common-area lighting, and (4) power for the User Agency's office equipment and lighting within the Premises.

During the Hours of Operation, Landlord must ensure that HVAC is available and properly operating and functioning throughout the Premises and must maintain the temperature within 70° and 74° Fahrenheit in the wintertime and within 72° and 76° Fahrenheit in the summertime. In the Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms, Landlord must maintain the temperature at no more than 70° Fahrenheit 24/7.

- 1.3. **Maintenance of Premises, Appurtenant Areas, and Building:** Landlord must provide the continuous maintenance and repair services needed to maintain the Premises, appurtenant areas, systems, equipment, and the Building in good repair and tenable condition. Landlord must provide Material Safety Data Sheets for all products used on-site.

Landlord must keep the Building and appurtenant areas clean and free from litter and from pests, through implementation of an Integrated Pest Management program. Landlord must maintain common pedestrian walkways and landscaped areas. Landlord must remove snow and ice from all entrances, exits, sidewalks, and parking areas before the Hours of Operation and during such hours if snow, ice, or both accumulate. Landlord must use environmentally preferable ice-melt and sand as necessary to ensure safety. Landlord must supply, install, and maintain entry mats at all Building entrances.

Landlord must maintain and repair the Building envelope and systems including, by way of example and not limitation, roofs, windows, floors and floor covering, walls and wall coverings, ceilings, locks, life-safety systems and fire-protection equipment, lighting fixtures and lamps, and all mechanical, electrical, and plumbing systems serving the Building and the Premises. Landlord must service heating, ventilating, and air-conditioning equipment in accordance with the manufacturer's recommendations and must replace filters quarterly or more often if indicated or dictated by local conditions or by the manufacturer's recommendations. Landlord must maintain the heating, ventilating, and air-conditioning equipment so that the indoor air quality is consistent with each IAQ Standard/Guideline identified in the table under Initial Indoor Air Quality Testing in § B-1.

Landlord must replace worn or damaged ceiling tiles and floor coverings with equal or better goods and must repair and repaint worn or damaged wall surfaces in the Premises.

If the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord must repaint all rooms listed under Meeting Areas and Entry Areas in the Space Allocation and Finish Schedule in § B-2 at the beginning of the fourth and the seventh year of the Lease Term in accordance with the specifications in § B-2, and Landlord must re-carpet all Entry Areas, Meeting Areas and circulation areas leading from the Entry Areas to the Meeting Areas at the beginning of the sixth year of the Lease Term in accordance with the Specifications in § B-2. Landlord must repaint all other painted surfaces within the Premises at the beginning of the fifth year of the Lease Term in accordance with the specifications in § B-2. Landlord is responsible for moving and returning furniture as necessary to accomplish painting and re-carpeting. The User Agency may waive this requirement in writing for certain rooms, or where protective wall covering is provided and installed.

- 1.4. **Building Security and Access:** Landlord must enable authorized employees of the User Agency to access the Premises at any time (24/7). Landlord may enable such access via security guards, a master key, an electronic card, or a similar restrictive entry system.

Landlord must maintain and service, at Landlord's sole cost and expense, all the security systems and security systems components described in § B-2. For the intrusion alarm system and the water detection and temperature and humidity monitoring systems in the MDF and IDF, Landlord must provide a 24/7 alarm monitoring service to alert Landlord's property manager and User Agency of an alarm. All service fees, including the cost of the telephone line(s) required to operate the system, are at Landlord's sole cost and expense.

- 1.5. **Janitorial Services:** Landlord must provide the janitorial services of a professional cleaning-service company that consistently, adequately, and sufficiently supervises the employees of such company and ensures that standard office-cleaning practices are followed and performed at all times. Landlord must require such company to carry comprehensive liability insurance for not less than \$2,000,000 combined single limit, and Workers' Compensation insurance covering all persons employed by such company in the Building and appurtenant areas, issued by a carrier or carriers qualified to conduct business in Massachusetts, and naming the Commonwealth of Massachusetts as an additional insured. Landlord must provide Material Safety Data Sheets for all cleaning products used on-site to Tenant and User Agency. Services include:

**Daily:** Empty waste baskets; remove trash; wash and clean all fixtures, counters, and floors in restrooms and Staff Support Rooms; replenish paper and soap products in all restrooms, and supply and replace all liners for all waste and sanitary napkin receptacles; replenish paper products in all Staff Support Rooms; sweep or dry-mop uncarpeted floors (including entrances, lobbies, and corridors); vacuum carpeting with HEPA-filter vacuum; clean drinking fountains and H<sub>2</sub>O points of use.

**Weekly:** Wash all uncarpeted floors, dust furniture and all horizontal surfaces, including, by way of example and not limitation, fixtures, blinds, window sills, and convection units; buff uncarpeted floors; clean all door-entry window glass,

visual-glass panels on room doors, all glass sidelights, all office visual-glass panels, and all modular-furniture Plexiglas panels.

**Quarterly:** Strip, wax, and buff uncarpeted floors; vacuum air diffusers and return grilles.

**Semi-Annually:** Clean carpet using a cleaning method consistent with carpet manufacturer's instructions; wash windows (inside and outside); damp-wash air diffusers, return grilles, and surrounding walls and ceilings.

**Annually:** Wash blinds; dust all high surfaces.

**As Needed:** Supply and replenish all paper and soap products in restrooms; supply and replace paper towels in Staff Support Rooms, supply and replace all liners for all waste and sanitary napkin receptacles; exterminate pests; spot-clean carpets.

**Recyclables Collection:** As needed but not less than once per week, empty Landlord-provided single-stream recycling receptacles located in each office and at each workstation into Landlord-provided recycling bins for recycling by Landlord. Landlord must institute or maintain recycling programs for the Building for items including, by way of example and not limitation, delivery pallets, cardboard, glass, and recyclable plastic and metals.

