

REQUEST FOR PROPOSAL

BY THE

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

FOR THE SALE OF PROPERTY AND THE

CONSTRUCTION OF AN OFFICE FACILITY

TO BE OCCUPIED BY THE DEPARTMENT OF NATURAL RESOURCES

THE FACILITY MUST BE LOCATED ON THE EXISTING SITE AT

2300 N. DR. MARTIN LUTHER KING JR. DRIVE
MILWAUKEE WISCONSIN.

OCCUPANCY DATE: July 1, 2011

For information regarding this proposal contact

Vic Villacrez
Real Estate Leasing Officer
at (608) 261-6796

File 370-xxx

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I. GENERAL INFORMATION

Introduction and Site Information

The State of Wisconsin (State) acting through the Department of Administration's (DOA) Division of State Facilities Bureau of Portfolio and Operations Management is offering for sale and redevelopment approximately 3.578 acres of land along with improvements located at 2300 N. Dr. Martin Luther King Drive in the City of Milwaukee. The parcel identification number is 322-1251-100-4. See attached site plan. The site is the current home of the Department of Natural Resources' (DNR) South East Regional Headquarters. The State is seeking to have a new office facility constructed and leased back to the Department of Natural Resources. The new space would be delivered via a turn key process. DNR will occupy the space as a Regional Headquarters and Service Center. By means of this Request for Proposal (RFP) the State is soliciting proposals from interested members of the general public. This is a two stage submittal and award process consisting of an initial review of proposals from which a short list of proposers will be selected to submit a more detailed plan for final selection and award.

Contracting Agency

The State of Wisconsin, Department of Administration (DOA) is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. The DOA will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease/purchase may only be conducted with the Department of Administration.

Clarification of Specifications

All requests for additional background or technical information should be directed to the State Leasing Officer:

Vic Villacrez

Phone (608) 261-6796

Fax (608) 267-0200.

E-mail: victor.villacrez@wisconsin.gov

Facility Tours

Facility tours will be scheduled the day of the Proposers meeting November 4, 2008 or by appointment through DOA. Proposers wishing to tour the facility should contact Victor Villacrez to coordinate tour schedule.

Response Submission

Proposers are to include all submittal requirements detailed herein in their responses. See Section III for enumeration. Four copies of each submission must be delivered to:

Vic Villacrez
State of Wisconsin, DOA
Division of State Facilities
101 E. Wilson St. 7th Floor
P.O. Box 7866
Madison, WI 53707-7866

All responses must be received by the Department of Administration no later than 2:00 p.m. Tuesday November 25, 2008.

Proposers must allow sufficient time for mail delivery of their proposals by the date specified.

Incurring Costs

The State of Wisconsin is not liable for any cost incurred by proposers in replying to this Request for Proposal.

II. OVERVIEW OF COMPONENTS and AWARD PROCESS

This is not a fixed bid proposal and all items are subject to further negotiations by either party.

The Wisconsin Department of Natural Resources (DNR) currently owns and occupies a 48,900 gross square foot building on 3.578 acres located at 2300 N. Dr. Martin Luther King Drive Milwaukee, WI. It is the intent of the Department of Administration to sell the property and to have space provided back for DNR's South East Regional Headquarter on site. The following is an overview and explanation of the four components of this RFP.

A. Purchase

Proposer will make an offer to purchase for a 48,900 gross square foot building on 3.578 acres located at 2300 N. Dr. Martin Luther King Drive, Milwaukee, WI. See building and site plan exhibits which are attached. Proposer must be willing to accept certain purchase agreement contingencies which will coordinate and predicate the sale of this property with the successful execution of a lease agreement for a new facility. The sale of this property is contingent upon the signing of a lease agreement with DOA for the new on-site DNR facility and the signing of any leases required for space during the interim period.

B. Interim Plan

The State of Wisconsin and DNR are aware that DNR's operation may be required to relocate temporarily into another space to facilitate the redevelopment of the site. If responders include a proposal for a detached site for interim space, their submittal must address Section B on page 6. The execution of the interim lease will occur prior to closing on the property. Proposers should use Personnel Space Allocation on page 14 to determine interim space allocation. If responders propose DNR to stay in their existing site please include phasing schedules and all perceived impacts, negative or positive, to the operation of DNR. For either option the State will pay a maximum of \$28,544.00 monthly and \$342,525.00 annually, the current cost to operating the facility. This will be a gross lease. All ancillary cost, such as but not limited to; parking, moving, cabling, signage will be at the sole expense of the Proposer.

C. Redevelopment Plan

The Department of Natural Resources has been headquartered at this site for over 25 years and has played a significant part in the continued revitalization of the neighborhood. The State of Wisconsin realizes that this site has potential for further redevelopment and is receptive to participating as an anchor tenant in a mixed use development on site. A mix use development is an option not a requirement of this RFP. Single use building proposals will be given equal consideration. Proposer shall submit a preliminary master plan noting how the entire site will be developed, including: an overview of the uses within the entire development project, a time line of program phasing, the specific location that the DNR office will occupy and how DNR parking requirements will be accommodated within the development. If a

change of zoning is required the developer will be responsible for going through the City of Milwaukee's process of changing the current zoning to Planned Development (PD). PD is site-specific zoning for a particular parcel(s) of land, allows flexibility in land development, promotes creativity, variety and environmental sensitivity and encourages development compatible with its surroundings. To find out more about multi-phased General Planned Development zoning, please visit <http://www.mkedcd.org/build/pdfs/gpd.pdf> or single-phase Detailed Planned Development zoning, please visit: <http://www.mkedcd.org/build/pdfs/dpd.pdf>contact. If you have further questions, please contact Mr. Al Frantza, Department of City Development, Planning Administration at 414-286-5715.

D. End Lease

The main and final objective of this RFP is to solicit responses that solve the need for new space for Department of Natural Resources at their current location. DNR is dedicated to the preservation, protection, effective management, and maintenance of Wisconsin's natural resources. It is responsible for implementing the laws of the state and, where applicable, the laws of the federal government that protect and enhance the natural resources of our state. It is the one agency charged with full responsibility for coordinating the many disciplines and programs necessary to provide a clean environment and a full range of outdoor recreational opportunities for Wisconsin citizens and visitors. For more information please see <http://www.dnr.state.wi.us>.

Increasingly the DNR has embraced green and sustainable building materials and methods. This commitment translates into leased spaced that is certified at the Silver Level of the LEED Rating System of the U.S. Green Building Council.

The execution of the End Lease will occur prior to closing on the property.

Award Process

From the initial pool of proposals, the State will create a short list of finalist who will be asked to submit a more detailed plan and participate in an interview process.

Evaluation and selection of the of the successful proposal will be awarded based on the information submitted, references, completion of similar projects and interviews.

Execution of the lease documents and purchase contract are subject to State of Wisconsin Building Commission approval. As part of the evaluation, the State reserves the right to reject any and all proposals and to terminate this process without penalty.

Tentative Timetable and Schedule

Issue RFP	October 13, 2008
Proposer Meeting	November 4, 2008
Proposal Deadline	November 25, 2008 *
Short List Selection	December 5, 2008
Short List Interviews	January 6, 2009
Final Selection & Award	January 25, 2009
Building Commission	February 2009
Purchase Contract & Leases executed	March 15, 2009
Building Design and Zoning Approvals	July 10, 2009
Closing and Purchase of Property	July 31, 2009
Project Construction	September 2009
Occupancy by DNR	July 1, 2011

***All responses must be received by DOA no later than 2:00 p.m. Tuesday November 25, 2008.**

Proposers must allow sufficient time for mail delivery of their proposals by the date specified.

III. BASE REQUIREMENTS AND EVALUATION

This is a two stage submittal and award process consisting of the an initial review of proposals from which a short list of proposers will be selected to submit a more detailed plan for final selection and award. The initial review will be based on the price the Proposer is willing to pay for the property, the conceptual plan for how the development will occur including the interim plan for the ongoing operation of DNR, a final cost for the lease back of space required for the long term lease on the existing site and the experience and track record of the development team. DOA and DNR will qualify a short list of up to 4 developers who will then be asked to provide a more detailed plan as to how all these requirements will be met. The following are response guidelines and submittal requirements.

Submittal Requirements

Items followed by an * should be included in the initial response submittal. Those Proposers that are short listed will be asked to provide a more detailed submittal to include items that are followed by **.

The State will evaluate the experience and qualification of the development team based on the following which should be included in the initial submittal:

1. Resumes of all development team members.*
2. List and description of similar projects and developments. Including track record of obtaining approvals with the City of Milwaukee or other jurisdictions.*
3. Any other references*

A. Purchase Requirements:

1. The subject property will be sold “as is” by Quit Claim deed. No Warranty deed will be offered by the State.
2. DNR furniture is to be included in offer.
3. No Proposer can make an offer on a portion or subpart of the parcel.
4. The State will not pay a finder’s fee, commission, or other compensation to any party claiming to represent any Proposer in the sale of the property.
5. Closing to occur no later then July 31st 2009. All leases must be agreed to and signed 30 days prior to closing. (Leases may be contingent on closing of property).

6. Proposer must use a State of Wisconsin's Commercial Offer to Purchase contact form WB-15 to outline offer. This can be done in draft form and is not required to be signed. Additional addendums can accompany offer. *
7. Offer must outline all contingencies, due diligence periods, schedule of payments including earnest money, and delineation of closing costs and proration calculations. *

The following will be considered in the evaluation and award process as it pertains to the purchase of the property:

1. The offer price.
2. Contingency periods and other conditions to the offer to purchase.
3. Proven track record with obtaining approvals with the City of Milwaukee and bringing mix use development to completion.
4. How the purchase price fits into a Net Present Value analysis of the total expenditure by the State of Wisconsin.

B. Interim Plan Requirement

Proposer must submit a plan detailing how they will accommodate the operation of DNR between the execution of the offer to purchase and the occupancy of new space. The expectation is that any interim space and parking should be at the same level as the current conditions in respects to; condition of office space, safety to staff and customers and security of parking. If the proposal maintains DNR in its current space the expectation is that the Proposer will do everything it can to mitigate negative impacts to operations. The following is a list of base requirements.

1. It is mandatory that all proposers utilize the attached Proposers Response Sheets to outline the terms of any and all leases.*
2. Narrative explaining the Interim Plan in as much detail as can be provided including location, timing, condition of space and neighborhood, and any other circumstances impacting DNR's operation. *
3. A parking plan for DNR's current fleet, staff and customer parking requirements through the interim period. There is a strong preference for this to be onsite parking *
4. Floor plans, photos and other needed architectural information of any proposed interim space*

The following will be considered in the evaluation and award process as it pertains to the Interim Plan:

1. Disruption of Operations.
2. Neighborhood conditions if moving.
3. Quality of interim space.
4. Overall safety and security of interim space.
5. Parking plan.

C. Redevelopment Plan Requirement

The following is a list of base requirements for the overall redevelopment of the site.

1. A general master development plan and narrative that explains the overall concept and the Proposer's strategy for obtaining approvals.*

2. Site plan with the exact location of the DNR space that identifies the type and location of all uses *
3. A timeline and/or phasing plan of all development buildings.*
4. A parking plan for the development.*
5. Architectural drawings and renderings along with a description of the construction to be used for the project. **

The evaluation of the redevelopment plan will be based on the quality of the construction with more consideration given to LEED based design, location of DNR space and the over all fit and mix of the development.

D. End Lease Requirement

The following is a list of base requirements for the end lease.

1. A 10 year term and a 15 year term lease proposal with renewals to allow for a 30 year occupancy outlined on two separate Proposers Response Sheets.*
2. This will be a “**Gross**” lease. The Base Bid proposed rental rate should include building maintenance, insurance costs, utilities, water/sewer, taxes, and janitorial costs. (See Rate Proposal Section and Sample Lease). As an alternative, some operating costs (i.e. premise electricity, heating and air conditioning, water/sewer, janitorial) may be netted out and the State reserves the right to do so.
3. Rate must include facility requirements as detailed in the Construction Guidelines and Space Requirements contained herein.
4. All building construction and tenant improvement costs are the responsibility of the Proposer.
5. The Proposer shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$209,000 and if more than one trade is required to complete the entire project. If a single-trade project, the cost of construction must be \$43,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see www.dwd.state.wi.us .
6. The Lessee may require the Lessor to finance the purchase of systems furniture. The amortization of such a loan (into the rent) shall be for no more than 10-years, and the interest rate shall not exceed Prime plus 1.5% fixed. The Lessor will be owner of the furniture and lease it back to DNR.
7. Lessor may wish to propose a Purchase Option for Lessee anytime during the lease. Proposal must include any costs or fees associated with exercising the Option. As required by the State Building Commission, the method used to determine the purchase price shall be the average of two appraisals.
8. Facility Detail and Layout. The Milwaukee Southeast Regional DNR Service Center is one of only several DNR Service Centers in the State that offers the full range of services that includes operations / administration, customer service center, laboratory and storage space. Because of these expanded services, this office has additional program needs not always required at all offices. Listed below are the facility program needs for the new Milwaukee Southeast Regional DNR Service Center:
 - a. The office space should have a total rentable area of approximately 30,926 RSF/ 38,800 GSF and an additional 4200 of garage space. The rentable

square footage estimates include estimated circulation and building common space. The actual square footage leased may be less because of building efficiencies and shared areas. The actual assignable square feet is 27,064 square foot which is detailed on pages 12 and 13.

- b. The building will contain a mix of enclosed and open offices, lobby, customer waiting/service counter area, conference/community rooms, file rooms, general storage rooms, several labs, data/telecommunication room, mail and copy center rooms, break room, public restrooms, and staff restrooms as outlined in the Space Requirements (Section IV).
 - c. The space should include one unheated garage of approximately 3,000 SF; one heated garage of approximately 1,200 SF Garages can be combined. Garage space should be located adjacent to or in close proximity to main building.
 - d. Proposals will be accepted for single or multi-tenant buildings. A separate handicapped accessible restroom is required for DNR clients and should be located within the DNR premises.
 - e. Convenient access to customers via a well-marked and maintained infrastructure, with good visibility to customers for ease of locating this office. Space must be completely ADA accessible to staff and customers.
 - f. Adequate staff and fleet parking that is to be secured and customer parking, as detailed in the Parking Section on page 10 of this document.
 - g. A customer wait area outside the normal lobby area for pre and post office hours or other provision of services i.e. kiosk or drop box.
 - h. Interior climate control should automatically adjust to outdoor/indoor air conditions and constantly changing volumes of customer traffic including provisions for not just cooling and heating but also meeting fresh air requirements.
 - i. Interior service area illumination in excess of the minimum professional office illumination standards.
 - j. DNR desires that the new building(s) be designed and constructed to meet the requirements to be certified at the Silver Level of the LEED Rating System of the U.S. Green Building Council.
10. Building and Space Design Output Requirement :
- a. Site plan, or aerial photograph, including access/egress, parking, sidewalk, trash area, lighting, and existing and proposed landscaping.**
 - b. A preliminary space design (layout), with dimensions should be provided as part of your response proposal, if available. A rendering , elevation, sketch(es), photo(s) illustrating the exterior views of the proposed building is also preferred. **
 - c. Please identify the location of any future additions or phasing that might be done.
 - d. A construction schedule from date of final plan approval or lease execution.

- e. A list of the areas and/or systems where your proposal exceeds the minimum requirements.
- f. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project is implemented.

11. Facility Health, Safety and Accessibility Requirements.

- a. There must be adequate building security and exterior security lighting to allow for safe occupancy by staff and visitors during non-standard hours.
- b. All areas of the Premises, the applicable common areas, and entrances and exits serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters COMM 32, 51 through 65 and Americans With Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.

12. Security/Building Access Requirement.

- a. The building will need a security system. The same security system should be set up for the storage facilities. Equipment to include cameras and surveillance equipment. The increase focus to secure private information contained in agency files and applications needs to be addressed in any building design and equipment procurement to assure protection and security of private sensitive information both within the building file storage and the working files with staff cubicles. **
- b. Employee and fleet (state-owned) parking stalls need to be secured and may require a parking structure.
- c. Building Security Personnel to be located in or around front vestibule and or by reception area.
- d. It is required that the community/conference room be located so it can be accessible to the public and locked via a secure door to the public limiting access to the office area and reception area.

13. Parking Requirements.

- a. Based on rentable square feet of 30, 926 the State will require a 3 per 1000 parking ratio for 24 customer parking stalls, 43 long-term parking stall for state-owned "fleet" vehicles and 25 employee parking stalls.
- b. A proposal for up to an additional 105 employee parking stalls including the cost on a monthly basis. There is a strong preference for this to be onsite parking*
- c. Handicapped parking spaces are required to be closet in proximity to the handicapped accessible entries of the building.

The following will be considered in the evaluation and award process as it pertains to the End Lease:

- 1. The gross rental rate of both the 10 and 15 year leases and the renewal plan to allow for a 30 year occupancy.

2. The quality and flexibility of the building including the overall design.
3. The availability/adequacy and the security of staff, fleet and visitor parking.
4. The efficiency and design of the office systems furniture layout.
5. Security and safety of staff and visitors will also be evaluated.
6. The combined disposal of the current facility and the relocation of DNR's operation to a new facility that provides the Department with the best solution to meet their needs.
7. Design and building specification to the new facility that meet the requirements to be certified at the Silver Level of the LEED Rating System of the U.S. Green Building Council.
8. How the end lease rate fits into a Net Present Value analysis of the total expenditure by the State of Wisconsin.