**Cleaning Products and Methods, Hand Soap and Paper Supplies:** Landlord and Landlord's professional cleaning-service company must use environmentally preferable cleaning products and methods, provide hand soap with bio-based ingredients in the restrooms, and supply paper products with post-consumer waste recycled content.

1.6. **Preparation for Occupancy by Tenant:** Before Tenant occupies the Premises, Landlord must perform (or Landlord must cause Landlord's professional cleaning-service company to perform) a comprehensive cleaning of the Premises including, by way of example and not limitation: vacuum and wash all horizontal surfaces (including, by way of example and not limitation, soffits, window sills, counters, work surfaces, interiors of millwork cabinets installed by Landlord); wash, wax, and buff all uncarpeted floors; vacuum all carpeting with HEPA-filter vacuums; and wash windows inside and outside. In addition, Landlord must verify that all ductwork has been cleaned, all grilles have been washed, and all temporary filters have been replaced, as specified in § B-2.7 Ventilation.

1.7. **Initial Indoor Air Quality Testing:** Within 30 days after the Date of Occupancy, Landlord must conduct, at Landlord's sole cost and expense, initial indoor air quality testing (Initial IAQ Testing) of the Premises using a Certified Industrial Hygienist approved by Tenant. Initial IAQ Testing must include, without limitation, direct-reading measurements of temperature, relative humidity, carbon dioxide, carbon monoxide, airborne particulates, and volatile organic compounds in a representative sampling of the Premises that demonstrates results consistent with those identified below, and a moisture survey of readily accessible porous building materials in areas where water is or is likely to be present.

Material Measured	IAQ Standard/Guideline	Source
Carbon dioxide	800 ppm	MA DPH
Carbon monoxide	Less than or equal to outdoor concentrations	MA DPH
Particulate in air	.035mg/m <sup>3</sup>	US EPA
VOCs	Less than or equal to outdoor concentrations	MA DPH

Landlord must deliver to Tenant and User Agency a written report (the Initial IAQ Report) of the results of the Initial IAQ Testing. If the Initial IAQ Report identifies any deficiencies in the indoor air quality or HVAC system of the Premises or Building, Landlord and Tenant must establish a schedule to remedy the deficiencies and Landlord, at Landlord's sole cost and expense, must immediately commence such remediation and pursue it diligently to completion. Upon completion of this remediation, Landlord must undertake additional IAQ Testing and must deliver to Tenant and User Agency a written report of the results of the additional IAQ Testing that demonstrates that the deficiencies have been remediated.

- 1.8. **Indoor Air Quality Testing During Lease Term:** Within 30 days after receipt of a written request from Tenant, once during lease years 1 – 5 and again once during lease years 6 – 10 if the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord must conduct, at Landlord's sole cost and expense, indoor air quality testing (IAQ Testing) of the Premises using a Certified Industrial Hygienist approved by Tenant. IAQ Testing must demonstrate results consistent with those identified above.

Landlord must deliver to Tenant and User Agency a written report (the IAQ Report) of the results of the IAQ Testing. If the IAQ Report identifies any deficiencies in the indoor air quality or HVAC system of the Premises or Building, Landlord and Tenant must establish a schedule to remedy the deficiencies and Landlord, at Landlord's sole cost and expense, must immediately commence such remediation and pursue it diligently to completion. Upon completion of this remediation, Landlord must undertake additional IAQ Testing and must deliver to Tenant and User Agency a written report of the results of the additional IAQ Testing that demonstrates that the deficiencies have been remediated.

- 1.9. **Re-Balancing of HVAC System During Lease Term:** If the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord, at Landlord's sole cost and expense, must rebalance the HVAC system at the beginning of lease year 6 and Landlord must provide Tenant with a registered engineer's certification that the air distribution is properly balanced in accordance with the design intent as set forth in the approved Working Drawings, along with a copy of the supporting balancing report not later than ninety days following the beginning of lease year 6. Any deficiencies must be corrected by Landlord at Landlord's sole cost and expense.

- 1.10. **Professional Design Services:** Promptly following selection of its proposal, the selected proposer must provide professional design services to the User Agency to complete the Schematic Space Plan of the Premises that will be incorporated into and made part of the Lease as Exhibit B. These services must be provided at no additional cost to the User Agency.
- 1.11. **As-Built Plans; Cable Documentation:** Landlord must provide two disks in AutoCAD DWG format, one each to Tenant and User Agency, of the approved submission of Working Drawings updated to reflect the as-built conditions, and the Cable Documentation described in § B-2, both no later than 60 days after the Date of Occupancy.

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## 2. LANDLORD'S IMPROVEMENTS

### 2.1. Introduction

2.1.1. **Code and Regulatory Requirements:** All Building improvements must comply with the Massachusetts State Building Code, regulations of the Massachusetts Architectural Access Board (MAAB), the Americans with Disabilities Act (ADA) including the 2010 ADA Standards for Accessible Design, and applicable CMR provisions. Where federal or local codes, or regulations, ordinances, or zoning laws apply, the more restrictive provision must be followed.

2.1.2. **Access for Persons with Disabilities:** The Building and the Premises must be free of barriers preventing access to and use of the Premises by persons with disabilities in accordance with applicable state and federal accessibility regulations.

2.1.3. **Project Schedule:** The project schedule in Lease Exhibit D identifies the work to be performed by Landlord and Tenant and highlights the critical-path items and dates for the completion of Landlord's Improvements (including the installation of all equipment) and the availability of the Premises for Tenant's Occupancy.

2.1.4. **Working Drawings:** All improvements to the Premises and related areas (the Landlord's Improvements, as defined in the Lease) must be provided and installed by Landlord and must be completed in accordance with the approved Working Drawings (as defined in the Lease) that are based on these General Specifications, including the Space Allocation and Finish Schedule in § B-2.

2.1.5. **Submittals:** Landlord must submit three full sets of the Working Drawings to Tenant and one full set in AutoCAD DWG format, on a disk.

Landlord must submit to the User Agency for review and approval, all proposed color selection, cuts, samples, and color swatches necessary to show the manufacturer's product line for any new finishes. The submittals include by way of example and not limitation, the proposed products for all floors, walls, ceilings, lighting, and the proposed finishes and materials for all architectural-woodwork.

Landlord must provide Material Safety Data Sheets for materials used in construction upon or before submission of the Certificate of Completion (see § 3.2 of the Lease).

2.1.6. **Materials:** Whenever feasible, Landlord must use environmentally preferable materials such as materials with low emissions of volatile organic compounds (VOCs), materials with recycled content, or materials that are recyclable.

2.1.7. **Work in Occupied Areas:** If the Landlord's Improvements are to be carried out in Premises that will be occupied in whole or in part by the User Agency during the work, Landlord must isolate the occupied areas from the construction areas with appropriate temporary, air-tight physical barriers and must schedule construction activities that are likely to disrupt the User Agency's operations for times after the Hours of Operation. Before commencing work, Landlord must submit a work plan to Tenant for review and approval identifying proposed measures to prevent migration of construction-generated pollutants to occupied areas and to ensure the continuity of the User Agency's ongoing operations.

2.1.8. **Systems Furniture**

2.1.8.1. **User Agency-Provided Systems Furniture (UA-Wkstn):** User Agency will supply and install the modular systems furniture indicated as User Agency Workstations (UA-Wkstn) on the Space Allocation and Finish Schedule in § B-2. The modular panels of the User Agency-Provided Systems Furniture vary in height from a low of 48" to a high of 85", and Landlord must coordinate ceiling heights, and the placement of HVAC and fire and life-safety systems accordingly.

2.2. **Walls:** Walls must be located as shown on approved Working Drawings. The location of all floor tracks must be verified by the project architect. The standard wall composition is assumed to be 5/8" gypsum wallboard (GWB) on metal studding, spacing as recommended by manufacturer of metal studding. Other materials, including pre-finished wall systems, providing similar acoustics, durability, and physical appearance are acceptable.

To limit the production of dust and construction debris, DCAMM encourages the use to the greatest extent possible of pre-finished, demountable wall systems that provide the same durability, acoustical performance, and physical appearance as the conventional 5/8" gypsum wallboard (GWB) on metal studding assembly. For all new wall construction, Landlord must offset electrical outlets and similar openings. Landlord must provide and install 2" x 6" wood blocking as required for support of all wall-mounted elements. Landlord must refinish existing walls to match new partitions. All surfaces must be clean and smooth, and existing walls and/or partitions to be incorporated into the Premises must be prepared to receive the new finish specified.

DCAMM uses sound transmission coefficient (STC) ratings to specify minimum acoustical requirements. A specific STC rating may be achieved by a number of different construction assemblies, as published by several organizations including the Gypsum Association.

2.2.1. **Demising Wall:** Demising walls separating the proposed Premises from other tenants and Building common areas must meet code requirements for fire separation. Demising walls must extend tight to the structural

ceiling, meet an STC rating of 45 or better, and be finished to match adjacent walls. A suggested assembly consists of 3<sup>5</sup>/<sub>8</sub>" 25-gauge metal studs and tracks, fastened securely to floor and structural ceiling (and a row of horizontal stiffeners at midpoint of wall where required), with one layer Type X <sup>5</sup>/<sub>8</sub>" GWB on each side with taped and finished joints with a three-coat system below acoustical ceilings and a one-coat system above the ceiling. Landlord must apply acoustical sealant at bottom and top and at all penetrations, and provide and install sound attenuating blanket between studs.

- 2.2.2. **Full-Height Partition:** Landlord must provide and install full-height partitions as indicated on the Space Allocation and Finish Schedule in § B-2. Full-height partitions must achieve an STC rating of 40 or better. A suggested assembly consists of 3<sup>5</sup>/<sub>8</sub>" 25-gauge metal studs and tracks with one layer <sup>5</sup>/<sub>8</sub>" GWB on each side extending six inches above the acoustical tile with taped and finished joints with a three-coat system below acoustical ceilings and a one-coat system above the ceiling. Landlord must fasten tracks directly to floor and structural ceiling or install angle bracing from the structural ceiling to top of track to provide a rigid assembly.

DCAMM encourages the use of pre-finished, demountable wall systems that provide the same durability, acoustical performance, and physical appearance.

- 2.2.3. **Operable Partition.** As indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install a top-supported operable partition to span the width and height of the room. The partition must be manually operable, must latch and must meet a minimum STC rating of 41 as a complete wall assembly. The use of Modernfold Acousti-Seal 900 Series or Hufcor 600 Series product or approved equivalent is acceptable. Separate means of egress, separate lighting controls, and separate HVAC controls and CO<sub>2</sub> sensors must be provided in each section of the room divided by the operable partition(s).

- 2.3. **Doors:** Doors and frames must match the acoustical, fire code, and/or security qualities of the surrounding walls. Dimensions and locations of doors and hardware must comply with all applicable accessibility requirements. Standard door and hardware upgrades, by type and location, are specified on the Space Allocation and Finish Schedule in § B-2. Where required by code, Landlord must provide and install UL labeled fire-rated metal doors and frames. Door/frame finish must consist of both one coat sealer/primer and two coats semi-gloss enamel, up to three colors selected by the User Agency, or two coats polyurethane, with or without stain. New doors must not contain particleboard components made with urea-formaldehyde binders. All existing doors and frames that will remain are to be prepared to receive new finishes.

- 2.3.1. **Tenant Entry Doors:** Landlord must provide and install 1<sup>3</sup>/<sub>4</sub>" thick x 3'-0" wide x 6'-8" to 7'-0" high, 16-gauge metal or solid core wood doors with hardwood stain grade veneer in 16-gauge welded steel frames. At a

minimum, each Tenant Entry Door must be equipped with a vision panel, and Tenant's main Entry Door must be equipped with a greater glass surface than a vision panel and with a tempered glass sidelight in metal or wood frame adjacent to the door; the actual size of the glass panel and sidelight must be confirmed during design.