IV. SPACE REQUIREMENT

OFFICE BUILDING REQUIREMENTS

SPACE ALLOCATION CHART - OFFICE BUILDING		
Assignable Square Feet (ASF)		
AREA	SIZE (ASF)	DESCRIPTION
Vestibules	Per design	Energy efficient access to the building; at least two: main/customer entrance and employee entrance
Lobby and Display Area.	850	Customer queuing space, displays, brochures and other promotional items
Visitor Waiting Area	100	Seating area for appointment visitors.
Community Conference Room	1152	Meeting space for use by staff as well as local civic organizations.
Public Restrooms	Per design	Mens and Women's, to support customer service area
Staff Customer Service Area	1532	Employee space to serve customers at Customer Service Counter, 6 staff workstations, 2 file review workstations
Closing Room	96	Conference room for confidential discussions with customers
Cash Room	96	Secure room for counting funds and preparing remittances
Mail Room	192	Processing of incoming/outgoing mail
Open Office Area(s)*	8928	For employee systems furniture works stations and supporting office equipment. See Individual Space Description and Personnel Space Allocation Chart
Private Offices *	1272	See attached Personnel Space Allocation
Shared Office*	256	Secured office for 3 Warden & 1 Program Asst. workstations
Evidence Storage	200	Secure chain-of-custody evidence & weapons storage
Medium Conference Room (2 @ 420 sq ft)	840	Staff meeting space for 8-12 people, suggested one each floor.
Small Conference Room (4 @ 144 ASF)	576	Meeting space for 2-6 people, suggested two each floor
Copy Center(s)	250	Suggested one per floor at 125 ASF each. For copiers, small office equipment, storage of paper and toner.
Central File Room	1024	Central high density file system area for working files
Employee Lunch Room	864	Employee breaks, lunches; informal meetings.
Employee Toilet Rooms, Showers/Lockers	512	Men's and Women's

Employee Assistance Room	96	For first aid and discreet use by employees
A/V Storage	216	Storage for audio/visual equipment
Computer Room	384	Technical services for computer repair and software installs with 2 staff workstations
Archive Storage	120	Secure storage for WRZ and EE archive files
Sample Processing Lab/Field Prep/Calibration	700	See page 31 of Program Statement II
Walk-In Freezers (2)	192	See page 32 of Program Statement II
Biology Lab	512	See page 33 of Program Statement II
Water Lab	512	See page 34 of Program Statement II
Air Calibration and Testing Lab	864	See page 35 of Program Statement II
Air Standards Lab	1152	See page 36 of Program Statement II
Secured Bio-Watch Area	240	See page 37 of Program Statement II
High Voltage Lab	192	See page 38 of Program Statement II
Electrical Lab	1152	See page 39 of Program Statement II
Field Equipment Storage – All Programs	1800	See page 40 of Program Statement II
Janitor Closet	Per design	Mop basin and storage of janitor supplies and equipment
Recyclables Storage	Per design	Temporary storage of recyclable materials
Telecommunications Closet(s)	Per design	Space for data and telephone equipment and connections
Loading dock Area	192	
Mechanical Systems Room	Per design	Building plumbing, HVAC and electrical equipment and entrances
TOTAL OFFICE BUILDING SPACE (ASF)	27,064	

* The total of the three components equals the combined private, shared and open offices detailed in Personnel Space Allocation. See page 14.

V. CONSTRUCTION GUIDELINES

The DNR is committed to green and sustainable design and requires any new space to be certified at the Silver level of the LEED Rating System of the U.S. Green Building Council. The following are minimum construction guidelines that establish a baseline for additional LEED specification.

Schedule II

CONSTRUCTION SPECIFICATIONS. Details, requirements for workmanship, and material specifications, which will be applicable to the project, will be developed in conjunction with the Proposer. Proposer agrees to construct and/or remodel and equip the building at proposer's expense in accordance with State and Local Building codes per the mutually agreed upon plans using the following specifications:

GENERAL CONDITIONS All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy.

CONSTRUCTION REQUIREMENTS

1. Ceilings:

- a. Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
- b. All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall
- c. Finished height: Ideal 8'6" to 9' (minimum of 8' up to 12' maximum). (Room size and open area dependent.)
- d. Attic stock: Provide approximately 4% of ceiling tile

2. Floors: All floors will be level

- a. Offices, clerical area, conference room, (unless otherwise specified below): Broadloom carpet: 28-30 oz., tufted, min. average tuft bind 10-12 lbs., average FHA density 4500-5599, pile must be ADA compliant.
- b. Restrooms: Ceramic floor tile.
- c. Waiting area, storage room, data/phone closet, entries, etc.: vinyl tile or sheet goods.
- d. Vestibule/lobby: provide recessed mats similar to DecoGard "Pedimat".
- e. Cove Base: (unless wood or carpet is preferred by Lessor) all spaces, except where ceramic and vinyl flooring is used. (FS SS-W-40, 4" x 1/8" cove base for vinyl.

- f. Lessor will at Lessor's sole cost, repair the carpeting as needed and recarpet the demised area at least by the eighth year of occupancy if the first 5 year renewal option has been exercised. The Tenants are responsible for moving their furniture and equipment as required for the installation and/or repair of carpeting.

3. Walls:

- a. All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs, with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b. All interior walls to be insulated for sound abatement
- c. Walls to extend to finished ceiling
- d. Provide expansion joints as necessary
- e. All walls to receive painted finish of sealer coat and two finish coats of semi-gloss or orange peel, eggshell textured finish.
- f. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color
- g. Restrooms: Desirable to include 48" wainscoting of ceramic wall tile or other hard washable surface.
- h. Provide touch-up painting after move-in.
- i. Provide 3"-4" hardwood chair rails around perimeter in waiting area, clerical area, private offices, and conference room at chair back height.
- j. Lessor will at Lessor's cost repaint the demised area as needed during the seventh year of occupancy if the first 5-year renewal option has been exercised. The Tenants are responsible for moving their furniture and equipment as required for the painting.

4. Doors, door frames, hardware:

- a. The primary accessible entry doors may require ADA compliant power door openers.
- b. All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue-blocked, 5 ply), stained and varnished.
- c. Exterior metal doors, all door frames, window frames: 16 gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- d. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latchsets as specified, minimum 3 keys per lockset
- e. All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- f. The doors in the offices, clerical area, from the hall into the waiting room and into the conference room, and the main entry door shall have a window or sidelight window.
- g. The door from the hall into the waiting area as well as the door to the conference room will have a mechanical combination lock. The door from the waiting room will also have a remote opener located in the

clerical area. Other doors as indicated, will have locks all keyed the same.

5. **Windows:** (It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.
 - a. All new exterior windows shall be insulated Low-E glass.
 - b. All exterior windows shall have mini-blinds.
 - c. Windows may be either fixed or operable.

6. **Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.**

Must be compliant with State of Wisconsin Administrative Codes Comm 63 and 64, and ASHRAE 62-1999, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where Comm 64 and ASHRAE 62-1999 conflict, apply Comm 64 to existing HVAC and ASHRAE 62-1999 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code Comm 64 minimum guidelines.

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is preferred over electrical heat.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have **adequate zoning** to meet..

Seasonal set points shall be as follows:

Summer: 76 Degrees (+/- 2 degrees) with 50% humidity level (+/- 10%)

Winter: 70 Degrees (+/- 2 degrees) with 25% humidity level (+/- 5%)

- c. Provide a fully ducted, non- plenum HVAC system with adequate zoning.
- d. New sheet metal duct installation may not have interior fiberglass lining unless such lining is sealed.
- e. All new exterior walls and ceilings must meet minimum insulation code requirements.
- f. Provide perimeter heating for exterior walls if required.
- g. Provide space heating for airlocks and lobbies, if necessary.
- h. All air-handling equipment filters are changed quarterly.
- i. Provide automatic temperature adjustment capability for unoccupied modes
- j. Provide accessible controls to heating/cooling units from inside the building.
- k. Provide separate venting/fans for restrooms.
- l. Provide a stand alone ventilation and cooling unit, if required, for the data room.
- m. Provide adequate supply/return ducts for each space.
- n. Provide and install locking thermostat covers if appropriate.

- o. Provide an approved "**Test and Balance**" report which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
 - p. Thermostat locations in open office area to be 70" AFF.
 - q. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
 - r. The use of non-tenant adjustable thermostats is preferred if system allows.
- 7. Electrical:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter Comm 16, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).
- a. Each enclosed room shall have a minimum number of duplex electrical outlets (as required by code) and a minimum of 2 each telephone and data outlets.
 - b. Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
 - c. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels boxes, circuits, switch plates, faceplates, receptacles, etc.
 - d. Break room shall have sufficient outlets for a refrigerator, microwave, and coffee maker.
 - e. Data/telephone room shall have a dedicated circuit.
- 8. Lighting:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code Comm 16, the State Energy Code, Comm Chapter 63 and the National Electrical Code.
- a. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
 - b. Provide 2' x 4' drop-in florescent fixtures unless otherwise specified:
 - c. For offices, clerical area, and conference room provide:
 - 3-lamp electronic miser ballast's (F8's)
 - 2' x 4' lay-in fixtures
 - 18 or 24 cell parabolic louver lenses (3" deep), semi-specular silver is preferred.
 - SP35 Lamps (3500 K), warm white bulbs
 - d. Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
 - e. Provide adequate lighting in restrooms with light fixtures above the sinks.
 - f. Provide florescent strip lighting below cabinets in conference room.
 - g. Each constructed space to have separate light switch.
 - h. Provide lighting at all exterior entrances/exits.
 - i. Provide adequate security lighting for on premise parking areas.

9. Data and Telephone Wiring:

- a. All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" electrical box.
- b. Conduit, raceways or clear paths will be provided from the data/telephone room to the ceiling area of each enclosed room and clerical area to accommodate the data/telephone lines.
- c. **Data and telephone wiring shall be furnished and stalled by the Lessor.**

10. Cabinetry/Carpentry:

All areas provided must meet minimum standards of ADA compliance.

- a. The break area shall have a 6'-8' counter of standard depth and height with a double bay sink. The counter will have upper and lower cabinetry with 2 adjustable shelves in each section, all having laminated fronts, countertop and splashguard.
- b. Provide or construct approximately 12 feet of counter with cabinetry above and below and adequate electrical outlets for copiers, fax machine, and printers in work room.
- c. Provide or construct floor to ceiling shelving on a minimum of three walls in the file room.
- d. Provide a coat closet with shelving.
- e. Provide a counter of approximately 6' in length with 2 shelves under it in the clerical area.
- f. Provide a 3'-4' pass-through window with speaker hole and writing ledge from clerical area into the waiting area.

11. Plumbing:

- a. The break area counter(s) shall meet the minimum ADA requirements and must include a sink or sinks with hot/cold running water and a garbage disposal(s).
- b. All rest room fixtures and furnishings will be ADA compliant.
- c. Insulate all under sink lavatory piping in restrooms if exposed.
- d. One janitorial sink shall be provided in the mechanical room.
- e. Water will be available if needed for connection to coffee maker and refrigerator in break room.

12. Accessibility and Security:

- a. All demised and Common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters Comm 32, 51 - 65, and the Federal ADA Regulation. Federal ADA Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the Federal Regulations. All elevators shall meet the Wisconsin Administrative Codes, Comm 18 and Comm 62 and the Federal ADA Requirements.
- b. Provide door locks as required.

- c. Install a doorbell with the button adjacent to the pass-through window with the speaker located in the hall.

13. Exterior of Building and Landscaping:

- a. Provide landscape as necessary or required by city ordinance.
- b. Provide a minimum of 50 parking spaces for staff and visitors. Parking areas to be paved and striped and comply with all Wisconsin Administrative Codes and Federal ADA Regulations. Include all signage required for accessible parking stalls.
- c. All entrances and exterior doors to be accessible with grade complying with Federal ADA Regulations and Wisconsin Admin Code.
- d. Ensure all exterior walls, windows, roof, walkways are in good repair.
- e. An outdoor employee seating/smoking area is desirable.

14. Signage:

- a. Provide and install signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street.
- b. Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance if a multi-tenant building. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c. Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- d. Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

15. Fire Protection:

- a. Provide, hardwire install, and maintain smoke/heat detectors with local fire alarm pull stations, all connected to strobe and audible alarms meeting ADA guidelines, and any other detectors and enunciators if required by any government codes and regulations.
- b. Provide, install, and maintain fire extinguishers as required by all governing codes and regulations and Underwriters Lab (UL) recommendations.

16. Other Requirements:

- a. Provide safe drinking water with hot and cold running water for restrooms, counter(s) and janitors sink.
- b. Heat and air conditioning costs
- c. Furnish and install light bulbs, fluorescent tubes, starters, ballasts or transformers.
- d. Water and sewer costs.
- e. Provide electricity for lights and other electrical equipment necessary for operation of the office.
- f. Furnish building occupancy or use permit if required.

17. Plans/Submittals: Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature, and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a. Mechanical/HVAC plans
- b. Electrical, data/telephone, and lighting cutsheets
- c. Door and finish schedules
- d. Plumbing plans
- e. Site plans with parking indications
- f. General construction drawings with dimensions.
- g. Cabinetry drawings
- h. Materials list and samples including:
 - 1) Paint and finishes
 - 2) Ceiling
 - 3) Flooring

VI. PROPOSER RESPONSE SHEETS

For 10 Year Lease

RATE PROPOSAL: Per usable/rentable square footage.

I. SQUARE FOOTAGE: As defined Section II Base Requirements, Facility Layout

- A) Total usable square feet (does not include common area)..... _____
- B) Total rentable square feet (includes common area) _____

II. RATE CALCULATION: Per Rentable square footage

Complete the following:

Amounts should be listed as Cost per square foot

- A) Base Building Rate. /sq. ft.
- B) Utility Costs - Heat, air conditioning, water sewer.. /sq. ft.
- C) Janitorial Services (Provide Specs)..... /sq. ft.
- D) CAM (Includes insurance and full demised premises maintenance and all other facility costs.)..... /sq. ft.
- E) Real Estate Taxes /sq. ft.

Total Gross Rate Offered Per Rentable Square Foot Per Year /sq. ft.
(Sum of A, B, C, D, E, and F)

- F) Office furniture systems to be paid by the tenant, if any _____/sq. ft.
Amortized over a term of _____ years at and interest rate of _____ %.
- G) Additional parking provided by the Proposer for DNR: _____ # of Stalls
- H) Monthly Rate of additional stalls: _____

III. TERMS AND CONDITIONS:

- A) Escalator and method of calculating annual increases.(Describe for example either annual escalation on gross rate separate escalations on base rent and variable expenses):
- B) Length of Lease: _____ 10 _____ years, Renewal Option(s): _____
- C) Occupancy Date: _____
- D) Rent Schedule: - complete attached VII

IV. SUBMITTED BY:

Contact Name

Firm Street Address

Firm Name

Firm City, State, Zip

VI. PROPOSER RESPONSE SHEETS
For 15 Year Lease

RATE PROPOSAL: Per usable/rentable square footage.

I. SQUARE FOOTAGE: As defined Section II Base Requirements, Facility Layout

- A) Total usable square feet (does not include common area)..... _____
- B) Total rentable square feet (includes common area) _____

II. RATE CALCULATION: Per Rentable square footage

Complete the following:

Amounts should be listed as Cost per square foot

- A) Base Building Rate. _____/sq. ft.
- B) Utility Costs - Heat, air conditioning, water sewer..... _____/sq. ft.
- C) Janitorial Services (Provide Specs)..... _____/sq. ft.
- D) CAM (Includes insurance and full demised premises maintenance and all other facility costs.) _____/sq. ft.
- E) Real Estate Taxes _____/sq. ft.
- Total Gross Rate Offered Per Rentable Square Foot Per Year** _____/sq. ft.
(Sum of A, B, C, D, E, and F)
- F) Office furniture systems to be paid by the tenant, if any _____/sq. ft.
Amortized over a term of _____ years at and interest rate of _____ %.
- G) Additional parking provided by the Proposer for DNR: _____ # of Stalls
- H) Monthly Rate of additional stalls: _____

III. TERMS AND CONDITIONS:

- A) Escalator and method of calculating annual increases.(Describe for example either annual escalation on gross rate separate escalations on base rent and variable expenses):
- B) Length of Lease: 15 years, Renewal Option(s): _____
- C) Occupancy Date: _____
- D) Rent Schedule: - complete attached VII

IV. SUBMITTED BY:

Contact Name

Firm Street Address

Firm Name

Firm City, State, Zip

VI. PROPOSER RESPONSE SHEETS

For Interim Lease.

RATE PROPOSAL: Per usable/rentable square footage.

I. SQUARE FOOTAGE: As defined Section II Base Requirements, Facility Layout

- A) Total usable square feet (does not include common area)..... _____
- B) Total rentable square feet (includes common area) _____

II. RATE CALCULATION: Per Rentable square footage

Complete the following:

Amounts should be listed as Cost per square foot

- A) Base Building Rate. /sq. ft.
- B) Utility Costs - Heat, air conditioning, water sewer.. /sq. ft.
- C) Janitorial Services (Provide Specs)..... /sq. ft.
- D) CAM (Includes insurance and full demised premises maintenance and all other facility costs.)..... /sq. ft.
- E) Real Estate Taxes /sq. ft.
- Total Gross Rate Offered Per Rentable Square Foot Per Year** /sq. ft.
(Sum of A, B, C, D, E, and F)

III. TERMS AND CONDITIONS:

- A) Escalator and method of calculating annual increases.(Describe for example either annual escalation on gross rate separate escalations on base rent and variable expenses):
- B) Length of Lease: _____ years, Renewal Option(s): _____
- C) Occupancy Date: _____
- D) Rent Schedule: - complete attached VII

IV. SUBMITTED BY:

_____ Contact Name

_____ Firm Name

_____ Firm Street Address

_____ Firm City, State, Zip

_____ Proposed Interim Address

_____ Proposed City, State, Zip

VII. PROPOSER ANNUAL RENT SCHEDULES

Proposer is to complete and include with Proposer Response Sheet.

Rental Rate Schedule for Interim Space					
Begin Date	End Date	Office	Furniture costs	Annual Rent	Monthly Rent
January 1, 2009	December 31, 2009	\$0.0	\$0.0	\$0.0	\$0.0
January 1, 2010	December 31, 2010	\$0.0	\$0.0	\$0.0	\$0.0
January 1, 2011	June 30, 2011	\$0.0	\$0.0	\$0.0	\$0.0

Rental Rate Schedule for 10 Year Lease					
Begin Date	End Date	Office	Furniture costs	Annual Rent	Monthly Rent
July 1, 2011	June 30, 2012	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2012	June 30, 2013	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2013	June 30, 2014	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2014	June 30, 2015	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2015	June 30, 2016	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2016	June 30, 2017	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2017	June 30, 2018	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2018	June 30, 2019	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2019	June 30, 2020	\$0.0	\$0.0	\$0.0	\$0.0
July 1, 2020	June 30, 2021	\$0.0	\$0.0	\$0.0	\$0.0

Rental Rate Schedule for 15 Year Lease

Begin Date	End Date	Office	Furniture costs	Annual Rent	Monthly Rent
July 1, 2011	June 30, 2012	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2012	June 30, 2013	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2013	June 30, 2014	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2014	June 30, 2015	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2015	June 30, 2016	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2016	June 30, 2017	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2017	June 30, 2018	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2018	June 30, 2019	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2019	June 30, 2020	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2020	June 30, 2021	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2021	June 30, 2022	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2022	June 30, 2023	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2023	June 30, 2024	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2024	June 30, 2025	\$0.00	\$0.00	\$0.00	\$0.00
July 1, 2025	June 30, 2026	\$0.00	\$0.00	\$0.00	\$0.00

VIII. SAMPLE LEASE

THIS LEASE, made and entered into this _____ day of _____, by and between _____ (the "Lessor"), whose address is _____, Wisconsin 54449-0896, and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (the "Lessee");

WITNESSETH, The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

1. **PREMISES.** Lessor hereby leases to Lessee and Lessee leases from Lessor the following (the "Premises"):

Approximately _____ square feet of office space (the "Premises") in Lessor's building (the "Building"), together with all appurtenances and access to common areas, located at _____ in the _____, Wisconsin (the "Building"), which Premises are further described on Schedule II and Schedule III attached.