2.3.2. **Standard Interior Door and Frame:** Landlord must provide and install 1<sup>3</sup>/<sub>4</sub>" thick x 3'-0" wide x 6'-8" to 7'-0" high solid core wood flush doors with hardwood stain grade veneer in extruded aluminum or 16 gauge steel frames, knock-down construction, with <sup>5</sup>/<sub>8</sub>" deep stops, with factory-applied transparent finish or with factory-applied primer to receive two coats of compatible paint finish on-site.

2.3.2.1. **Sidelight:** Landlord must add one 18" wide x 6'-8" to 7'-0" high tempered glass sidelight in matching frame next to each door of all offices, meeting rooms, training rooms, interview rooms, and conference rooms identified on the Space Allocation and Finish Schedule in § B-2.

2.3.2.2. **Vision Panel:** Landlord must add door manufacturer's standard glass vision panel, approximately 9" wide x 30" high located at eye level on the latch side of the door for all passageways and equipment rooms such as mail rooms, storage rooms, file rooms, MDF and IDF rooms identified on the Space Allocation and Finish Schedule in § B-2.

2.3.3. **Interior Glass and Glazing:** All interior glass and glazing is to conform to Massachusetts State Building Code with attention to the Specific Hazardous Locations provisions.

2.3.3.1. **Privacy Film:** Landlord must provide and install privacy film on the interior face of all glass sidelights, with pattern, size, and height to be confirmed by the User Agency during the design phase.

2.3.3.2. **Transaction Window: Fixed Transaction Window with Ballistic Glass Plies:** For each receptionist position, Landlord must provide and install a 7'-0" x 4'-0" fixed horizontal glass window above the transaction counter. In addition Landlord must provide up to 6 linear feet of glass for one or more side windows if called for in the design. Specifications for the glass are as follows: 1<sup>3</sup>/<sub>16</sub>" thick, multi-layer ballistic glass plies laminated with vinyl; U.L. 752 for Level 1 ballistics meeting the requirements of ASTM C1036, ANSI Z97.1 and CPSC 16CFR1201 Category I & II and ASTM C172.HPG or equal.

## 2.4. Hardware

2.4.1. **Standard Hardware Package:** On standard interior doors, Landlord must provide and install Grade 2 hardware package including 1½ pair

non-rising pin butt hinges; latchset with lever handles; silencers; floor or wall-mounted door stops  $\frac{5}{8}$ " deep. Latchsets are to be Arrow, Best or Schlage only. All hardware must be stainless steel with commercial grade US32D satin finish. Landlord must provide and install one coat hook on the inside face of each office door.

2.4.2. **Locks:** Landlord must provide and install cylinder lockset using interchangeable core cylinders to allow immediate re-keying of lock, keyed to the User Agency master, at all storage and equipment rooms, tenant entry doors and at locations as noted on the Space Allocation and Finish Schedule in § B-2.

2.4.3. **Heavy-Duty Hardware Package:** Landlord must provide and install heavy-duty Grade 1 hardware including ball bearing hinges, cylinder lockset, and deadbolt with minimum 1" throw and concealed hardened steel roller. Latchsets are to be Arrow, Best or Schlage only. Landlord must provide and install turnpiece on inside face of door. Up to two additional deadbolt units are to be provided and installed when indicated on the Space Allocation and Finish Schedule in § B-2. Landlord must install closers and panic bars as required by code.

2.4.4. **Remote Door Release:** Landlord must provide and install an electronic strikeplate powered and wired to the reception desk or other locations as indicated on the Space Allocation and Finish Schedule in § B-2. Coordinate electrical and security tie-ins where appropriate.

2.5. **Finishes and Specialties:** The following finishes and specialties are minimum standards; all finishes are subject to approval. New finishes must be chosen from manufacturers' open stock to allow proper matching. Refer to the Space Allocation and Finish Schedule in § B-2 for location of all finishes.

2.5.1. **Ceilings:** Ceilings may be new or existing acoustical tile systems, or exposed ceilings may be acceptable in historic renovations, subject to DCAMM approval, if utilities are organized and the visual appearance is pleasing. For new installation, Landlord must provide and install an acoustical tile ceiling system consisting of 2' x 2' x  $\frac{5}{8}$ " or 2' x 4' x  $\frac{5}{8}$ " lay-in panels in a lay-in suspension system. New ceiling tiles must contain post-consumer recycled material and must not contain formaldehyde or vinyl facing. Ceilings must be at least 8 feet and no more than 11 feet from the floor. All piping must be concealed in hung ceiling. If the existing system is to be reused, it must be level and meet standards of new construction. Landlord must remove all soiled or damaged ceiling tiles and replace to match finish, pattern, and color of surrounding tiles. Landlord must replace bent or otherwise damaged grid members.

2.5.2. **Floors:** Floor finishes for all rooms/areas are specified on the Space Allocation and Finish Schedule in § B-2, and must comply with all applicable accessibility requirements with regard to floor materials, door threshold, carpeting height, and anchoring details. All floors must be level and smooth before laying down agency floor finishes.

2.5.2.1. **Carpet Tile and Straight Base:** Except where otherwise indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install solution dyed stain-resistant carpet tile with minimum pile thickness of .101 inch, minimum pile density of 6,000 ounces per cubic yard, and minimum weight density of 100,000 ounces per cubic yard. Carpet tile must have a minimum ten-year guarantee, anti-static warranty, and a Green Label or Green Label Plus certification from the Carpet and Rug Institute Indoor Air Quality Test Program. Where adhesive use is required, Landlord must use water-based or low resin adhesives that meet the Green Label or Green Label Plus certification and must adjust maintenance procedures to ensure durability of resins, as per manufacturer's recommendations. Landlord must provide and install 4" rubber or wood straight wall base.