2. **USE OF PREMISES.** Except as otherwise authorized in writing by Lessor, Lessee shall use the Premises as office space for the Department of Natural Resources or such other agency that may be designated by Lessee (collectively, the "Tenant).
3. **TERM, RENEWALS.** The lease term hereunder shall begin on January 1, 2011 or date of occupancy, and end on December 31, 2020. This Lease may, at the option of the Lessee, be renewed for four successive five-year periods from and after December 31, 2020, subject to the availability of funds for the payment of rentals, upon the same terms and conditions herein specified, provided notice be given in writing to the Lessor at least 120 days before the Lease or any renewal thereof would otherwise expire. This lease term, including renewal options as may have been

provided for herein, may be extended under mutually agreeable terms, conditions and rental rate via a letter of addendum.

4. **ASSIGNMENT, SUBLETTING.** The Lessee shall not assign this Lease in any event, and shall not sublet the demised Premises, and will not permit the use of said Premises by anyone other than the Lessee, and the agents, contractors, grantors and grantees, and servants of the Lessee, without prior written approval of the Lessor.

5. **RENTAL.** The Lessee shall pay the Lessor rent for the Premises during the initial lease year at the following rate: The sum of _____ Thousand _____ Hundred _____ And XX/100Dollars (\$XX,XXX.XX) per annum, in equal monthly installments of _____ And xx/100 Dollars (\$X,XXX.xx).

The annual rental rate for the first and each subsequent year and renewal periods of this Lease shall be in accordance with the following schedule:

Rental Rate Schedule			
Begin Date	End Date	Annual Rent	Monthly Rent
January 1, 2011	December 31, 2011	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2012	December 31, 2012	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2013	December 31, 2013	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2014	December 31, 2014	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2015	December 31, 2015	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2016	December 31, 2016	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2017	December 31, 2017	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2018	December 31, 2018	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2019	December 31, 2019	\$xx,xxx.xx	\$x,xxx.xx
January 1, 2020	December 31, 2020	\$xx,xxx.xx	\$x,xxx.xx

The annual rent throughout the entire lease term, including optional extensions, shall be payable in advance in monthly installments as shown above on the first day of each month, except for the month of July during which the monthly installment is not

due until the 15th day. Said rental payments shall be made to Lessor at the address for notices hereinafter set forth.

6. **COVENANTS OF LESSOR.** Lessor hereby covenants and agrees with Lessee as follows:

- a) Lessor warrants that Lessee shall have quiet use and enjoyment of the Premises; that Lessor has complete interest, right in and title to the Premises so as to enable Lessor to enter into this Lease; and that the Premises is not encumbered in any way so as to hinder or obstruct Lessee's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions. Lessor shall obtain a certificate of occupancy or any other authorizations required by local ordinance or regulations prior to Lessee's occupancy.
- b) The Lessor shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this Lease.
- c) Lessor shall furnish during the term of this Lease the goods, services and other items listed on Schedule I attached hereto and incorporated by reference.
- d) Lessor shall be responsible for the costs of all improvements necessary to meet and maintain the standards and specifications set forth in Schedules I and/or II. Lessor shall maintain, at Lessor's expense, the Premises so as to comply with all federal, state and local codes applicable to the Premises.

Lessor agrees to complete, at Lessee's sole cost and expense, any reasonable improvements to the Premises which the Lessee requests to improve the health, safety and security of the Premises, which are in excess of code requirements and not required by Schedules I and/or II.

- e) In connection with the performance of work under this Lease, the Lessor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, the Lessor further agrees to take affirmative action to ensure equal employment opportunities. The Lessor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Lessee, setting forth the provisions of the non-discrimination clause.
- f) Lessor is required to provide a written Affirmative Action Plan acceptable under Wisconsin Statutes and Administrative Code if the annual rent is twenty-five thousand dollars (\$25,000) or more per year and the Lessor employs twenty-five (25) or more employees. The Lessor must have a plan on file or submit a plan for approval, within fifteen (15) working days after the execution of this Lease, to the Department of Administration, Division of Administrative Services, whose address and phone number are listed at the bottom of the enclosed Form DOA-3269. Instructions and technical assistance in preparing the plan are available from the Department of Administration, Division of Administrative Services and will be forwarded to the Lessor upon presentation of State of Wisconsin Form DOA-3269 attached hereto. Failure to comply with the conditions of this Item may result in the Lease being declared "Null and

Void," the Lessor being declared "ineligible," or the withholding of rental payment until such time as the above cited plan is accepted.

- g) The Lessor as part of this Lease certifies that to the best of its knowledge both the Premises and the Building of which the Premises are a part do not contain any asbestos bearing material which is unsafe or which is not encapsulated. If during the Lessee's occupancy of the Premises such asbestos bearing material is found, and the Lessor has been notified by the Lessee that such asbestos bearing material exists, the Lessor shall within fourteen (14) days after receipt of such notice, be required to take such action as may be necessary to encapsulate or remove the asbestos bearing material. Upon determination that unsafe or unencapsulated asbestos bearing material exists, the Lessee may at its option vacate the Premises until such time as the material has been encapsulated or removed to the satisfaction of the Lessee. If the Lessee vacates the Premises during the encapsulation or removal process, the Lessor shall reimburse the Lessee for all move related costs. No rent shall accrue to the Lessor during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to encapsulate or remove the asbestos bearing material within the time specified, this Lease may be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee on account of the cancellation of this Lease.
- h) The Lessor attests that space covered by this Lease is not owned by a state public official or state employee as defined in section 19.45, Wisconsin Statutes and Chapter ER-MRS 24 of the Wisconsin Administration Code, nor is the Lessor a business in which a state public official or state employee has any ownership, monetary or fiduciary interest.

- i) For the purposes of this Lease, “Hazardous Materials, Substances, or Air Pollutants” shall include, but not be limited to any and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree. The Lessor attests that the Premises are free of any hazardous materials, substances, or air pollutants as defined above, and the Lessor will now and forever after the termination of this Lease hold Lessee harmless and indemnify the Lessee from and against any and all claims, liability, damages or costs arising from or due to the presence of hazardous materials, substances, or air pollutants as defined above, except liability resulting from Lessee’s use and occupancy of the Premises.

If during the Lessee’s occupancy of the Premises such hazardous materials, substances, or air pollutants are found, the Lessor shall as soon as possible after receipt of notice take such action as may be necessary to render the Premises safe.

Upon determination by the Lessee that unsafe hazardous materials, substances, or air pollutants as defined above affecting the Lessee’s quiet enjoyment of the Premises exists, the Lessee may vacate the Premises until such time as the hazardous materials, substances, or air pollutants have been repaired or remediated to the satisfaction of the Lessee. If the Lessee vacates the Premises during the repair or remediation process, the Lessor shall reimburse the Lessee for all related or relocation costs and rent shall abate during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to repair or remediate the hazardous materials, substances, or air pollutants as soon as practicable as determined by the Lessee, this Lease may by written

notice to the Lessor be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee due to the cancellation of this Lease.

Lessor will immediately advise Lessee in writing of any actions or claims relating to any hazardous materials, substances, or air pollutants on the Premises. If the Lessor has conducted or conducts any testing for hazardous materials, substances, or air pollutants on the Premises before or during the term of the lease, then the Lessor shall provide a copy of any test results to the Lessee. The Lessee, at its own expense, may also conduct such testing as it deems appropriate on the Premises.

- j) In the event of any water damage to the premises and/or common areas, Lessor agrees to cause any water damaged (saturated, water spotted and/or dirty) materials to be dry within twenty-four (24) hours of the time of discovery of such damage. If such materials are not completely dry by the end of the 24 hour period, the Lessee may require that the saturated materials (i.e. carpet, drywall, ceiling tiles, etc.) shall be removed from the premises and immediately replaced with new materials of identical quality or better quality.

- k) Lessor agrees to provide prior notification and provision of material safety data sheets (MSDS) if applicable to the Tenant on-site staff when any construction, renovation, maintenance, repairs, remodeling or cleaning work will be done within the building of which the premises are a part of by the Lessor, contractors or other representative of the Lessor. The project notification and MSDS documents should be provided to the on-site staff no less than five (5) workdays before the anticipated start of the actual work.

- l) The default by Lessor of any covenant or agreement contained in any paragraph or provision of this Lease, shall constitute a material default of the Lease, and shall entitle the Lessee to terminate this lease, PROVIDED, that prior to such termination, the Lessee shall notify the Lessor in writing of the nature of the default and shall grant the Lessor a period of thirty (30) days from the date of service of such notice to remedy or cease such act of default, and upon such remedy or cessation by the Lessor within said thirty (30) days, the Lessee shall waive the right to terminate for such default. In the event the act of default is such that it cannot be remedied within said thirty (30) day period, the Lessee shall waive the right to terminate for such default if corrective actions are commenced within such period and diligently pursued to completion by the Lessor.
- m) Lessor shall be responsible for the real estate taxes and any assessments on the Premises.

7. **COVENANTS OF LESSEE.** Lessee hereby covenants and agrees with Lessor as follows:

- a) Lessee does hereby covenant, promise, and agree to pay the rent in the manner hereinbefore specified, and to duly comply with all other provisions of this Lease at the time and in the manner herein provided.
- b) At the expiration of this Lease or any renewal thereof, the Lessee will return the Premises to the Lessor in as good condition as they were at the time the Lessee went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed, in consideration of the rent to be paid and other conditions of this Lease, that the Lessee shall not be responsible for damage to the Premises by fire.

- c) The Lessee/Tenant will not make or permit anyone to make any alterations, improvements or additions in or to the Premises, without the prior written consent of the Department of Administration, as Lessee and the owner as Lessor.
- d) The default by Lessee (a) If Lessee shall be late in the payment of any rent or any other sum of money payable by Lessee to Lessor and if Lessee shall fail to cure said late payment within (30) days after receipt of notice of said late payment from Lessor, or (b) if Lessee shall be late in the performance or observance of any other agreement or condition in this Lease to be performed or observed and if Lessee shall fail to cure said late performance or observance within thirty (30) days after receipt of notice from Lessor of said late performance or observance (unless Lessee commences to cure said late performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then, in any of said cases and without waiving any claims for breach of agreement, Lessor may send written notice to Lessee of the termination of the term of this Lease, and, on the fifth (5th) day next following the date of the sending of the notice, the term of this Lease shall terminate, Lessee hereby waiving all rights of redemption.
- e) Lessee agrees that any improvements to the Premises made by Lessor for the benefit of Lessee shall be the property of Lessor. Such improvements excludes, any of Lessee's system furniture, conventional furniture and all other Lessee personal property.

8. **INSURANCE.** Lessor agrees to procure and maintain, during the term of this lease, fire and casualty insurance for the building containing the Premises. Lessor also agrees to procure and maintain, during the term of this lease, commercial general liability insurance in the amount of not less than **\$1 million each occurrence and \$1 million general aggregate.** Under all conditions noted above, general aggregate limits are to apply on a per location basis. In addition, Lessor shall provide upon signing of the lease and thereafter annually, a certificate of insurance to Lessee evidencing such coverage. When coverage requirements are \$2 million or greater, Lessee shall also be named as additional insured. The State of Wisconsin Self-Funded Liability and Property Programs protect the Lessee. Wisconsin Statutes, provide funds to pay property and liability claims. In addition, section 895.46 provides that the state will pay judgments taken against state officers or employees for acts carried out while the officers or employees were acting within the scope of their employment. This shall be deemed as evidence of protection for applicable liability claims brought against the state, its officers or employees and damage to property for which the state may be responsible.
9. **MAINTENANCE.** The Lessor shall maintain the Premises in good repair and tenable condition, and as required by Wisconsin Statute 704.07, throughout the term of this Lease, except in case of damage arising from a willful act or the negligence of the Lessee's agents or employees. For the purpose of so maintaining the Premises, the Lessor reserves the right at reasonable times to enter and inspect the Premises and to make any necessary repairs thereto.
10. **DAMAGE OR DESTRUCTION.** In the event the Premises are partially damaged or destroyed by fire or other casualty or happening such that Lessee may continue to use a part of the Premises, Lessor shall promptly repair such damage and restore the

Premises to its condition immediately prior to said damage or destruction. In such event, the rental and any other obligations of Lessee payable hereunder shall abate proportionally by the ratio that the damaged area bears to the total area of the Premises. Should Lessor fail to complete said restoration within 60 days of the partial damage or destruction, Lessee may terminate this Lease.

In the event the Premises are damaged or destroyed such that Lessee is unable to occupy the Premises (untenantable) without undue hardship and/or disruption of its business, Lessee may elect to terminate this Lease by providing Lessor written notice of such termination within 14 days after such damage or destruction, and, in that event, all rent and other obligations of the Lessee hereunder shall terminate as of the date of such damage or destruction. In the event the Premises are untenantable and Lessee does not elect to terminate this Lease, Lessor shall proceed immediately to rebuild and restore the Premises to its condition immediately prior to said damage or destruction. In the case of Lessee's election not to terminate, all rent and other obligations of the Lessee hereunder shall abate from the date of untenantability until the date Lessee retakes possession of the Premises. In the event Lessor fails to complete the restoration within 120 days of the untenantability, Lessee may terminate this Agreement.

11. **NOTICES.** Notice in writing referred to herein shall not be construed to mean personal notice, but such notice shall be given in writing, by mail, by depositing the same in the post office or letter-box, in a post paid envelope, addressed to the Lessor at Lessor's last known address, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Such notices provided hereunder shall be addressed as follows:

If to Lessor:

If to Lessee: State Leasing Officer
State of Wisconsin
Department of
101 E. Wilson Street, 7th Floor
P.O. Box 7866
Madison, WI 53707-7866, WI

12. **FUNDING.** The payment of rents under this Lease is subject to the availability of funds that may lawfully be used for such payment. As a result, the Lease does not constitute the contracting of public debt under Article VIII, Section 4 of the Wisconsin Constitution.
13. **RIGHT TO LEASE ADJACENT SPACE.** Lessee may lease any available adjacent space at any time during the term of this lease or renewal options. Improvements for such space will be of the same nature and quality as that of the space contained herein. Such additional space shall be made available under mutually agreeable terms, conditions, and rental rate as mutually agreed upon. Such additional space may be added to this lease via a letter of addendum.
14. **BROKERS.** Lessor and Lessee represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Lease, and Lessor agrees to pay and hold Lessee harmless from any claims made by anyone for any compensation, commissions and charges claimed with respect to this Lease or the negotiations thereof.
15. **RECONCILIATION.** Within ninety (90) days after the end of each calendar year (“Adjustment Period”) ends, or as soon as reasonably practical, Lessor shall give Lessee an itemized statement (“Statement”) showing in reasonable detail the:
 - (a) actual Expenses for the Adjustment Period broken down by each component expense of utilities, janitorial, real estate taxes and snow/mowing contract for the Adjustment Period;
 - (b) the amount, if any, paid by Lessee during the Adjustment Period towards the Expenses;

- (c) the amount Lessee owes towards the Expense increase or the amount Lessor owes as a credit; and
- (d) If the Statement shows that the actual amount Lessee owes for the Adjustment Period is less than the estimated Expenses paid by Lessee during the Adjustment Period, Lessor shall issue a credit to Lessee against any current or future amounts due from Lessee to Lessor (“Overpayment”).
- (e) If the Statement shows that the actual amount Lessee owes is more than the estimated Expenses paid by Lessee during the Adjustment Period, Lessee shall pay the difference (“Underpayment”).
- (f) The Overpayment or Underpayment shall be paid or credited within sixty (60) days after the Statement is delivered to Lessee. Lessor shall use good faith efforts to issue the Statement as soon as reasonably practical after each Adjustment Period ends.
- (g) During any Adjustment Period this Lease is not in effect for a complete calendar year, other than if it was ended because of the Lessee's default, Lessee's obligation for Expenses for those Adjustment Periods shall be prorated by multiplying the Expenses for the Adjustment Period by a fraction expressed as a percentage, the numerator of which is the number of days of the Adjustment Period included in the Term and the denominator of which is 365.
- (h) Lessee, and its agents, and employees shall have one hundred and eighty (180) days after receiving the Statement to audit Lessor's books and records concerning the Statement at a mutually convenient time at Lessor's offices. If Lessee disputes the accuracy of Lessor's Statement, Lessee shall still pay the amount shown owing.

16. HOLDING OVER. If Lessee holds over after the term hereof, with or without the express written consent of Lessor, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent shall be payable at the rate during the last month of the term hereof.

Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.

17. **SUBORDINATION.** This Lease shall be subordinate to any and all mortgages hereafter placed against the Premises by Lessor, provided that any such mortgage (or a separate written agreement, in recordable form, from the mortgagee in favor of and delivered to the Lessee) contains provisions to the effect that, so long as this lease shall remain in force, in any action to foreclose the mortgage, Lessee will not be made a party defendant, that Lessee's possession of the Premises will not be disturbed and that Lessee's leasehold estate will not be affected, impaired, or terminated by any such action or proceeding or by any judgment, order, sale or conveyance made or rendered therein or pursuant thereto, so long as (at the time of the commencement of such action or foreclosure proceeding or during the pendency thereof) Lessee is not in default under the terms, covenants, and conditions of this Lease beyond any grace period provided in this Lease for curing same.
18. **FORCE MAJEURE.** In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, war, acts of God, inclement weather, or other reason beyond that party's reasonable control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
19. **EMINENT DOMAIN.** In the event the entire Leased Premises shall be appropriated or taken under the power of eminent domain by any public or quasi-public authority, this Lease shall terminate and expire as of the date of such taking, and Lessee shall then be released from any liability thereafter accruing under this Lease.

In the event a portion of the Leased Premises shall be so appropriated or taken and the remainder of the property shall not be suitable for the use then being made of the property by the Lessee, or if the remainder of the property is not one undivided parcel of property, Lessee shall have the right to terminate this Lease as of the date of the taking on giving to Lessor written notice of termination within thirty (30) days after Lessor has notified Lessee in writing that the property has been so appropriated or taken. In the event of the termination of this Lease by reason of the total or partial taking of the Leased Premises by eminent domain, then in any such condemnation proceedings, Lessor and Lessee shall be free to make claim against the condemning or taking authority for the amount of any damage done to them, respectively, as a result of the condemning or taking.

20. CONSTRUCTION OF IMPROVEMENTS. On or before the commencement of the term hereunder, unless such date is extended by mutual written consent, Lessor shall complete or cause to be completed certain building improvements, all as more specifically set forth in Schedule II and/or III attached hereto and incorporated by reference. Lessee, through its authorized agents only, may, at its option, revise said building improvements prior to commencement of construction and request changes during construction, provided, however, that such changes must first be approved by Lessor. The method and amount of payment by Lessee for any increase or decrease in costs, if applicable, resulting from said changes in construction shall be negotiated between the parties at the time of said requested changes.

21. MINIMUM WAGES.

a) The Contractor shall post, at an appropriate conspicuous point on the site of the Project, a schedule showing all determined minimum wage rates for the various classes of laborers and mechanics to be engaged in Work on the Project under this

Contract and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.

- b) If, after the award of the Contract, it becomes necessary to employ any person in a trade or occupation not classified in the wage determinations, such person shall be paid at not less than such rate as shall be determined by the Department of Workforce Development. Such approved minimum rate shall be retroactive to the time of the initial employment of such person in such trade or occupation. The Contractor shall notify the Lessor of the Contractor's intention to employ persons in trades or occupations not classified in sufficient time for the Lessor to obtain approved rates for such trades or occupations.
22. **CAPTIONS.** The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.
23. **AUTHORIZATION, BINDING EFFECT.** This Lease, together with all amending instructions subsequent thereto (collectively, the "Lease"), is not valid or effective for any purpose until approved by the Governor or his delegate, the Secretary of the Department of Administration, and no work is authorized until the Lessor has been given written notice to proceed by the Department of Administration, Division of State Facilities.
24. **WAIVER.** The rights and remedies of either party under this Lease, as well as those provided or accorded by law, shall be cumulative, and none shall be exclusive of any other rights or remedies hereunder or allowed by law. A waiver by either party of any breach or breaches, default or defaults, of the other party hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default.

25. **CHOICE OF LAW.** This Lease shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin.
26. **EXECUTED LEASE.** This Lease when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date first above written.

LESSOR:

In presence of:

By: _____

Dated: _____

Social Security or Taxpayer Number:

LESSEE:
State of Wisconsin

By: _____

MICHAEL MORGAN
SECRETARY
DEPARTMENT OF
ADMINISTRATION

Dated: _____

By: _____

MARILYN PIERCE
DEPUTY ADMINISTRATOR
DIVISION OF STATE FACILITIES

Dated: _____

VIII. SCHEDULE I

The Lessor shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards
2. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer	Winter
76 Degrees (+/- 2 ^o)	70 Degrees (+/- 2 ^o)
50% Humidity Level (+/- 10%) (+/- 5%)	25% Humidity Level

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10^o of the above temperatures.

3. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes Comm 63 and 64, and ASHRAE 62-1999, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where Comm 64 and ASHRAE 62-1999 conflict, apply Comm 64 to existing HVAC and ASHRAE 62-1999 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code Comm 64 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:

Seasonal set points shall be as follows:

Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)

Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/- 5%)

- c. Provide a fully ducted, non- plenum HVAC system with adequate zoning.
- d. New sheet metal duct installation may not have interior fiberglass lining unless such lining is sealed.
- e. All new exterior walls and ceilings must meet minimum insulation code requirements.

- f. Provide perimeter heating for exterior walls if required.
 - g. Provide space heating for airlocks and lobbies, if necessary.
 - h. All air-handling equipment filters are changed quarterly.
 - i. Provide automatic temperature adjustment capability for unoccupied modes
 - j. Provide accessible controls to heating/cooling units from inside the building.
 - k. Provide separate venting/fans for restrooms.
 - l. Provide a stand alone ventilation and cooling unit, if required, for the data room.
 - m. Provide adequate supply/return ducts for each space.
 - n. Provide and install locking thermostat covers if appropriate.
 - o. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
 - p. Thermostat locations in open office area to be 70" AFF.
 - q. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
 - r. The use of non-tenant adjustable thermostats is preferred if system allows.
4. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
 5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors. Provide a minimum of 1 foot candle security lighting for on-premise parking areas.
 6. Provide (2) master keys for entrance doors.
 7. Water and sewer , heat and air conditioning costs.
 8. Provide electricity for lights and other electrical equipment necessary for operation of the office.
 9. Furnish and install light bulbs, fluorescent tubes, starters, ballasts or transformers.
 10. All demised and Common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters Comm 32, 51 - 65, and the Federal ADA Regulation. Federal ADA Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall

be equal to or exceed the Federal Regulations. All elevators shall meet the Wisconsin Administrative Codes, Comm 18 and Comm 62 and the Federal ADA Requirements.

11. Furnish building occupancy or use permit if required.
12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
13. JANITORIAL SERVICES Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

The State of Wisconsin supports the use of sustainable cleaning products and materials based upon national standards such as Leadership in Energy and Environmental Design (LEED), Green Globe 21, Green Seal, etc.
www.usgbc.org/DisplayPage.aspx?CategoryID=19
<http://www.greenglobe21.com/>
www.greenseal.org/standards.htm

General purpose, bathroom, and glass cleaners that meet Green Seal GS-37 Certification are preferred for use on this contract. Use of products claiming equivalence but not Green Seal Certified may be used with documentation of other independent third party verification to show compliance with Green Seal Standards.

All other cleaning products with low Volatile Organic Compound (VOC) levels are preferred for use on this contract. Reference the California Code of Regulations maximum allowable limits. MSDS with VOC levels listed or other documentation should be provided. www.arb.ca.gov/consprod/regs/cp.pdf

Disposable janitorial paper products and trash bags that meet the minimum requirements of U.S. EPA's Comprehensive Procurement Guidelines are preferred on this contract. www.epa.gov/cpg/

The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

AREA AND FREQUENCY INDICATION:

DAILY

- a) Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- b) All Common Areas (Entrances/Hallways/Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc. – Clean glass in doors and metal

framework; Empty/clean ashtrays, waste containers and replace can liners; Sweep, mop and polish floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains, and spot clean walls and doors.

c) Office Areas – Empty waste containers and replace can liners, if used. Dust and/or damp wipe accessible furnishings, fixtures, vents and sills. Spot clean doors, walls and sidelights. Sweep/mop floors, and vacuum carpet and remove spots/stains.

ONCE-WEEKLY

a) Restrooms - Acid clean inside toilet bowls and urinals; and damp wipe wall, Vacuum upholstered furniture; and edge-vacuum carpet.

b) Offices – Common Areas – Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork. Polish Floor.

c) Offices – vacuum upholstered furniture, and edge-vacuum carpet.

SEMI-ANNUAL

a) Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.

b) Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.

c) Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.

d) Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.

e) Light Fixtures - Clean fixtures and diffusers

f) Air Vents - Clean supply air diffusers and return air grilles.

14. Provide signage, including building directory listing, suite identification, and any other signage consistent with others in the Building.

15. Provide a minimum of 197 parking spaces in adjacent parking area, which is understood by the parties hereto to include the necessity of overnight parking for State-owned vehicles.

16. Provide snow and ice control and removal: Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 am each working day and 9:00 on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and

passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).

In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.

If the Lessor fails to comply with the requirements of this section, the Lessee may notify the Lessor of failure through fax or letter. If on a subsequent event, the Lessor again fails to comply with the terms of this section, the Lessee may, at the expense of the Lessor, remove the offending ice or snow from affected areas. Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

17. Lessor will at Lessor's cost repaint and recarpet the demised area at least by the eighth year of occupancy. The Tenants are responsible for moving their furniture and equipment as required for the painting and installation and/or repair of carpeting.
18. In the event the Lessor does not furnish the aforementioned services and items or the demised Premises is untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.
19. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.

The State of Wisconsin (State) acting through the Department of Administration's (DOA) Division of State Facilities Bureau of Portfolio and Operations Management is offering for sale and redevelopment approximately 3.578 acres of land along with improvements located at 2300 N. Dr. Martin Luther King Drive in the City of Milwaukee. The site is the current home of the Department of Natural Resources' (DNR) South East Regional Headquarters. The State is also seeking to have a new office facility constructed on site and leased back to the Department of Natural Resources. The new space would be delivered via a turn key process. DNR will occupy the space as a Regional Headquarters and Service Center approximately July 1, 2011 . By means of this Request for Proposal (RFP) the State is soliciting proposals from interested members of the general public. This is a two stage submittal and award process consisting of the an initial review of proposals from which a short list of proposers will be selected to submit a more detailed plan for final selection and award. A Request for Proposal may be downloaded from <http://leasing.state.wi.us> You can also contact Victor Villacrez, Real Estate Leasing Officer at (608) 261-6796 or send a request to State of Wisconsin, Division of State Facilities, P.O. Box 7866, Madison, WI 53707-7866. You can email requests to Victor.Villacrez@wisconsin.gov or fax at (608) 267-0200. **Proposals must be received by 2:00 p.m., Tuesday, November 25, 2008.**

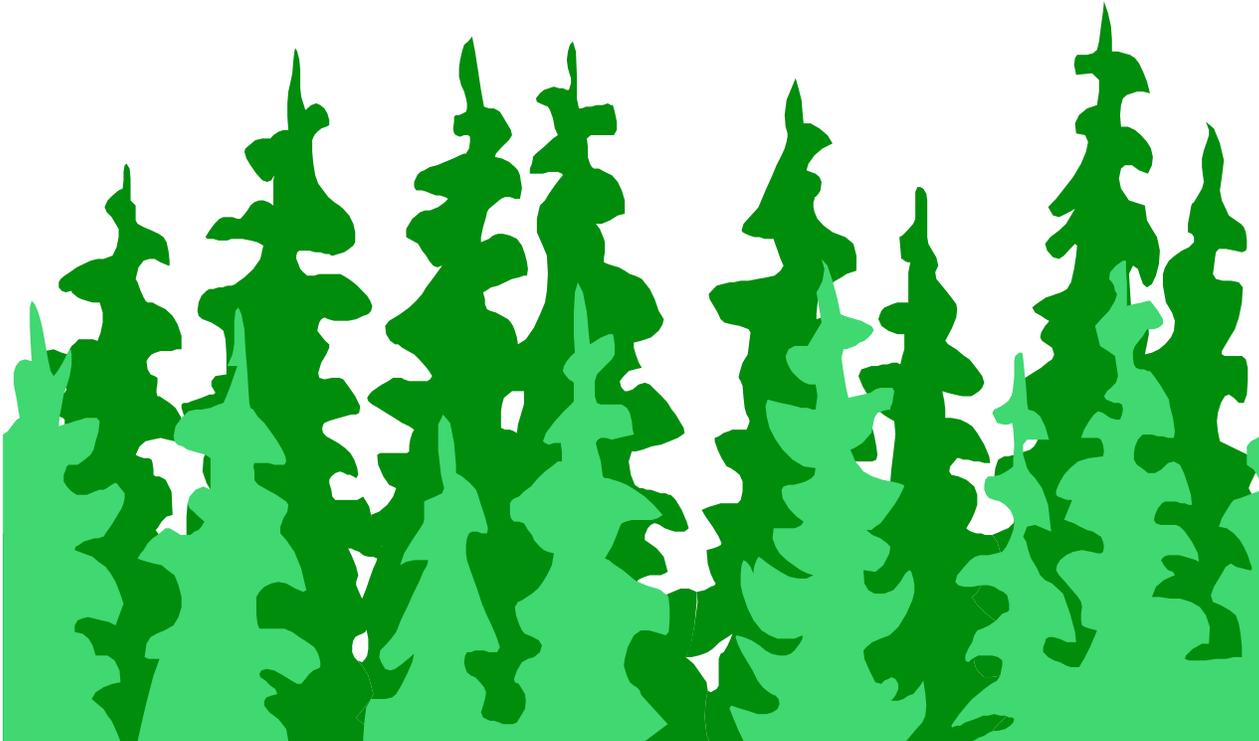
WISCONSIN DEPARTMENT OF NATURAL RESOURCES

PROGRAM STATEMENT PART II
AUGUST 2008

Southeast Region Headquarters
and
Service Center

MILWAUKEE, WISCONSIN

MISSION STATEMENT



“To provide a healthy, efficient environment for employees and visitors in a sustainably designed and constructed building complex that will require minimal maintenance and simplified operational procedures.”

PROJECT SCOPE

An approximately 38,000 GSF, two story (assumed) Office Building will provide license, permit, registration and informational services to the public in the Milwaukee Area, and will provide general office space for DNR employees. The Office Building will consist of three basic areas:

- A Public Contact area located at the main entrance to the building consisting of a lobby/reception area with service counter, and a small meeting room will serve customer needs. Adjacent to the customer service area and the main entrance, will be public restrooms and a large conference room capable of being secured from the rest of the building to accommodate after hour DNR conferences and local civic meetings.
- An Employee Office area will make up the balance of the building and will be secured from the public areas. It is planned that upon completion that one hundred fifty eight (158) employees will be located in the proposed Office Building.
- A Laboratory Area to support field operations.

An adjacent Service Building of approximately 5,000 GSF will support field activities of employees housed in the Office Building. It will be used for storage of equipment used by the various Department programs in the performance of their duties. The Storage Building will consist of two basic areas:

- A 1,200 ASF heated garage area with unisex toilet room and gas cylinder storage area. This space will be generally used for drying/thawing nets and for minor equipment repairs and service.
- A 3,000 ASF unheated garage area for general storage of equipment to include boats, snowmobiles, all-terrain-vehicles, mowers, small tractors, seed drills, plows and other miscellaneous items.

The general design of the Service Building should complement the nearby office building.

PROJECT DESIGN REQUIREMENTS

General

- The Department desires that the new building(s) be designed and constructed to meet the requirements of, and be certified at, the Silver Level of the LEED Rating System of the U.S. Green Building Council.
- Meet or exceed applicable requirements of the Wisconsin Administrative Code.
- Accommodate local zoning requirements and ordinances.
- Provide full disabled accessibility to and within the buildings.
- Establish a style and design that will minimize required maintenance and simplify general operations.
- All utilities to be located below grade.
- Interior and exterior signage as required by code and as necessary to provide for well defined public access and communication.
- **Design of the buildings and grounds must incorporate materials and systems that will simplify general operations and minimize required maintenance.**

Plumbing

- Municipal sewer and water.
- High efficiency fixtures and equipment.
- Exterior water access as appropriate.
- Emergency eye wash/shower in close proximity to laboratory areas.

HVAC

- High efficiency system, designed to minimize required maintenance and simplify operation.

Electrical

- Underground service sized to accommodate the buildings.
- Interior electrical access per code and individual space descriptions; minimum one duplex receptacle per wall.
- Exterior electrical access as appropriate.

Telephone /Data

- Telephone utility connection per design as appropriate to accommodate building(s)
- Appropriate grounding for telecommunications equipment.
- Facility paging system.
- The building will be receiving a T-1 or similar utility line for data service (BadgerNet), installed and paid for by the State. This needs to be accommodated with conduit under any hardscape and the Contractor's/Lessor's schedule will need to accommodate the State installation.

The entire voice/data cabling system is to be provided by the Contractor/Lessor. All voice and data cabling is to be Cat 5e. It is to be terminated at the wall or systems furniture outlets, home run to the Telecom Closet(s) and terminated on one side of rack mounted punch down blocks and/or patch panels. Final telephone/data connections to utility interfaces by Occupant.

Standard telephone/data/radio wall access: in-wall double gang electrical boxes with single gang plaster ring and 3/4" conduit; located approximately 12 feet O.C., minimum one per wall. Open or "free air" cable installation above any suspended ceiling is acceptable. Minimum access at each box and/or systems furniture workstation: 1 Voice jack; 1 Data jack.

Security/Building Access

- Security and access system for both the Office Building and the Service Building.
- Basic requirements to include programmable card reader access to building and various specific interior spaces, interior dual tech motion detectors, door contacts, panic button at Customer Service Desk, possible electronic surveillance capability, standby power supply, and automatic dialer compatible with Wisconsin Capitol Police central station monitoring.
- A focus to secure confidential information contained in agency files and applications needs to be addressed to assure protection and security of sensitive information located within central file storage areas as well within staff workstations.

Public Address System

- For emergency and informational announcements in both the Office Building and the Service Building.

Systems Furniture

Design and construction must be accomplished to accommodate the systems furniture to be installed by the Owner in the open office area(s). (See attached typical furniture layouts.) At a minimum, the project architect will provide a simple "blackline" layout of the furniture showing teledata and electrical access, aisles, openings and the space provided for each work station. DNR designers will then work from this basic layout, designing, procuring and installing the Owner's systems furniture. Systems furniture procured and installed by Occupant will be provided with a preinstalled 8-wire electrical raceway system and an additional empty raceway to accommodate teledata. An electrical, telephone and data access point should be provided for each five systems furniture cubicles. Access should consist of:

- Electrical access at floor or wall for approximately every five (5) workstations to accommodate a "greenfield" type base feed provided by Occupant, to be installed by project Electrical Contractor. Final connections to systems furniture raceway will be by "others".
- Data access at wall or floor to consist of six (6) runs of Category 5 cable for every five (5) workstations within appropriately sized conduit. Installation within systems furniture raceway by this Contract.
- Telephone access at wall or floor to consist of six (6) runs of Category 5 cable for every five (5) workstations within appropriately sized conduit. Installation within systems furniture raceway by this Contract.

Compressed Air, Vacuum and Burner Gas System

- To support Laboratory operations as described in the Individual Space Details provided herein.

Site

- Storm water accommodation as required and appropriate.
- Exterior employee break/lunch area.
- Customer parking area of 24 spaces, to include one disabled accessible van stall.
- Employee parking area of 130 spaces, to include five (5) disabled accessible stalls, to include 2 accessible van stalls.
- A 43 stall parking area to accommodate State owned fleet vehicles.

- Appropriately located “cut-off” type site and security lighting.
- Flag pole with lighting to accommodate zoning requirements.
- Temporary passenger loading zone at accessible main entrance to office building.
- Drives and walkways as appropriate to accommodate parking, buildings and site amenities.
- Site directional signage as appropriate.
- Complex/buildings identification sign per Department requirements.

Work By Occupant

- Procurement and installation of systems furniture workstations.
- Procurement and installation of high density mobile file system.
- Installation of data utility connection.
- Final connections of interior voice/ data cabling.
- Procurement of movable equipment as mention herein.