2.5.2.2. **Resilient Tile Flooring and Cove Rubber Base:** In areas indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install 2.5 mm thick commercial-grade linoleum tile flooring. Landlord must install 4" cove rubber base along all walls.

### 2.5.3. Wall Finish

2.5.3.1. **Paint:** Landlord must provide and install one coat of appropriate primer/sealer and two coats of egg-shell or semi-gloss acrylic-latex enamel paint; up to four colors, selected by Tenant. All painted and sealed surfaces must be lightly sanded between coats to give a clean smooth finish. All paints must be of low-or no-VOC content and meet current Green Seal or Greenguard standards for interior coatings.

In high traffic areas indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install one coat of appropriate primer/sealer and two coats of high traffic eggshell acrylic enamel paint such as ScrubTough by Scuffmaster or equal, and a painted or stained wood chair rail above.

### 2.5.4. Specialties

2.5.4.1. **Signage:** Landlord must provide and install a comprehensive room signage system with Braille and raised room numbers with changeable laser printer inserts within the Premises, and a permanent signage system with Braille and raised lettering in all of the common areas of the Building. The two systems must comply with all current, applicable accessibility requirements. Landlord must provide and install directories at the main entrance(s) and on each floor occupied by Tenant to allow visitors to easily find their way to the leased Premises.

In buildings occupied solely by the Commonwealth, Landlord must provide and install at least one exterior sign stating the following: Commonwealth of Massachusetts, the User Agency name(s), the street address, and town.

2.5.4.2. **Window Coverings:** Landlord must provide and install window coverings that allow transmission of visible light, such as polyester screencloth with UV resistance, and that have anti-fungi and anti-bacterial characteristics. The type and color are to be selected by the User Agency.

## 2.6. **Plumbing**

2.6.1. **Plumbing for Reverse Osmosis System:** Landlord must provide and install a ¾" cold water feed with back-flow preventer and a floor drain in the H<sub>2</sub>O Reverse Osmosis Equipment Room identified on the Space Allocation and Finish Schedule in § B-2. During construction of the improvements, Landlord must allow the User Agency's service provider access to the Premises to enable the installation of flexible lines to the H<sub>2</sub>O points of use. For small installations, Landlord may plan for the installation of the filtration system under, or next to, the sink serving the Staff Support Room described below.

2.6.2. **Plumbing for Staff Support Room and Wellness Room:** Landlord must provide and install an accessible stainless steel sink with protected waste lines, and 33" x 22" x 6" minimum overall dimensions in the counter of the Staff Support Room(s) and Wellness Room described in § B-2.9 Assemblies and Architectural Woodwork and indicated on the Space Allocation and Finish Schedule in § B-2.

2.7. **Heating, Ventilation and Air Conditioning (HVAC):** DCAMM encourages the installation of high efficiency heating and cooling equipment and installation of an energy management system.

2.7.1. **Certification and Balancing:** Before the Premises are deemed available for occupancy, Landlord must furnish the following certifications:

- a registered engineer's certification that the Building HVAC systems as designed and constructed will satisfy the requirements of the Lease
- a registered engineer's certification that air distribution is properly balanced in accordance with the design intent as set forth in the RFP specifications and the relevant drawings, along with a copy of the supporting balancing report

Any deficiencies must be corrected by Landlord at Landlord's sole expense.

2.7.2. **Heating and Air Conditioning System:** The distribution systems must be designed to maintain the temperature throughout the Premises within 70° and 74° Fahrenheit in the wintertime and within 72° and 76°

Fahrenheit in the summertime. HVAC sound levels are not to exceed a noise criterion (NC) number of 35. In the MDF and IDF rooms, the temperature must be maintained at no more than 70° Fahrenheit 24/7.

- 2.7.3. **Ventilation:** Office areas, restrooms, conference rooms, staff support areas and special equipment rooms must be ventilated in compliance with the more restrictive requirements of the latest versions of the Massachusetts State Building Code, the Building Officials & Code Administrators International, Inc. (BOCA) National Mechanical Code or the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) standards. Ventilation equipment must be installed and maintained in accordance with the manufacturer's recommendations.

Landlord must take precautions to prevent foreign matter from getting into equipment and ductwork during construction. All new ductwork must be cleaned of foreign matter and flushed out before the system is placed into service, and Landlord must clean all existing supply air, return air, and exhaust air ductwork systems identified to remain. Landlord must install temporary filters in all air handling units and at each return air grill when operating the system during construction. Landlord must replace these filters as needed during construction, and must install new filters in all equipment immediately prior to occupancy by Tenant.

- 2.7.4. **Zone Control and Thermostats:** Landlord must provide and install one thermostat or temperature control per zone. The zones must be delineated based on the types of space, the types of use, and the activities and Hours of Operation of the User Agency. Areas of disparate heat gain and heat loss (i.e. areas located alongside exterior windows or walls vs. areas that are not bound by exterior windows or walls, conference rooms, training rooms, equipment rooms, etc.) must be zoned separately.

Premises must be zoned separately from other Building areas and must be controlled by thermostats that are located solely within the Premises. All thermostats must be tamperproof.

- 2.7.5. **CO<sub>2</sub> Sensors and Air Exhaust Fans:** Landlord must provide and install a CO<sub>2</sub> sensor and an associated air exhaust fan in each room with an area of 300 square feet or more under the category Meeting Area in the Space Allocation and Finish Schedule in § B-2.

- 2.7.6. **Carbon Monoxide Detectors:** Landlord must install, maintain, and service carbon monoxide detectors throughout the Premises for all buildings that rely on the combustion of fossil fuel as a source of energy for the HVAC system, for hot water, or for any other purpose, or for buildings connected to parking garages or to areas used for the storage of vehicles or equipment that use fossil fuel. The detectors must be hard-wired units with battery back-up, meet UL standard 2034, and be installed in accordance with the manufacturer's recommendations. Landlord must install at least one detector per 3,000 square feet or

portion thereof. The detectors must be installed in open areas with no barriers to airflow. Landlord must replace batteries in each detector as needed, but not less than once a year.