OFFICE BUILDING REQUIREMENTS

SPACE ALLOCATION CHART - OFFICE BUILDING		
Assignable Square Feet (ASF)		
AREA	SIZE (ASF)	DESCRIPTION
Vestibules	Per design	Energy efficient access to the building; at least two: main/customer entrance and employee entrance
Lobby	512	Customer queuing space, displays, brochures.
Visitor Waiting Area	100	Seating area for appointment visitors.
Community Conference Room	1152	Meeting space for use by staff as well as local civic organizations.
Public Restrooms	Per design	Mens and Womens, to support customer service area
Staff Customer Service Area	1532	Employee space to serve customers at Customer Service Counter, 6 staff workstations, 2 file review workstations
Closing Room	96	Conference room for confidential discussions with customers
Cash Room	96	Secure room for counting funds and preparing remittances
Mail Room	192	Processing of incoming/outgoing mail
Open Office Area(s)	8928	For employee systems furniture works stations and supporting office equipment. See Individual Space Description and Personnel Space Allocation Chart
Private Offices	1272	See attached Personnel Space Allocation
Shared Office	256	Secured office for 3 Warden & 1 Program Asst. workstations
Evidence Storage	200	Secure chain-of-custody evidence & weapons storage
Medium Conference Room (2 @ 420 sq ft)	840	Staff meeting space for 8-12 people, suggested one each floor.
Small Conference Room (4 @ 144 ASF)	576	Meeting space for 2-6 people, suggested two each floor
Copy Center(s)	250	Suggested one per floor at 125 ASF each. For copiers, small office equipment, storage of paper and toner.
Central File Room	1024	Central high density file system area for working files
Employee Lunch Room	864	Employee breaks, lunches; informal meetings.
Employee Toilet Rooms, Showers/Lockers	512	Mens and Womens
Employee Assistance Room	96	For first aid and discreet use by employees
A/V Storage	216	Storage for audio/visual equipment
Computer Room	384	Technical services for computer repair and software installs with 2 staff workstations
Archive Storage	120	Secure storage for WRZ and EE archive files
Sample Processing Lab/Field Prep/Calibration	700	
Walk-In Freezers (2)	192	
Biology Lab	512	
Water Lab	512	
Air Calibration and Testing Lab	864	
Air Standards Lab	1152	
Secured Bio-Watch Area	240	
High Voltage Lab	192	
Electrical Lab	1152	
Field Equipment Storage – All Programs	1800	
Janitor Closet	Per design	Mop basin and storage of janitor supplies and equipment
Recyclables Storage	Per design	Temporary storage of recyclable materials
Telecommunications Closet(s)	Per design	Space for data and telephone equipment and connections
Loading dock Area	192	
Mechanical Systems Room	Per design	Building plumbing, HVAC and electrical equipment and entrances
TOTAL OFFICE BUILDING SPACE (ASF)	26,726	

PERSONNEL SPACE ALLOCATION CHART

VESTIBULES

SIZE	Per design
NUMBER REQUIRED	At least two; public entrance; employee entrance.
FUNCTION	Minimize heat loss at entrances to the building.
ADJACENCY	Public entrance to be directly accessible to Lobby. Employee entrance to be near employee parking, Labs, Field Equipment Storage and Service Building.
FIXED EQUIPMENT	Power door operators. Recessed track-off mats.
MOVABLE EQUIPMENT	None.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Recessed down lights or other appropriate.
ELECTRICAL	To include access for powered door operator.
TELEDATA	None.
FINISHES	Floor: Slate, tile, rubber. Wall: Glass, gypsum board. Ceiling: Wood/gypsum board.
OTHER	Power operated disabled accessible doors; to operate only when purposely activated (no continuous power assist). Door hardware such that main entrance door can be made to lock as visitors leave at closing times. The Main Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Room as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings.

Individual Space Detail

LOBBY

SIZE	512 ASF
NUMBER REQUIRED	One.
FUNCTION	Queuing space for customers seeking licenses, registration and general information. Space for displays, brochures.
ADJACENCY	Direct access to Main Entrance Vestibule, Public Restrooms, Visitor Waiting Area, Community Conference Room and Closing Room. Access to Customer Service Staff Area at service counter. Controlled access to employee areas through lockable door.
FIXED EQUIPMENT	Service counter (common with Customer Service Area). Electronic information kiosk, building performance Monitor display. Public telephone.
MOVABLE EQUIPMENT	Future electronic information kiosk Building performance monitor display. Public telephone.
PLUMBING	Electric water cooler
HVAC	Per design.
LIGHTING	Per design; to include track lighting at display area(s).
ELECTRICAL	Standard; to include access for future kiosk.
TELEDATA	Access for future kiosk. Access for public telephone. Coaxial cable access.
FINISHES	Floor: Slate, tile or per design. Wall: Glass, gypsum board or other protective wall covering as appropriate. Ceiling: Wood/gypsum board or pr design.
OTHER	Sense of openness. Raised ceiling. Expansive glazing. Key-card controlled visitor access to employee office areas. The Main Entrance Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Room as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings.

Individual Space Detail

VISITOR WAITING AREA

SIZE	100 ASF
NUMBER REQUIRED	One.
FUNCTION	Waiting area for customers with appointments.
ADJACENCY	Direct access to Lobby. Controlled access to employee areas through lockable door.
FIXED EQUIPMENT	Wall mount display cases/racks.
MOVABLE EQUIPMENT	Chairs, side tables.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design; to include track lighting at display area(s).
ELECTRICAL	Standard.
TELEDATA	Standard; to include coaxial cable access.
FINISHES	Floor: Slate, tile. Wall: Glass, gypsum board or other with protective wall covering as appropriate. Ceiling: Wood/gypsum board or per design.
OTHER	This space may be contiguous with the Lobby, but should be defined in manner to appear “separate”. The Main Entrance Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Room as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings.

Individual Space Detail

COMMUNITY CONFERENCE ROOM(S)

SIZE **1152 ASF**

NUMBER **One, capable of being divided in two.**

FUNCTION	Large conference divided by an acoustical movable partition. Training classes, staff meetings, teleconferences, after hour public meetings involving large numbers of people.
ADJACENCY	Direct access to Lobby. Easily accessible to Public Restrooms.
FIXED EQUIPMENT	Dry erase boards. Two (2) drop down projection screens (one powered, one manual). 10 feet of cabinetry (lowers) with counter top. Wall mounted coat rack/shelf in each room.
MOVABLE EQUIPMENT	Tables, chairs, audio/video equipment, podium.
PLUMBING	Sink at counter.
HVAC	Per design.
LIGHTING	Per design; to include appropriate zoned, dimmable lighting.
ELECTRICAL	Standard; to include additional access at counter. Public address system.
TELEDATA	Standard; to include coaxial access. Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	The Main Entrance Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Rooms as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings. Acoustically insulated. Lockable door. Glazed sidelight(s) next to door(s).

WOMEN'S PUBLIC RESTROOM

SIZE	Per design.
NUMBER REQUIRED	One.
FUNCTION	To accommodate visitors and customers in the Lobby/Community Conference Room areas.
ADJACENCY	Direct access to Lobby. Easily accessible from Community Conference Room.
FIXED EQUIPMENT	Mirror(s). Soap dispenser(s). Double roll tissue dispenser(s). One recessed towel dispenser/waste receptacle. Electric hand dryer(s). Toilet compartment partitions with slide type privacy latches. Fold down baby changing table in accessible toilet stall.
MOVABLE EQUIPMENT	None.
PLUMBING	Valve type toilet(s) with infra-red "no touch" flush. Wall hung lavatory(s) with push type metered faucets. Floor drain.
HVAC	Per design; to include appropriate exhaust.
LIGHTING	Per design; to include task lighting at mirror(s).
ELECTRICAL	One GFCI protected duplex receptacle located at lavatory. Access for electric hand dryer.
TELEDATA	None.
FINISHES	Floor: Porcelain tile or pr deign. Wall: Gypsum board/ ceramic tile or per design. Ceiling: Suspended vinyl covered gypsum board panels or per design.
OTHER	At least one toilet compartment will be disabled accessible, designed to accommodate both side mount and front mount wheel chair applications. The Main Entrance Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Rooms as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings.

MEN'S PUBLIC RESTROOM

SIZE	Per design.
NUMBER REQUIRED	One.
FUNCTION	To accommodate visitors and customers in the Lobby/Community Conference Room areas.
ADJACENCY	Direct access to Lobby. Easily accessible from Community Conference Room.
FIXED EQUIPMENT	Mirror(s). Soap dispenser(s). Double roll tissue dispenser(s). One recessed towel dispenser/waste receptacle. Electric hand dryer(s). Toilet compartment partitions with slide type privacy latches. Fold down baby changing table in accessible toilet stall.
MOVABLE EQUIPMENT	None.
PLUMBING	Valve type toilet(s) with infra-red "no touch" flush. Floor mount urinal with infra-red "no touch" flush. Wall hung lavatory(s) with push type metered faucets. Floor drain.
HVAC	Per design; to include appropriate exhaust.
LIGHTING	Per design; to include task lighting at mirror(s).
ELECTRICAL	One GFCI protected duplex receptacle located at lavatory. Access for electric hand dryer.
TELEDATA	None.
FINISHES	Floor: Porcelain tile or per design. Wall: Gypsum board/ ceramic tile or per design. Ceiling: Suspended vinyl covered gypsum board panels or per design.
OTHER	At least one toilet compartment will be disabled accessible, designed to accommodate both side mount and front mount wheel chair applications. The Main Entrance Vestibule, Lobby, Waiting Area, Public Restrooms and Community Conference Rooms as a whole, will be capable of being secured from rest of the building to accommodate after hour DNR conferences and local civic meetings.

STAFF CUSTOMER SERVICE AREA

SIZE	1532 ASF
NUMBER REQUIRED	One
FUNCTION	Employee area for license sales, registration and to Impart information to customers.
ADJACENCY	Direct access to Lobby at service counter. Adjacent to cash remittance room.
FIXED EQUIPMENT	Casework service counter (common with Lobby) with four public contact workstations, each with side counter tops for ALIS, credit card swipers and printers. Each work station to be U-shaped.
MOVABLE EQUIPMENT	Six (6) 48 ASF systems furniture workstations for front-line workers Two (2) 48 ASF systems furniture workstations for file review. ALIS terminals, computers, credit card swipers, license printers, ergonomic stools, personal computers, computer printers
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design; to include task lighting at service counter.
ELECTRICAL	Access for systems furniture and service counter equipment.
TELEDATA	Access for systems furniture and service counter. Access to paging system.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	Disabled accessible area at service counter to accommodate both customers and employees. Panic button(s) access at service counter. Security per design to secure area behind the counter from the lobby after normal office hours.

Individual Space Detail

CLOSING ROOM

SIZE	96 ASF
NUMBER REQUIRED	One.
FUNCTION	Confidential conferences with customers.
ADJACENCY	Easy access to Lobby; preferably in view of employees at Service Counter.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Table, chairs.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	Acoustically insulated. Lockable door. Glazed sidelight next to door.

Individual Space Detail

CASH ROOM

SIZE	96 ASF
NUMBER REQUIRED	One.
FUNCTION	Full height, “hard walled” secure room used for counting cash and preparing bank remittances.
ADJACENCY	Adjacent to Customer Service Area, away from public view.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Safe. Desk. Chairs. Files.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	Lockable door. Glazed sidelight next to door. Walls to extend to “hard” ceiling above suspended ceiling (to deter unauthorized entry).

Individual Space Detail

MAIL ROOM

SIZE	192 ASF
NUMBER REQUIRED	One.
FUNCTION	Receive incoming mail; distribute to employee mail boxes; receive and process out going mail.
ADJACENCY	Relatively easy access to general office areas. Adjacent to Customer Service Area. Consider adjacent to Copy Room on the first floor.
FIXED EQUIPMENT	8–10 feet of upper/lower cabinets with counter. 10-14 feet of counter (open storage and open shelving below) with employee mail slots above.
MOVABLE EQUIPMENT	Postage meter.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design, with task lighting below upper cabinets and above mail slots to illuminate sorting counter.
ELECTRICAL	Standard, to accommodate small equipment on counters and systems furniture work station.
TELEDATA	Standard, to accommodate small equipment on counters and systems furniture work station.
FINISHES	Floor: Carpet. Wall: Gypsum board. Ceiling: Suspended acoustical.
OTHER	This room will adjoin a general office area corridor; the common wall will receive employee mail slots, accessible from both sides. Easy access must be provided from the employee office areas.

Individual Space Detail

OPEN OFFICE AREA(S)

SIZE **Total Area: 8,928 ASF, plus space to accommodate local small equipment, files and printers.**

NUMBER REQUIRED Per design.

See attached Personnel Space Allocation Chart for specifics.

FUNCTION Open landscape area(s) for employee systems furniture workstations, hotelling spaces, and related support areas. Workstations to be accommodated are as follows:

15 @ 96 ASF

16 @ 72 ASF

78 @ 64 ASF

28 @ 48 ASF

ADJACENCY See attached Personnel Space Allocation Chart.

FIXED EQUIPMENT None.

MOVABLE EQUIPMENT Systems furniture.
Standard files, lateral files, flat files.
Printers, photo copiers, scanners
Tables, chairs, microfiche readers

PLUMBING None.

HVAC Per design.

LIGHTING Per design.

ELECTRICAL Standard, to accommodate systems furniture.

TELEDATA Standard to accommodate systems furniture.

FINISHES Floor: Carpet or per design.
Wall: Gypsum board or per design.
Ceiling: Suspended acoustical, or per design.

OTHER The open landscape area(s) should receive the benefits of natural light and exterior view and should generally be designed to create a comfortable, appealing and efficient work place.

Individual Space Detail

PRIVATE OFFICES

SIZE/NUMBER	Total Area: 1272 ASF To consist of: One (1) @ 144 ASF Seven (7) @ 120 ASF Three (3) @ 96 ASF
FUNCTION	Full height, "hard walled" offices to accommodate Region Director, Regional Program Managers and staff whose work requires confidentiality.
ADJACENCY	Regional Management Team offices to be located adjacent to the Regional Director. Other private offices to be located per personnel allocation chart. One 120 sq ft office located adjacent to (Warden's) Shared Office and near Evidence Storage.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Desk. Chair(s). Book case. File cabinet(s). Credenza.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or pr design.
OTHER	Acoustically insulated. Lockable door. Glazed sidelight next to door. Region Director Office to be located on exterior wall with windows. Others generally located in the interior of the building, so as not to impede natural lighting to general office areas.

Individual Space Detail

SHARED OFFICE

SIZE	256 ASF
NUMBER REQUIRED	One.
FUNCTION	Secured, confidential hardwall shared office for Law Enforcement personnel.
ADJACENCY	Adjacent to Open Office Area. Adjacent to (Warden) Private Office. Near Evidence Storage.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Four (4) @ 64 ASF systems furniture work stations.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard, to accommodate systems furniture.
TELEDATA	Standard to accommodate systems furniture.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical, or per design.
OTHER	Lockable door.

Individual Space Detail

EVIDENCE STORAGE

SIZE	200 ASF
NUMBER REQUIRED	One.
FUNCTION	Secure storage for Law Enforcement to maintain chain-of-custody of evidence and; storage of firearms.
ADJACENCY	Near Warden's Private and Shared Offices.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Lockable cabinets. Lockable firearm safes.
PLUMBING	None.
HVAC	Per design, to include exhaust fan.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Plywood backed gypsum board or per design. Ceiling: Plywood backed gypsum board or per design.
OTHER	Lockable door. Intent of wall and ceiling construction is to deter unauthorized entry.

STAFF CONFERENCE ROOMS

SIZE/NUMBER	Total Area: 1,416 ASF To consist of: Two (2) @ 420 ASF, each capable of being divided in two by a soundproof operable partition, to accommodate 8-12 people. Four (4) @ 144 ASF, each to accommodate 2-6 people.
FUNCTION	Meetings, conferences, confidential discussions.
ADJACENCY	Suggested equal numbers on each floor, located as appropriate.
FIXED EQUIPMENT	Dry erase board. Pull down screen.
MOVABLE EQUIPMENT	Tables, chairs, book cases, TV/VCR's, conference call phone systems.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	Acoustically insulated. Glazed sidelight next to door.

Individual Space Detail

COPY CENTERS

SIZE	250 ASF Total
NUMBER REQUIRED	Two rooms at approximately 125 ASF each
FUNCTION	Common space for faxing, photocopying, printing, assembling documents. Storage for paper, toner, document covers and binders.
ADJACENCY	Somewhat centrally located. Consider adjacent to Mail Room on first floor. Adjacent to general office areas. One Copy Center on each floor.
FIXED EQUIPMENT	8-10 feet of upper/lower cabinets.
MOVABLE EQUIPMENT	Table(s). Existing multi-function machines. Each machine copies, prints, scans and faxes. Two (2) in each room. Common small office equipment and tools.
PLUMBING	None.
HVAC	Per design, to accommodate heat from equipment.
LIGHTING	Per design, with task lighting below upper cabinets.
ELECTRICAL	Standard, to accommodate small equipment on counters.
TELEDATA	Standard, to accommodate small equipment on counters.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or pr design. Ceiling: Suspended acoustical or per design.
OTHER	This space could be almost an alcove off the office areas. Doors may not be appropriate; just large opening(s) to facilitate easy access.

Individual Space Detail

CENTRAL FILE ROOM

SIZE	1024 ASF
NUMBER REQUIRED	One.
FUNCTION	Storage of files for each program. The space will support a high density file system as well as additional standard and flat files.
ADJACENCY	Central location, near general office areas, likely on ground floor due to structural requirements to accommodate weight of the system.
FIXED EQUIPMENT	High density mobile file system procured and installed by Occupant.
MOVABLE EQUIPMENT	Lateral files; flat plan files. Table, chairs.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board. Ceiling: Suspended acoustical.
OTHER	Room will need to accommodate Occupant's floor mount mobile shelving track.

EMPLOYEE LUNCH ROOM

SIZE	864 ASF
NUMBER REQUIRED	One; to accommodate 25-30 employees.
FUNCTION	Employee lunches and breaks
ADJACENCY	Located on exterior wall(s) of building, away from public areas and view, and to be perceived as somewhat removed from office areas. Direct access to an exterior employee break area/patio/deck.
FIXED EQUIPMENT	14 feet of cabinetry (uppers/lowers) and counter to accommodate sink and refrigerators.
MOVABLE EQUIPMENT	Tables, chairs. Coffee maker. Two (2) microwave ovens; in a stacked configuration cabinet to minimize counter top space. Popcorn popper. Toaster. Two (2) refrigerators. Waste and recycle containers.
PLUMBING	Sink. Access for refrigerator ice makers.
HVAC	Per design, to include exhaust fan.
LIGHTING	Per design; with task lighting at counter.
ELECTRICAL	Standard; to include additional access at counter and to accommodate movable equipment.
TELEDATA	Standard; to include wall phone access. Coaxial access.
FINISHES	Floor: VCT, vinyl or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design.
OTHER	Consider expansive glazing to provide light and view.

Individual Space Detail

WOMEN'S TOILET SHOWER LOCKER ROOM

SIZE	256 ASF
NUMBER REQUIRED	One.
FUNCTION	A toilet room for employee use; adjacent to a separate area that will include two (2) separate showers (one to be disabled accessible) with changing areas (approx. 26 ASF each); adjacent to a locker area (approx. 72 ASF) will include lockers and a changing bench.
ADJACENCY	Relatively easy access to office areas. Relatively near an employee entrance.
FIXED EQUIPMENT	Mirror(s). Soap dispenser(s). Double roll tissue dispenser(s). Recessed towel dispenser/waste receptacle. Electric hand dryer(s). Toilet compartment partitions with slide type privacy latches. Robe hooks in shower changing areas. Sixteen (16) 12" x 12" x 36" lockers. Changing bench in shower changing areas and locker area.
MOVABLE EQUIPMENT	None.
PLUMBING	Valve type toilet(s) with infra-red "no touch" flush. Wall hung lavatory(s) with push type metered faucets. Floor drain. Two (2) 3'x3' showers with soap dish.
HVAC	Per design; to include appropriate exhaust.
LIGHTING	Per design; to include task lighting at mirror(s) and showers.
ELECTRICAL	One GFCI protected duplex receptacle located at lavatory. Access for electric hand dryer.
TELEDATA	None.
FINISHES	Floor: Porcelain tile or per design. Wall: Gypsum board/ ceramic tile (all tile in showers) or per design. Ceiling: Suspended vinyl covered gypsum board panels or per design.
OTHER	At least one toilet compartment will be disabled accessible, designed to accommodate both side mount and front mount wheel chair applications. At least one shower will be disabled accessible.

Individual Space Detail

MEN'S TOILET SHOWER LOCKER ROOM

SIZE	256 ASF.
NUMBER REQUIRED	One.
FUNCTION	A toilet room for employee use; adjacent to a separate area that will include two (2) separate showers (one to be disabled accessible) with changing areas (approx. 26 ASF each); adjacent to a locker area (approx. 72 ASF) will include lockers and a changing bench.
ADJACENCY	Relatively easy access to office areas. Relatively near an employee entrance.
FIXED EQUIPMENT	Mirror(s). Soap dispenser(s). Double roll tissue dispenser(s). Recessed towel dispenser/waste receptacle. Electric hand dryer(s). Toilet compartment partitions with slide type privacy latches. Robe hooks in shower changing areas. Sixteen (16) 12" x 12" x 36" lockers. Changing bench in shower changing areas and locker area.
MOVABLE EQUIPMENT	None.
PLUMBING	Valve type toilet(s) with infra-red "no touch" flush. Floor mount urinal with infra-red "no touch" flush. Wall hung lavatory(s) with push type metered faucets. Floor drain. Two (2) 3'x3' showers with soap dish.
HVAC	Per design; to include appropriate exhaust.
LIGHTING	Per design; to include task lighting at mirror(s) and showers.
ELECTRICAL	One GFCI protected duplex receptacle located at lavatory. Access for electric hand dryer.
TELEDATA	None.
FINISHES	Floor: Porcelain tile or per design. Wall: Gypsum board/ ceramic tile (all tile in showers) or per design. Ceiling: Suspended vinyl covered gypsum board panels or per design.
OTHER	At least one toilet compartment will be accessible, designed to accommodate both side mount and front mount wheel chair applications. At least one shower will be disabled accessible.

Individual Space Detail

EMPLOYEE ASSISTANCE ROOM

SIZE	96 ASF
NUMBER REQUIRED	One.
FUNCTION	For first-aid and discreet use by employees with special health needs. Employee assistance counseling.
ADJACENCY	Near employee entrance.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Shelving. Table. Chair(s). Refrigerator.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design, to allow dimming of lights.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board or per design. Ceiling: Suspended acoustical or per design
OTHER	Acoustically insulated.

Individual Space Detail

AV STORAGE

SIZE	216 ASF
NUMBER REQUIRED	One.
FUNCTION	Secure storage for audio visual equipment such as slide projectors, overhead projectors, power point equipment, flip charts, portable public address systems. Will support employee conference rooms, out of office presentations and possibly the community conference room.
ADJACENCY	Per design.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Steel shelving units.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design. Wall: Gypsum board. or per design Ceiling: Gypsum board or per design
OTHER	Lockable door. Intent of ceiling construction is to deter unauthorized entry.

Individual Space Detail

COMPUTER ROOM

SIZE	384 ASF
NUMBER REQUIRED	One.
FUNCTION	Space for technical support of region computer network. Computer hardware repairs and installs. Computer software installation. Storage of components and supplies.
ADJACENCY	Somewhat central location.
FIXED EQUIPMENT	20' long, 42" high laminate counter over lower cabinets with large doors. 10' long, 30" high laminate counter with open space below for seated work. Upper cabinets over all counters with 24" min clearance between counter and upper cabinets.
MOVABLE EQUIPMENT	Two (2) 64 ASF systems furniture work stations. Storage cabinets. Computer transport cart. Storage racks.
PLUMBING	None.
HVAC	Per design, to accommodate heat from equipment.
LIGHTING	Standard, to include task lighting at work counters.
ELECTRICAL	Standard, to include dedicated duplex receptacles, 48" O.C. above counter tops.
TELEDATA	Standard, to accommodate systems furniture. Access above work counters to include 2 voice/ 6 data.
FINISHES	Floor: Carpet or per design Wall: Gypsum board or per design Ceiling: Suspended acoustical or per design
OTHER	

Individual Space Detail

ARCHIVE STORAGE

SIZE	120 ASF
NUMBER REQUIRED	One.
FUNCTION	Secured, extended term storage for Water Reg and Zoning, and Environmental Enforcement legal files. For use by other programs as needed.
ADJACENCY	Adjacent to Water program office area, and/or Environmental Enforcement program office area and/or Central Files.
FIXED EQUIPMENT	.None.
MOVABLE EQUIPMENT	24-inch deep shelving units to accommodate boxed records.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design, to accommodate shelving.
ELECTRICAL	Standard.
TELEDATA	Standard.
FINISHES	Floor: Carpet or per design Wall: Gypsum board or per design Ceiling: Gypsum board or per design
OTHER	Lockable door. Intent of ceiling construction is to deter unauthorized entry.

SAMPLE PROCESSING LAB/FIELD PREP/CALIBRATION

SIZE	700 ASF
NUMBER REQUIRED	One.
FUNCTION	Washing, weighing and measuring samples. Packaging samples for shipping. Maintenance and storage of sampling equipment. Storage of sample containers. Maintenance and storage of special field equipment Storage of chemicals.
ADJACENCY	Near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Upper and lower cabinets with chemical resistant counter tops. Casework storage cabinets.
MOVABLE EQUIPMENT	Refrigerator. Ice machine. Pressure-washer Scales. Storage cabinets for flammable chemicals.
PLUMBING	Stainless triple basin sink with goose neck swivel spout faucet with eye wash. Mop basin with service faucet, vacuum breaker and pail hook. Water access for ice machine. Corrosion resistant piping. Floor drain.
HVAC	Per design, to maintain negative pressure. Fume hood with appropriate ductwork to exterior.
LIGHTING	Per design, with task lighting as appropriate.
ELECTRICAL	Per design, to include access above counter tops.
TELEDATA	Standard to include one wall mount telephone access.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended vinyl coated gypsum panels.
OTHER	None.

Individual Space Detail

WALK-IN FREEZERS

SIZE	192 ASF Total
NUMBER REQUIRED	Two.
FUNCTION	Storage of evidence for court cases.
ADJACENCY	Near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Steel shelving units.
MOVABLE EQUIPMENT	None.
PLUMBING	Per design—drain, if needed.
HVAC	None.
LIGHTING	Per design
ELECTRICAL	Per design
TELEDATA	None
FINISHES	Floor: Per design Wall: Per design Ceiling: Per design
OTHER	Freezers to be lockable.

Individual Space Detail

BIOLOGY LAB

SIZE **512 ASF**

NUMBER REQUIRED	One.
FUNCTION	Analysis area for Water staff
ADJACENCY	Near the other Labs, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower cabinets and counters to accommodate sinks.
MOVABLE EQUIPMENT	Lab work benches. Chairs, tables, refrigerator/freezer, storage cabinets Lab equipment.
PLUMBING	Four (4) stainless sinks with goose neck swivel spout faucet with eye wash.
HVAC	Per design with exhaust system by microscopes (to accommodate formaldehyde use.)
LIGHTING	Per design, with task lighting at work benches.
ELECTRICAL	Two (2) 20 amp duplex outlets at each bench.
TELEDATA	1 voice/ 1 data
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical, or per design.
OTHER	Vacuum system Compressed air system Natural gas

Individual Space Detail

WATER LAB

SIZE	512 ASF
NUMBER REQUIRED	One.
FUNCTION	Sample prep area for waste water, ground water and RR
ADJACENCY	Near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower cabinets and counters to accommodate sinks. Tables. Chairs. Ventilation hood.
MOVABLE EQUIPMENT	Lab work benches. Tables, chairs, storage cabinets. Distilled water system. Refrigerator/freezer.
PLUMBING	Two (2) stainless sinks with goose neck swivel spout faucet with eye wash.
HVAC	Per design, to accommodate ventilation hood.
LIGHTING	Per design.
ELECTRICAL	Standard, to include two (2) quadruplex outlets.
TELEDATA	1 voice/ 1 data.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	Compressed air. Natural gas. Vacuum line.

Individual Space Detail

AIR CALIBRATION AND TESTING LAB

SIZE	864 ASF
NUMBER REQUIRED	One.
FUNCTION	Ship, pack filter samples.
ADJACENCY	Near the other air labs, near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower, upper cabinets and counters to accommodate sink areas.
MOVABLE EQUIPMENT	Lab work benches. Chairs. Storage racks. Freezer, refrigerator.
PLUMBING	Two (2) stainless sinks with goose neck swivel spout faucet.
HVAC	Per design, with dedicated fresh air.
LIGHTING	Per design.
ELECTRICAL	Standard, to include two (2) quadruplex outlets and power strip at each work bench.
TELEDATA	2 voice / 2 data
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	None.

Individual Space Detail

AIR STANDARDS LAB

SIZE	1152 ASF
NUMBER REQUIRED	One.
FUNCTION	Calibrate and certify statewide equipment
ADJACENCY	Near other air labs, near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower cabinets and counters to accommodate sinks. Small oven. Ventilation hood.
MOVABLE EQUIPMENT	Lab work benches. Chairs, cabinets.
PLUMBING	Two (2) stainless sinks with goose neck swivel spout faucet sinks
HVAC	Per design, with dedicated fresh air and to accommodate ventilation hood.
LIGHTING	Per design
ELECTRICAL	Standard, to include two (2) quadruplex outlets and power strip at each work bench.
TELEDATA	2 voice/ 2 data.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	Compressed air. Vacuum line.

Individual Space Detail

SECURED BIO-WATCH AREA

SIZE	240 ASF
NUMBER REQUIRED	One.
FUNCTION	Federal BIO Watch program
ADJACENCY	Near air labs, near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	None
MOVABLE EQUIPMENT	Shelving for storage Lab work benches. Desk, chairs.
PLUMBING	None
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	2 or 3 - 20 amp outlets
TELEDATA	1 voice/ 1 data
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	Lockable door.

Individual Space Detail

HIGH VOLTAGE LAB

SIZE	192 ASF
NUMBER REQUIRED	One.
FUNCTION	Assembly area for equipment
ADJACENCY	Near air labs, near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower cabinets and counters to accommodate sink.
MOVABLE EQUIPMENT	Lab work benches. Table. Chairs.
PLUMBING	Stainless sink with goose neck swivel spout faucet.
HVAC	Per design
LIGHTING	Per design
ELECTRICAL	Standard, to include two (2) quadruplex outlets and power strip at each work bench.
TELEDATA	1 voice/ 1 data.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	Compressed air. Vacuum line.

Individual Space Detail

ELECTRICAL LAB

SIZE	1152 ASF
NUMBER REQUIRED	One.
FUNCTION	Repair and maintenance of all air monitoring equipment
ADJACENCY	Near the other Labs, emergency eyewash/shower, Field Equipment Storage and exterior entrance.
FIXED EQUIPMENT	Lower cabinets and counters to accommodate sink. Shelves, storage.
MOVABLE EQUIPMENT	Lab work benches. Chairs. Carts. Storage cabinets.
PLUMBING	Stainless sink with goose neck swivel spout faucet.
HVAC	Per design
LIGHTING	Per design
ELECTRICAL	Standard, to include two (2) quadruplex outlets with emergency shut off at each work bench.
TELEDATA	1 voice/ 1 data.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at sink and mop basin. Ceiling: Suspended acoustical or per design.
OTHER	Compressed air Vacuum system NOTE: Three (3) additional small lockable rooms must be provided within this room: Computer room. Parts storage room. Machining room.

Individual Space Detail

FIELD EQUIPMENT STORAGE (FOR ALL PROGRAMS)

SIZE	1800 ASF
NUMBER REQUIRED	One.
FUNCTION	Storage for smaller items relating to each regional program. Items include samplers, animal traps, waders, nets, pumps, paper, and pamphlets.
ADJACENCY	Near Lab areas, Sample Processing Room, Field Prep calibration room, and adjacent to exterior entrance.
FIXED EQUIPMENT	With in this room, wood stud and wire fabric “cages” with lockable access doors. Specific requirements per local personnel.
MOVABLE EQUIPMENT	Storage shelving by Owner.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	20 amp duplex outlets, approx. 20 ft. O.C., 42 inches A.F.F.
TELEDATA	Centrally located wall mount telephone access.
FINISHES	Floor: Sealed concrete. Wall: Damage resistant, per design. Ceiling: Gypsum board or per design.
OTHER	None.

Individual Space Detail

JANITOR CLOSET(S)

SIZE	Per Design.
NUMBER REQUIRED	One; more may be appropriate if building is multi-level.
FUNCTION	Storage for cleaning supplies and equipment.
ADJACENCY	Per design.
FIXED EQUIPMENT	Open shelving unit; four shelves, 4-5' long, 16" deep.
MOVABLE EQUIPMENT	Mops, brooms, vacuum cleaner, buckets, supplies, etc. Recycling and rubbish collection cart, 2' x4'.
PLUMBING	Mop basin with service faucet, vacuum breaker and pail hook.
HVAC	Per design, to isolate any odors.
LIGHTING	Per design.
ELECTRICAL	At least one duplex receptacle.
TELEDATA	None.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board, with wall protection at mop basin. Ceiling: Gypsum board.
OTHER	N/A

RECYCLABLES STORAGE

SIZE	Per design. (Estimated at 48 sq ft net)
NUMBER REQUIRED	One.
FUNCTION	Mandated temporary storage of recyclable paper, glass, plastic, and metal.
ADJACENCY	Near secondary exit and complex trash pick up location. Near the loading dock area.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Plastic barrels/containers.
PLUMBING	None.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Per design.
TELEDATA	None.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board and/or protective finish. Ceiling: Suspended acoustical.
OTHER	N/A

Individual Space Detail

TELECOMMUNICATIONS CLOSET(S)

SIZE	Per design.
NUMBER REQUIRED	One; more may be appropriate if building is multi-level.
FUNCTION	Building entrances for building telephone and data. Space for building telephone and data equipment.
ADJACENCY	Near a building entrance, preferably near Computer Room.
FIXED EQUIPMENT	Equipment rack(s), patch panel(s), punch down block(s). (By this Contract/Lease.)
MOVABLE EQUIPMENT	Servers, routers, (by Occupant), possible location for building systems monitoring equipment.
PLUMBING	None.
HVAC	Per design, to accommodate heat from equipment.
LIGHTING	Per design.
ELECTRICAL	Per design with dedicated circuits.
TELEDATA	Per design.
FINISHES	Floor: VCT or other appropriate. Wall: Gypsum board. Ceiling: Gypsum board.
OTHER	All building telephone and data cabling to be home run to patch panels/punch down blocks in this room. Provide under floor conduits to exterior as appropriate to accommodate main telephone and data lines.

Individual Space Detail

LOADING DOCK AREA

SIZE	192 ASF
NUMBER REQUIRED	One.
FUNCTION	Loading and unloading of equipment and supplies, etc.
ADJACENCY	Located away from public areas. Near exterior pedestrian door.
FIXED EQUIPMENT	Electric overhead sectional door with interior controls.
MOVABLE EQUIPMENT	Steel storage racks.
PLUMBING	None
HVAC	Per design
LIGHTING	Per design
ELECTRICAL	Per design
TELEDATA	Wall mount telephone access.
FINISHES	Floor: Sealed concrete. Wall: Insulated, damage resistant per design. Ceiling: Insulated, per design.
OTHER	None.

Individual Space Detail

MECHANICAL ROOM

SIZE	Per design.
NUMBER REQUIRED	Per design.
FUNCTION	Space for building systems equipment.
ADJACENCY	Per design.
FIXED EQUIPMENT	Per design.
MOVABLE EQUIPMENT	None.
PLUMBING	Water entrance/meter. Other per design.
HVAC	Air handlers. Furnaces. Environmental controls. Other per design.
LIGHTING	Per design.
ELECTRICAL	Main distribution panel. Time clocks. Other per design.
TELEDATA	Possible telecommunication access for HVAC control contractor.
FINISHES	Floor: Sealed concrete. Wall: Gypsum board. Ceiling: Gypsum board.
OTHER	None.

STORAGE GARAGE REQUIREMENTS

SPACE ALLOCATION CHART - STORAGE GARAGE		
AREA	SIZE (ASF)	DESCRIPTION
Heated storage		
General Storage	1104	
Gas Cylinder Storage	96	
Toilet Room	Per design	Unisex toilet room for use by employees.
Mechanical Room	Per design	Space for building systems equipment as necessary.
Sub-Total	1200	
Unheated Storage		
General Storage	3000	Storage for plows, boats, snowmobiles and other large equipment.
Sub-Total	3000	
TOTAL BUILDING SPACE (ASF)	4200	

General

- See complex Design Requirements above.
- This building to be served by the same security and building access system provided for Office Building.
- Clerestory day lighting per design.

Pedestrian Doors

- All doors minimum 3'-0" x 7'-0".
- Exterior Doors: Insulated, metal, flush, with stainless steel hardware; each to receive threshold, sweep, weather-stripping, closer, stop chain, ball bearing hinges, push button combination lockset.
- Interior Doors: Hollow metal, insulated as appropriate, with stainless steel hardware.

Overhead Doors

- Doors to be 12' wide x 14' high.
- All doors to be insulated.
- Angle mounted galvanized steel track.
- Torsion spring counterbalance.
- Each door to receive electrical door operator (side mount "jack shaft" type preferred) with instant reversing motor.
- Doors to operate by open/close/stop push button control.
- Each door to receive electronic (non pneumatic) sensing device at bottom to instantly reverse operation when obstruction is encountered.
- Each door to receive 10 foot deep reinforced concrete apron. (A continuous apron, extending the full length of the building may be appropriate.)