2.8. **Electrical:** Landlord must provide and install an electrical system that is complete, tested, and ready for operation for both power and lighting distribution. All conduit, wiring, electrical equipment, and fixtures must be installed and grounded in accordance with the latest rules and regulations of the National and Massachusetts Electrical and Building Codes, the requirements of the utility company, and the local electrical inspection department.

2.8.1. **Service:** Electrical service must be of sufficient capacity (277/480 volts or 120/208 volts) to provide adequate power for the Building electrical equipment and the power required to operate all equipment of the User Agency described in § B. Except for main distribution switchboard in multi-tenant buildings, power panels must not be shared with other tenants. Landlord must provide and install panel(s) for lighting branch circuits independent from panel(s) supplying receptacles and power-operated equipment in all tenant spaces above 6,000 square feet. All power and lighting panels must have bolt-on type circuit breakers, a door with lock and key, and must include a typewritten directory on the inside of the door. Landlord must allow 4 watts per square foot for receptacles and lighting, and provide and install one spare circuit for every five active circuits, based on the recommendations of the National Electrical Code.

2.8.2. **Wiring:** All wire must be copper. The size of feeders must be determined by connected loads and be of adequate size to comply with code-required voltage-drop limitations. Wiring must be installed in raceways such as EMT or in rigid steel conduit. Type NM (romex) may not be used where the ceiling is used as a plenum. BX (metal-clad) cable may be used above hung ceilings and in partitions. Where building conditions do not permit concealment of wiring, Landlord must use surface metal raceways, such as Plugmold or Wiremold. Landlord must make final connections to motors with seal-tite type conduit and fittings. Independent grounds for computer outlets must be insulated copper wire; metal raceways must not be used as a ground.

2.8.3. **Outlets:** Landlord must provide and install 20-amp, 120-volt floor or wall-mounted duplex outlets with independent ground as follows: two per workstation and per 75 square feet of open office area; two in each enclosed office or room of 100 square feet or less; and in each enclosed office or room in excess of 100 square feet, one duplex outlet for every additional 100 square feet or fraction thereof. Plugmold may be installed at transaction counters, one duplex outlet per position. Power poles (one per 600 square feet) may be used to provide power to the outlets. Landlord must not connect more than eight standard duplex receptacles per circuit. Landlord must not connect more than the equivalent of one circuit for every two modular workstations, if applicable.

In all Staff Support Rooms described in § B-2.9 Assemblies and Architectural Woodwork and indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install two wall-mounted, three-pronged, ground fault outlets above the counter, and the number of 20-amp, 120-volt outlets necessary to power the User Agency-supplied refrigerator, microwave oven, H<sub>2</sub>O point of use, and/or vending machines within the Staff Support Room. All power outlets in the Staff Support Rooms must each be connected to a separate, dedicated circuit.

2.8.4. **Electrical Connections for User Agency-Provided Systems Furniture (Workstations) described in the Space Allocation and Finish Schedule (SAFS):** Landlord must bring power to and connect the User Agency-provided liquid-tight whips to the User Agency-provided modular furniture system. The modular furniture system has three common 20-amp circuits, and one dedicated 20-amp computer circuit. Landlord must plan one such power feed for every six workstations at a ratio of 2 workstations per circuit.

2.8.5. **Floor Core with Poke-Thru Device; Floor Core with Poke-Thru Device and Empty Conduit With Pull String:** Landlord must provide and install a floor core with a poke-thru device that accommodates one voice, one data and one electrical outlet in every conference room of 200 square feet or more.

In addition, in all rooms where a ceiling-mounted projector (by Tenant) and a floor core with poke-thru device (by Landlord) are noted in the Comments section of the Space Allocation and Finish Schedule in § B.2, Landlord must install a 1 ½" empty conduit with pull string from the floor core to the top of the wall closest to the location of the projector for installation of A/V cabling by Tenant's vendor. The poke-thru device must accommodate one voice, one data, one electrical, and one A/V outlet. In addition, Landlord must provide and install a universal projector-mounting bracket with appropriate wood-blocking and a 110 duplex receptacle in the ceiling tile.

2.8.6. **Lighting and Switches:**

All fixtures must be compatible with the ceiling system and must be installed flush with the normal ceiling surface. Lighting fixtures must be spaced to maintain a uniform lighting level of 50-foot candles at desk-top height above desks, in individual offices and modular workstations in the open areas. The lighting level in circulation areas, storage rooms, and conference rooms may be lower and follow the guidelines of the Illuminating Engineering Society of North America (IESNA).

For all new installations, all fixtures must be UL-listed recessed 2' x 2' or 2' x 4' energy-efficient fixtures with Super T-5 fluorescent lamps, energy-saving electronic ballasts, and direct/indirect acrylic lenses.

For existing installations where light fixtures are being re-used or are being retrofitted for re-use, all fixtures must, at a minimum, be UL-listed 2' x 2' or 2' x 4' energy-efficient fixtures with T-8 fluorescent lamps, energy-saving electronic ballasts, and 1" silver-finish paracube or parabolic lenses.

Light fixtures in conference rooms measuring 300 square feet or more must be dimmable

Landlord must provide and install one single pole lighting switch per enclosed room and per 600 square feet of open floor area. Divisible spaces and areas with more than one access point must have three-way or four-way switching. All switches must be located adjacent to the entrance door(s) of each space. All lighting switches must be equipped with occupancy-sensor devices and must be linked to an energy-management system (EMS). In all Entry Areas, Landlord must provide and install locked panels to prevent tampering.