Individual Space Detail

HEATED GENERAL STORAGE GARAGE

SIZE	1104 ASF
NUMBER REQUIRED	One.
FUNCTION	Heated equipment repair area. Drying of nets.
ADJACENCY	Direct access to Gas Cylinder Storage. Direct access to exterior by pedestrian and overhead door(s). Direct access to Toilet Room. Direct access to Unheated Storage by pedestrian door.
FIXED EQUIPMENT	Overhead sectional door(s).
MOVABLE EQUIPMENT	Steel storage racks.
PLUMBING	Utility sink with faucet. Interior hose bib near overhead door. Catch basin.
HVAC	Per design
LIGHTING	Per design
ELECTRICAL	20 amp duplex outlets, located approx. 20 feet OC, 48 " A.F.F.
TELEDATA	Wall mount telephone access.
FINISHES	Floor: Sealed concrete Wall: Insulated, damage resistant per design. Ceiling: Insulated, per design.
OTHER	None.

Individual Space Detail

GAS CYLINDER STORAGE (Heated)

SIZE	96 ASF
NUMBER REQUIRED	One.
FUNCTION	Storage for filled and empty gas cylinders.
ADJACENCY	Direct access to Heated General Storage.
FIXED EQUIPMENT	None
MOVABLE EQUIPMENT	Tank storage racks.
PLUMBING	None
HVAC	Per design
LIGHTING	Per design
ELECTRICAL	Per design
TELEDATA	None
FINISHES	Floor: Sealed concrete. Wall: Insulated, damage resistant per design. Ceiling: Insulated, per design.
OTHER	None.

TOILET ROOM

SIZE	Per design.
NUMBER REQUIRED	One (unisex).
FUNCTION	For employee use.
ADJACENCY	Direct access to Heated General Storage.
FIXED EQUIPMENT	Mirror. Soap dispenser. Double roll tissue dispenser. Recessed towel dispenser/waste receptacle. Electric hand dryer. Toilet compartment partitions with slide type privacy latches.
MOVABLE EQUIPMENT	None.
PLUMBING	Valve type toilet with infra-red “no touch” flush. Floor mount urinal with infra-red “no touch” flush. Wall hung lavatory with push type metered faucets. Floor drain.
HVAC	Per design; to include appropriate exhaust.
LIGHTING	Per design; to include task lighting at mirror.
ELECTRICAL	One GFCI protected duplex receptacle located at lavatory. Access for electric hand dryer.
TELEDATA	None.
FINISHES	Floor: Porcelain tile. Wall: Gypsum board/ ceramic tile. Ceiling: Suspended vinyl covered gypsum board panels.
OTHER	None.

Individual Space Detail

MECHANICAL ROOM

SIZE	Per design.
NUMBER REQUIRED	Per design.
FUNCTION	Space for building systems equipment as required.
ADJACENCY	Per design.
FIXED EQUIPMENT	Per design.
MOVABLE EQUIPMENT	None.
PLUMBING	Water entrance/meter. Other per design.
HVAC	Per design.
LIGHTING	Per design.
ELECTRICAL	Main distribution panel. Time clocks. Other per design.
TELEDATA	Possible telecommunication access for HVAC control contractor.
FINISHES	Floor: Sealed concrete. Wall: Gypsum board. Ceiling: Gypsum board.
OTHER	None.

UNHEATED STORAGE

SIZE	3000 ASF
NUMBER REQUIRED	One.
FUNCTION	Storage of equipment and materials that must remain clean and dry, but are not affected by freezing temperatures.
ADJACENCY	Direct access to exterior by pedestrian and four (4) overhead sectional doors. Direct access to General Heated Storage by two (2) pedestrian doors.
FIXED EQUIPMENT	None.
MOVABLE EQUIPMENT	Boats, snowmobiles, tractor attachments, ATV's, garden tractors, outboard motors. Six (6) 6' long chest freezers. Shelving units.
PLUMBING	None.
HVAC	Ventilation per code and to eliminate moisture.
LIGHTING	Per design, with low temp ballasts.
ELECTRICAL	20 amp duplex outlets, approx. 20 ft. O.C., 42 inches A.F.F Two (2) 220 V outlets near overhead doors.
TELEDATA	None.
FINISHES	Floor: Sealed concrete. Wall: Per design. Ceiling: Per design.
OTHER	Floor plan to accommodate easy maneuvering of trailered vehicles. Several secure areas needed within the building.

* * * * *

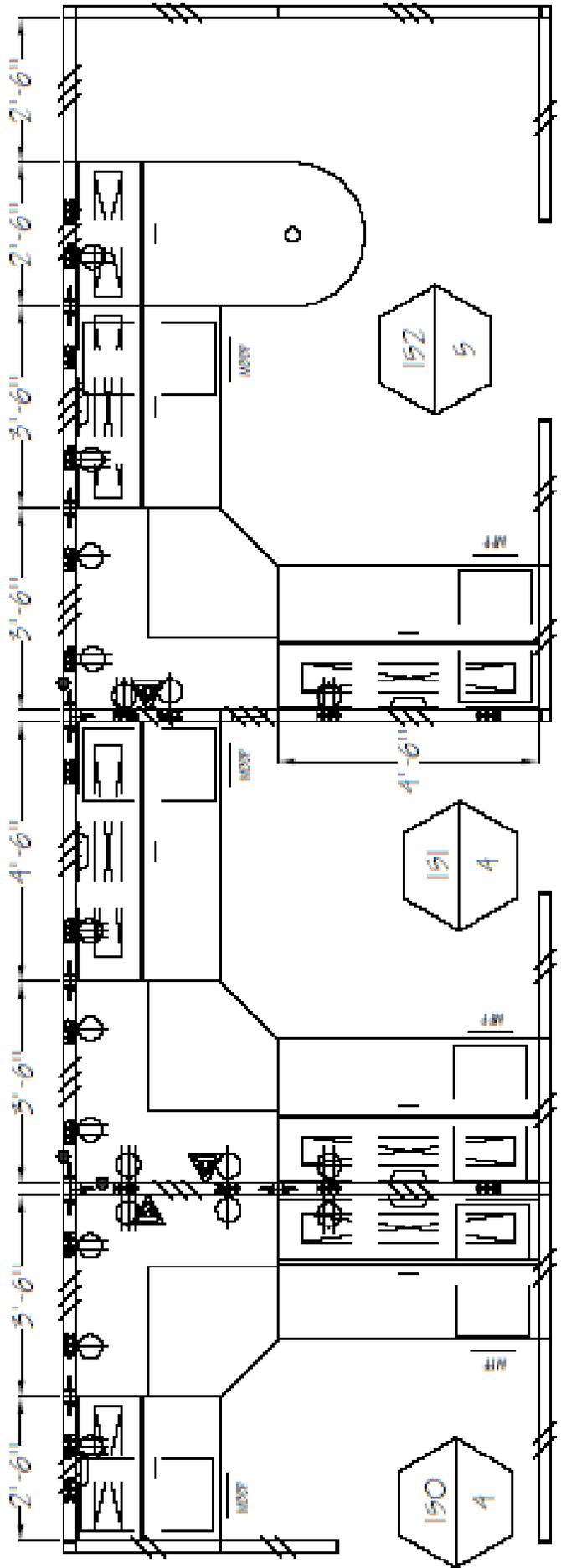
BASIC SYSTEMS FURNITURE DESIGN PARAMETERS

Space Allocation Information

- When laying out basic cubicle configuration, assume systems furniture wall panels to be 3 inches thick. Panels between neighboring systems furniture workstations that are common will also be 3 inches thick.
- For use in determining basic space allocation, see attached layouts for typical DNR 48ASF, 64ASF, and 96ASF systems furniture workstations
- Due to the fact that we use BSI –Systems XXI Systems Furniture, the ASF as described above is determined by the **inside** cubicle dimensions. That is, the panels **are not** included this figure. The panels are additional 3 inches around the entire ASF. Understanding this point is critical when laying out, not only the initial systems furniture configuration, but also will greatly influence aisle space around, and in the end the entire square footage of the building.
- The BSI – Systems XXI Systems Furniture **only** allows panels to be hooked together at the ends, creating straight panel runs, as well as 2-way, 3-way, and 4-way intersections. The BSI – Systems XXI Systems Furniture panels ends **cannot** be placed perpendicular to an upholstered side of a panel, they only connect end to end. This is also critical in initial layout.
- A 3 inch wide space is required to accommodate the systems furniture power base feed/conduit. Therefore, where a systems furniture panel wall runs parallel to a building wall, a 3 inch wide space is required for the base feed/conduit, **plus** a 3 inch panel thickness (6 inches total).

Electrical Information

- The most desirable kinds of electrical connection is in the floor (using base feeds), and in the wall (using base feeds). The least desirable connection and last resort, is from the ceiling (using top feeds). The determination of which one will work the best will be influenced by building design and limitations and layout of systems furniture. The DNR facilities designer and DNR construction rep will have the final say as to where it will go. Attached are line drawings of BSI Systems XXI Systems Furniture base feeds (fed through the base of the panel) and top feeds (fed through the top edge of the panel).
- The base feed has a 6 foot flexible conduit. The top feed has a 7 foot power pole for ceiling connection (there is an extension available for higher ceilings). **The project electrician will be responsible to come back to the job site to hard wire the feed(s) into the building floor or wall or ceiling.** The systems furniture installers will be responsible to connect the other end of the base feed into the systems furniture (this should be done before the electrician comes back to connect to building).
- If the base feed will be connected to a floor outlet, every attempt should be made to either (1) locate the floor outlet under a worksurface of a printer station or other common space or (2) locate the floor outlet under a corner worksurface closest to the panel intersections. These are the best options, so that feed is located in an area where it will be disturbed the least by staff feet or a mobile under worksurface file. This also holds true for data and phone floor feeds.
- The majority of the time we require 8-wire electrical connections. There are few special cases, however where 10 wire electrical connections are needed. Attached are electrical schematics of both.
- As far as systems furniture is concerned, data and phone contractors on the project will be responsible for tucking the cable into and terminating on the base of the panels. See Building Systems Requirements section describing details of data and phone cable.



6'X8'
LTE CUBE

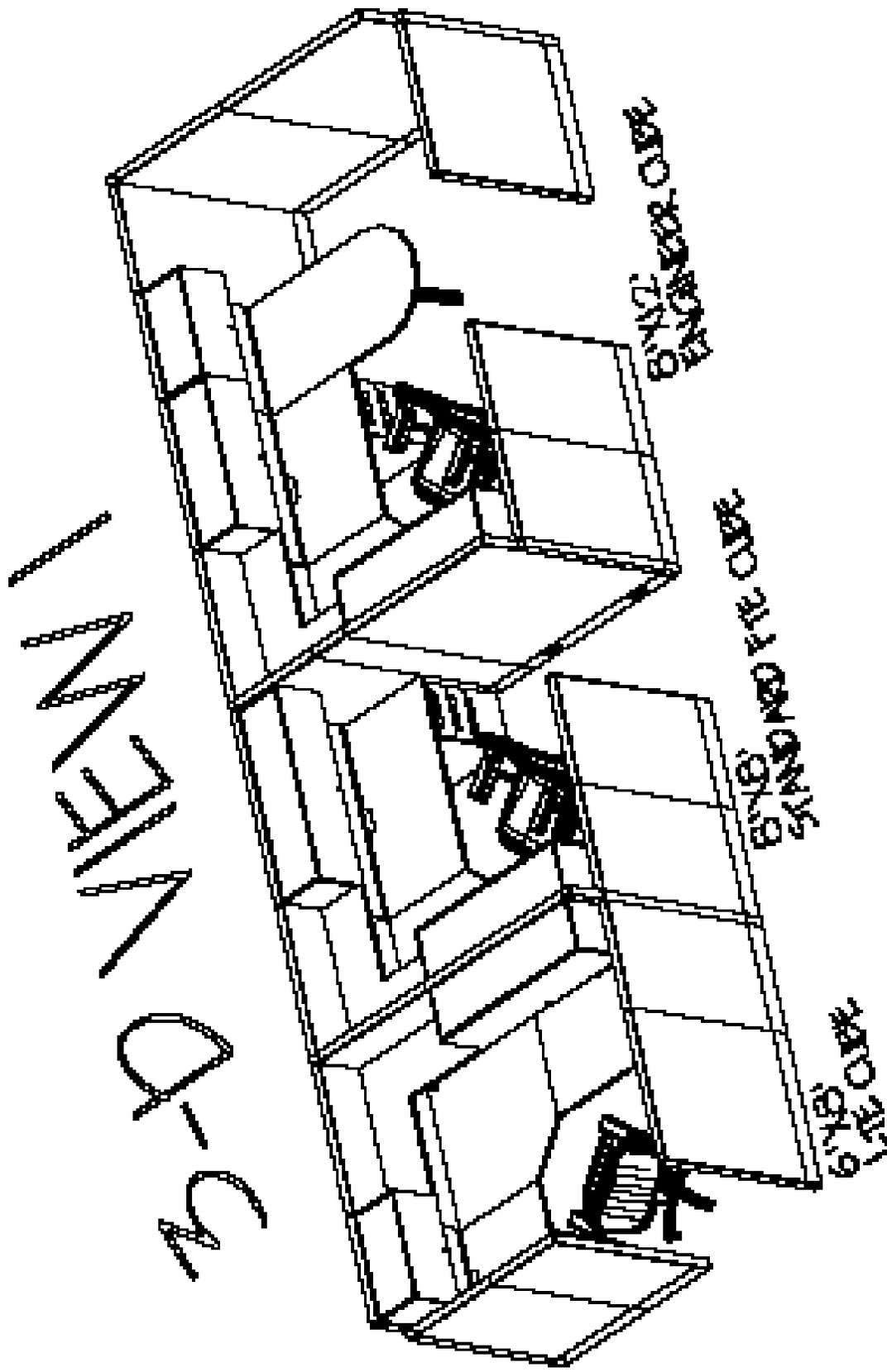
8'X8'
STANDARD FTE CUBE

8'X12'
ENGINEER CUBE

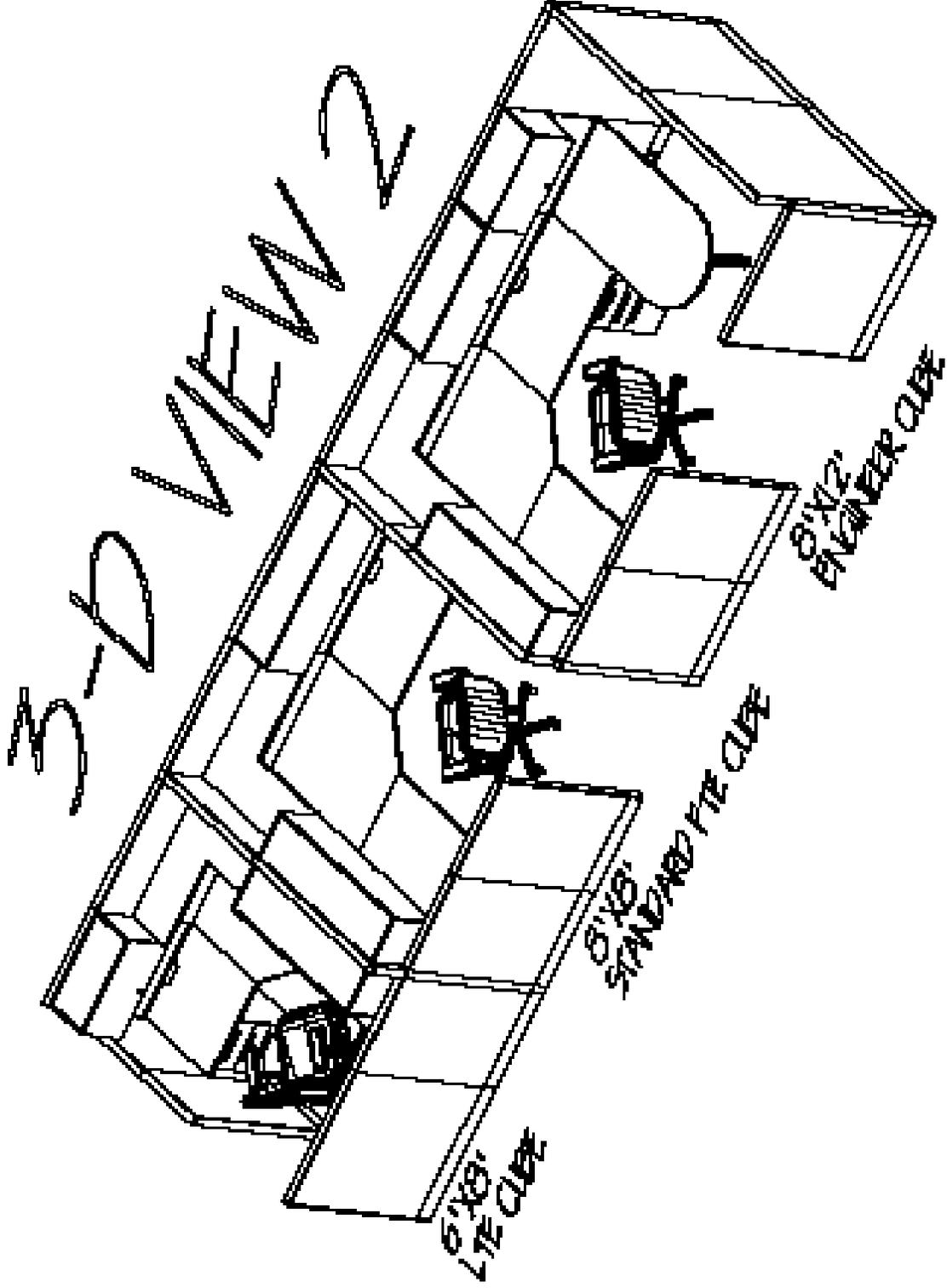
LEGEND

⊕	NO. 1 RECEPTACLE
⊕	NO. 2 RECEPTACLE
⊕	NO. 3 RECEPTACLE
☐	TASKLIGHT
▬	54" HIGH PANEL
▬	66" HIGH PANEL
▬	FILE CABINET
KEY ALICE	
⬡	LOCK CODE NUMBER NUMBER OF LOCKS

TYPICAL DNR CUBICLES- PLAN VIEW- No Scale



TYPICAL DNR CUBICLES- 3-D VIEW- No Scale



TYPICAL DNR CUBICLES- 3-D VIEW- No Scale

NOTE:

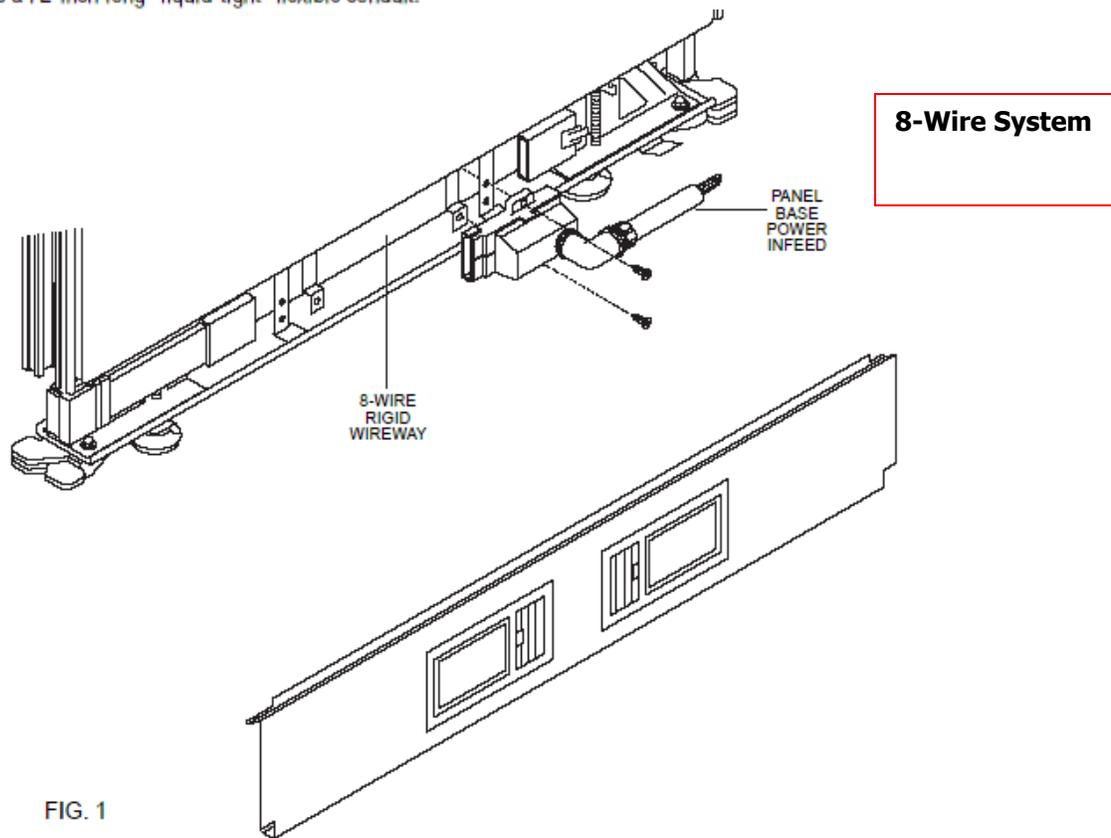
Connection to building power supply may be made **ONLY** after all panel wiring has been completed. Connections must be made only by a licensed electrician following local codes in effect at the building site.