- 2.8.7. **Telecommunication Cabling:** Landlord must provide and install a complete vertical and horizontal telecommunication cabling system for the leased space to accommodate the User Agency's data, voice over internet protocol system (VoIP), printer, TTY, facsimile, and other telecommunication equipment needs. The telecommunication cabling must include all horizontal station cabling, communications outlets, modular connectors, permanent connectors, vertical distribution systems (or riser backbones) with fiber riser cables, a 25-pair copper cable for back up, and access conduits, one plenum-rated inner duct with pull string from the Building Demarc to the Tenant's MDF, and sleeved cores. Landlord must supply patch panels and equipment cabling as required by the User Agency during the design phase. All telecommunication cabling must be consistent with the Massachusetts Office of Information Technology (MassIT) Cabling Standards and Guidelines. A printable version of MassIT's Cabling Standards and Guidelines may be downloaded from <http://mass.gov/massit/cablingstandards>. Landlord must provide and install adequate plywood backboards, a ceiling-mounted cable tray system, and rack-mounted modular RJ-45 patch panels.

Landlord must pre-cable each jack/extension from the rack-mounted modular RJ-45 patch panel in the Main Distribution Frame (MDF) to each jack location including jack locations in the modular systems furniture. Pre-cabling must consist of two plenum-rated Category 6, 24 AWG, Unshielded Twisted Pair (UTP) cables connecting to dual faced modular RJ-45 jacks, or as required by the telecommunication equipment, at the extension. The exact jack type must conform to MassIT's Cabling Standards and Guidelines. Installation must not exceed a 100-meter insertion loss.

Where applicable, station cable to the Intermediate Distribution Frame(s) (IDF) must terminate into a rack-mounted modular RJ-45 patch panel.

Cables must be cut down in numerical order. Cables must include six feet of extra length, looped in the room to allow for future adjustments.

All cabling must conform to MassIT's Cabling Standards and Guidelines, including a physical cable test with signed acceptance.

Landlord must provide and install telecommunication outlets as follows: two in each conference room, hearing room and any other room/office of 100 square feet or less; three in all rooms/offices greater than 100 square unless otherwise indicated in the Space Allocation and Finish Schedule in § B-2; and one per workstation and per 150 square feet of open space area. Locations to be confirmed by the User Agency during the design phase.

Landlord must provide, at Landlord's expense, a qualified telecommunication cabling installer certified in the installation of low voltage cabling authorized by the User Agency.

Landlord must provide and install all telecommunications cabling neatly without using any electrical conduits, plumbing, heating or air-conditioning structures for support. Cabling must be routed so that it does not interfere with access to panels, switches, valves or other maintenance systems. All cabling must be at least one foot away from power unless it is run in separate conduit or cable trays.

All twisted pair cable must be tested by the installer for opens, shorts, crossed pair, properly terminated connections and the ability to meet Category 6. All test results must be included in the Cable Documentation.

All cables must be marked clearly and legibly at both ends. All cables must be labeled with floor, room, and jack number for ease of identification.

Station locations must be marked on patch panels at all IDF and MDF. The first pin for each station cable must be identified.

Cable Documentation: The cable installer must provide clean and legible "as-built" cable drawings and records as part of the installation of the system. These drawings must, at a minimum, show the location of the MDF and the location and type of all IDFs, all distribution cable runs, and all outlets. Cable record must, at a minimum, include station number, horizontal and riser distribution cable numbers and all other information necessary to correlate cable runs and terminating locations. Cable records must also include the cable lengths for all distribution and outside plant cable (by segment) and the locations of any splices. Cable test results must be included in the Cable Documentation.

- 2.8.8. **Main Distribution Frame (MDF):** Landlord must provide and install dedicated power to the MDF, as well as any electrical adapters or receptacles required to operate the User Agency's voice, data, and

security system equipment in accordance with the most recent edition of the Electrical Code. The electrical panels serving the MDF must be located in the MDF. For the purposes of this RFP, Proposers should assume a need for ten duplex receptacles each on a dedicated 20-amp circuit and six L6-30R NEMA receptacles each on a dedicated 30-amp circuit mounted to the side of the cable trays.

In addition to general lighting, Landlord must install two emergency power failure lights, and six convenience outlets.

Landlord must equip the MDF with the following:

- hand-held fire extinguishers at locations and in the amount indicated by codes
- a protective cage on each sprinkler head
- a smoke-detection system linked to the Building fire alarm system
- a water-detection system linked to the security system monitoring service
- an ambient-temperature and humidity monitoring system linked to the security-system monitoring service
- a dedicated air-conditioning system designed to maintain the following environmental conditions 24/7 at full load heat dissipation: ambient temperature of not more than 70 degrees Fahrenheit and relative humidity of 30% to 50%. Landlord's design professionals must survey the User Agency's equipment to be housed in the MDF and must design an air-conditioning system sufficient for the equipment, plus a 30% load increase
- approximately 12'-0" x 8'-0" of off-set wall-mounted studded 3/4" fire-retardant treated plywood backboards
- a 12"-wide ceiling-mounted cable-tray system (assume 1.5 times the perimeter of the room)
- a minimum of two 19" two-post server racks for installation of the User Agency's equipment
- a comprehensive grounding system for all electric circuits, cabinets, devices, battery racks, and non-current-carrying metallic parts, in compliance with the most recent edition of the Electrical Code

The MDF must be kept free of dust during construction, and equipment that produces radio-frequency interference (RFI) or electromagnetic interference (EMI) must not be located in the MDF.

The MDF should be centrally located within the User Agency's Premises. During the design phase, Landlord's design professionals must survey the User Agency's equipment to be housed in the MDF and must confirm that the proposed lay out of the User Agency's equipment, including a 30% growth factor, and the Landlord's air conditioning equipment does not exceed the structural capacity of the floor in the MDF.

2.8.9. **Intermediate Distribution Frame(s) (IDF):** In addition to the MDF Room, Landlord must build-out IDFs, as needed, to comply with the Massachusetts Office of Information Technology (MassIT) Cabling Standards and Guidelines. Landlord must provide and install dedicated power to the IDFs, as well as any electrical adapters or receptacles required to operate the User Agency's voice and data equipment. For purposes of this RFP, Proposers should assume one IDF per floor proposed, and Proposers should assume a need for four duplex receptacles each on a dedicated 20-amp circuit and [ ] two L6-30R NEMA receptacles each on a dedicated 30-amp in each IDF.

Landlord must install one emergency power failure light in each IDF.

Landlord must equip each IDF with the following:

- a protective cage on each sprinkler head
- a smoke-detection system linked to the Building fire-alarm system
- a water-detection system linked to, the security-system monitoring service
- an ambient-temperature monitoring system linked to the security-system monitoring service
- a dedicated air-conditioning system designed to maintain the following environmental conditions 24/7 at full load: ambient temperature of not more than 70 degrees Fahrenheit
- approximately 4'-0" x 8'-0" of off-set wall-mounted studded 3/4" fire-retardant treated plywood backboards
- a 12"-wide ceiling-mounted cable-tray system (assume half the perimeter of the room)
- a minimum of two 19" two-post server racks for installation of the User Agency's equipment
- a comprehensive grounding system for all electric circuits, cabinets, devices, battery racks, and non-current-carrying metallic parts, in compliance with the most recent edition of the Electrical Code

The IDF must be kept free of dust during construction, and equipment that produces radio-frequency interference (RFI) or electromagnetic interference (EMI) must not be located in the in IDFs.

## 2.8.10. Security Systems

2.8.10.1. **Intrusion Alarm:** Landlord must provide and install an intrusion alarm system to serve the Premises. This system must, at a minimum, include motion detectors and contact alarms for all doors and operable windows, all of which must be connected to a security monitoring service staffed 24/7 to alert Landlord's property manager and User Agency. The system must be approved by the User Agency before Landlord installs the system.

2.8.10.2. **Card Access Control System:** Landlord must provide and install a card access control system with proximity readers to serve the Premises. At a minimum, this system must include: a server and head-end terminal with the associated software, memory and capacity sufficient to store and retrieve a minimum of a 120-day history; card readers at every Building entrance to be used by Tenant's staff, every door serving as entry point to Tenant's premises, every stairwell door leading to or from the premises, at the MDF and IDF rooms, and at up to three other locations to be confirmed by the User Agency during the design phase; emergency exit override switches, where required; and one proximity card per staff plus 10% extra. The system must be compatible with the Building card readers, if the Building is equipped with such a system. The system must have the ability for multi-level access programming and the ability to read 125 megahertz ID cards. All proximity card readers must be installed in accessible locations and at accessible heights.

2.8.11. **Dual-Way Bank Counter Window Intercom System:** Landlord must provide and install one dual-way intercommunication system of the type used at bank counter windows for each receptionist position noted on the Space Allocation and Finish Schedule in Section B-2. (See Technical Exhibit 1)

2.9. **Assemblies and Architectural Woodwork:** All work under this section must comply with accessibility regulations for counter height, knee space and width. Landlord must follow AWI custom grade standards for quality of construction and materials; scribe all work to fit; and provide all hardware (i.e., hinges, pull catches, standards and brackets) as required for a complete facility. The finish must consist of either one coat sealer/primer and two coats semi-gloss enamel, up to three colors selected by the User Agency, or two coats polyurethane, with or without stain. High-pressure, general purpose-type laminate, class 1 must be used throughout. Horizontal surfaces must be .028" thick, color to be selected by the User Agency. All boards having an exposed surface of plastic laminate must have a .050" thick plastic laminate backing type M or type S applied to the opposite side of the backing material. Landlord must provide and install backsplashes scribed to fit at all installations. All underlying stock for casework must be water-resistant, particle board.

2.9.1. **Counter and Cabinetry in Staff Support Rooms:** Landlord must provide and install a plastic laminate countertop 24" wide x 8' long with a 4" high continuous backsplash, and base and overhead cabinets with surface-mounted doors and accessible hardware in all Staff Support Areas identified on the Space Allocation and Finish Schedule in § B-2.

The assemblies must meet all accessibility requirements, and Landlord must coordinate the design and installation of the counter and cabinetry with the installation of the sink and electrical outlets respectively described in § B-2.6 Plumbing and in § B-2.8 Electrical.

2.9.2. **Chair Rail:** Landlord must provide and install a 1" x 4" milled chair rail finished with either one coat sealer/two coats semi-gloss enamel paint, or two coats polyurethane, with or without stain, in all conference rooms, hearing rooms, interview rooms, and waiting areas identified on the Space Allocation and Finish Schedule in § B-2. See Technical Exhibit 2.

2.9.3. **Reception Counter, Transaction Window with Bullet Resistant Glass, and Reception Desk assembly with ballistic fiberglass lining:** Landlord must provide and install a reception counter, transaction window with bullet resistant glass, and reception desk assembly with ballistic fiberglass lining where indicated on the Space Allocation and Finish Schedule in § B-2. The description and dimensions below must be adjusted to provide adequate wheelchair access. Please refer to the Interior Glass and Glazing Section for the description of the Transaction Window.

Landlord must provide and install an 8" deep x 7'-0" long reception counter no higher than 36" above floor level and, immediately under and above the transaction window, ballistic fiberglass lining on metal studs with one layer of ½" gypsum wallboard on either side of the partition. All counter surfaces, lips, and edges must be hardwood or plastic laminate.

Landlord must provide and install a 7'-0" x 1'-9" reception desk 30" above floor level with an 8" x 7'-0" shelf 36" above floor level. The reception desk must have a minimum of two lockable drawers. The shelf must contain recessed or built-in fluorescent task lighting for work surface areas. All surfaces, lips and edges must be hardwood or plastic laminate. The reception counter, transaction window, and reception desk must provide adequate wheelchair access. (See Technical Exhibit 3)

## **Space Allocation and Finish Schedule (SAFS)**

### **Technical Exhibits**

Technical Exhibit 1 Dual Way Bank Counter Intercom System

Exhibit 2 Typical Chair Rail Detail

Technical Exhibit 3 Reception Desk Assembly