Electrical – 8 Wire

8 Wire Power Distribution System

Base Feed-8 Wire

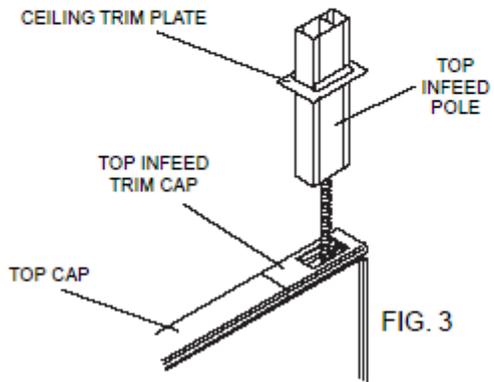
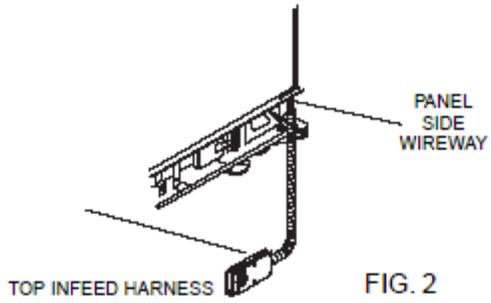
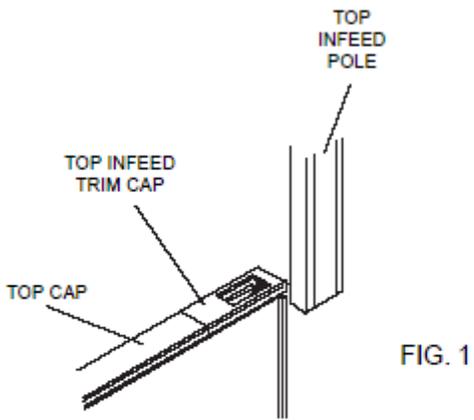
- Provides power from fixed floor or wall sources to panel power distribution system.
- Has a 72-inch long "liquid-tight" flexible conduit.
- Product is UL 1286 listed.
- Left and right infeeds are not interchangeable.



Top Feed-8 Wire

- Provides power from ceiling source to panel power distribution system.
- Includes 7-foot aluminum power pole, top cap section,
- -14 top feeds are used for extra height ceiling installations. Includes 10' aluminum power pole, top cap section, ceiling sleeve and 216" power feed cable assembly.
- Product is UL 1286 listed.
- Non-powered top feeds are for communication cables and do not contain any electrical cable.

8-Wire System



**8-WIRE CONNECTION
DIAGRAMS**

8-Wire Installation

Power Infeed to Building Connections

Have a certified electrician hard-wire the panel power infeed to the building power source according to the National Electrical Code and any other applicable local codes. See the chart for proper wiring connection to available power.

Receptacles Energized	Wires to be Used	Gauge of Wire
Receptacle 1	Black White #1 Green	12 10 12
Receptacle 2	Red White #1 Green	12 10 12
Receptacle 3	Blue White #1 Green	12 10 12
Receptacle 4I	Pink White #2 Green/Yellow	12 10 12

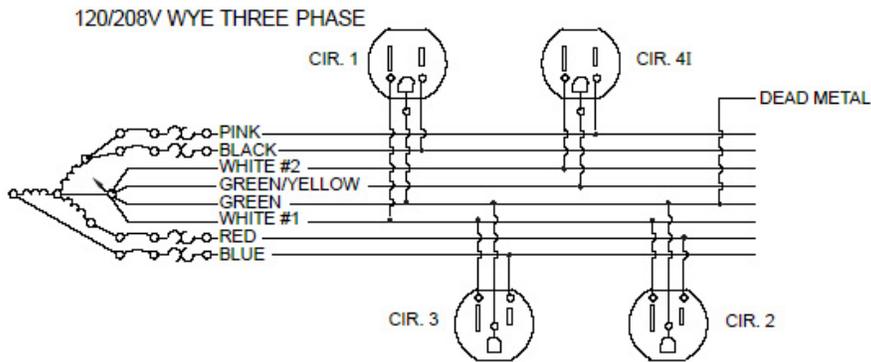
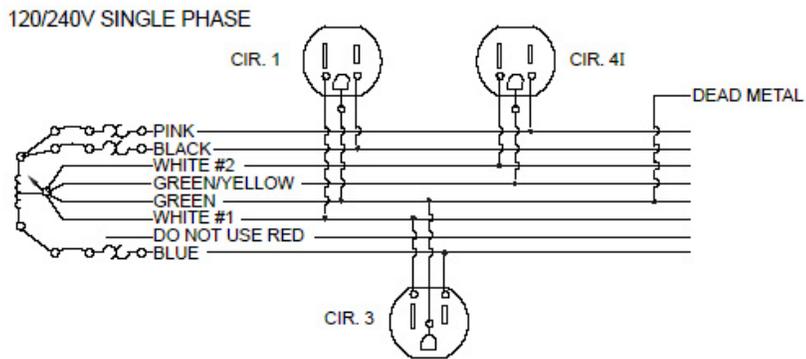
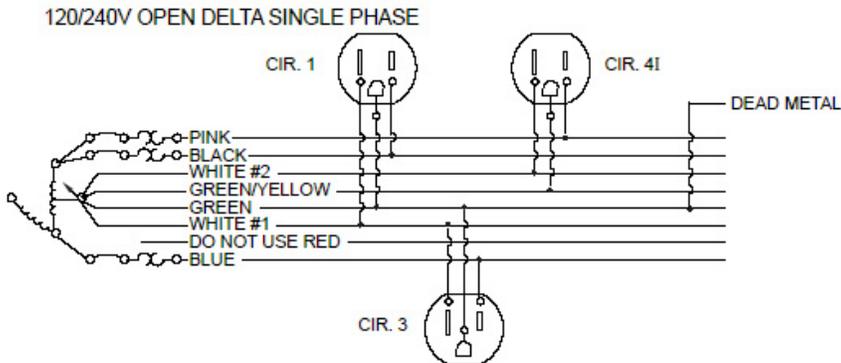
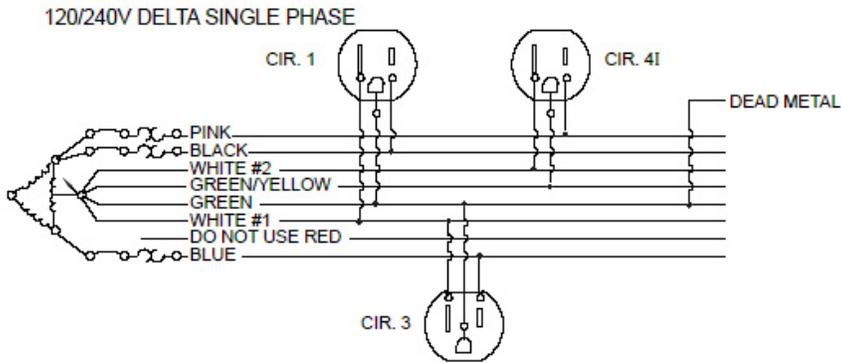
8-Wire System

Note:

White #1 has black lettering

White #2 has red lettering

**8-Wire
Connection
Diagram**



CONNECTION DIAGRAM
 Risk of fire or electrical shock. Do not electrically connect panel to more than one supply source. Always determine that the panel is electrically connected to one and only one source of supply.

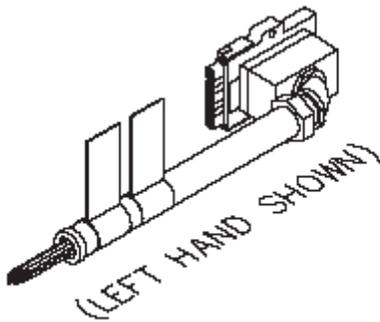
Electrical - 10 Wire

10 Wire electrical product is available in two styles, 442 and 622.
The two styles will not connect together.

10 Wire Power Distribution System

Base Feed-10 Wire

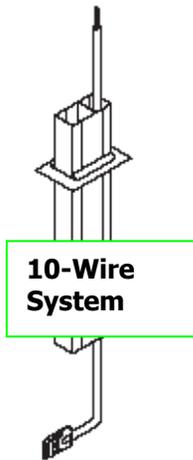
- Provides power from fixed floor or wall sources to panel power distribution system.
- Left and right refers to the end of the panel receptacle location the basefeed mounts in.
- Has a 72-inch long "liquid-tight" flexible conduit that pivots 180° left to right.
- Product is UL 1286 listed.
- Available in 442 or 622 style.



**10-Wire
System**

Top Feed-10 Wire

- Provides power from ceiling source to panel power distribution system.
- Includes 7-foot aluminum power pole, top cap section, ceiling sleeve, and 144" power feed cable.
- Product is UL 1286 listed.
- Available in 442 or 622 style.



10-WIRE CONNECTION DIAGRAMS

10-Wire Installation

Power Infeed to Building Connections

Have a certified electrician hardwire the panel power infeed to the building power source according to the National Electrical Code and any other applicable local codes. See the chart for proper wiring connection to available power.

422 10-WIRE

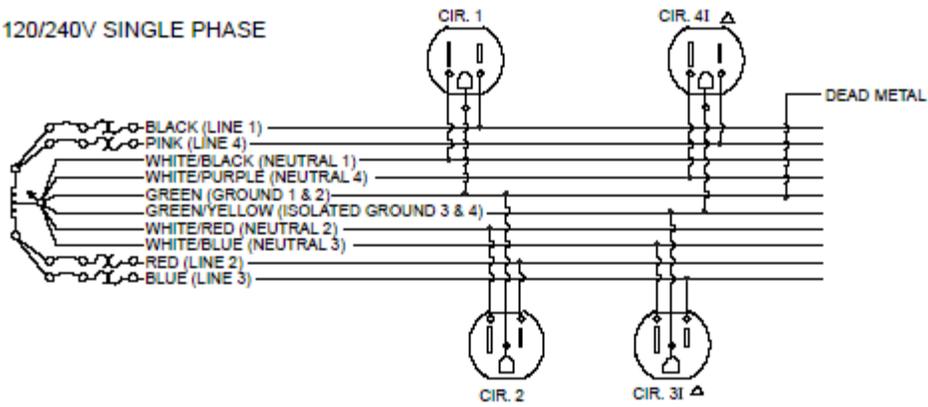
Receptacles Energized	Wires to be Used	Gauge of Wire
Circuit 1	Black White/Black Letters Green	12 10 12
Circuit 2	Red White/Red Letters Green	12 10 12
Circuit 3I	Blue White/Blue Letters Green/Yellow Stripe	12 10 12
Circuit 4I	Pink White/Purple Letters Green/Yellow Stripe	12 10 12

622 10-WIRE

Receptacles Energized	Wires to be Used	Gauge of Wire
Circuit 1	Black White/Black Letters Green	12 10 12
Circuit 2	Red White/Black Letters Green	12 10 12
Circuit 3	Blue White/Black Letters Green	12 10 12
Circuit 4I	Black/Blue Stripe White/Red Letters Green/Yellow Stripe	12 10 12
Circuit 5I	Red/Blue Stripe White/Red Letters Green/Yellow Stripe	12 10 12
Circuit 6I	Blue/Pink Stripe White/Red Letters Green/Yellow Stripe	12 10 12

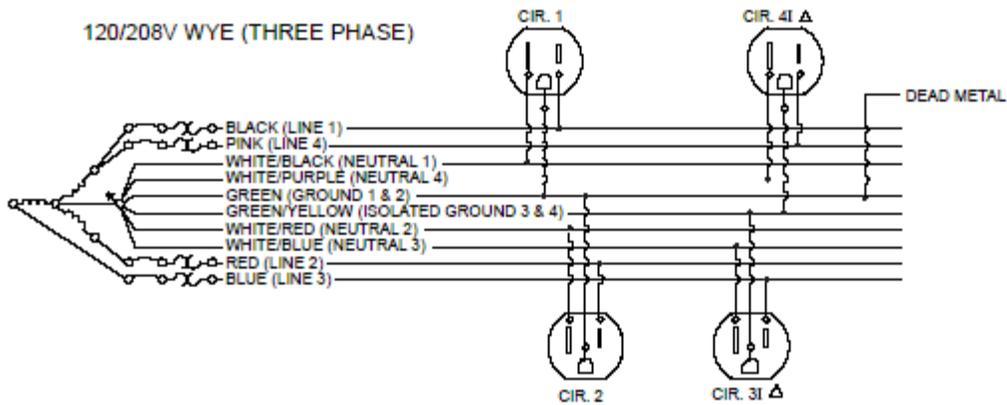
10-WIRE ELECTRICAL 4-4-2 CONNECTION DIAGRAMS

120/240V SINGLE PHASE



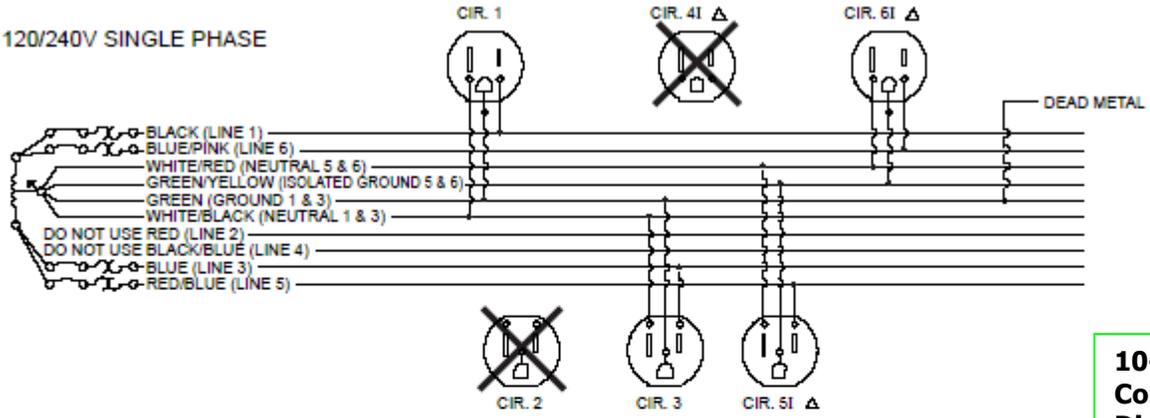
**10-Wire
Connection
Diagram**

120/208V WYE (THREE PHASE)



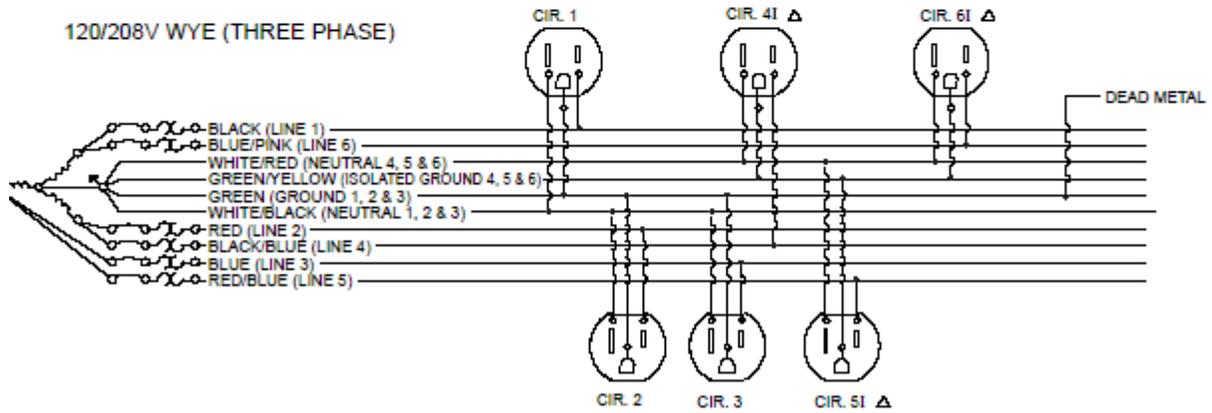
10-WIRE ELECTRICAL 6-2-2 CONNECTION DIAGRAMS

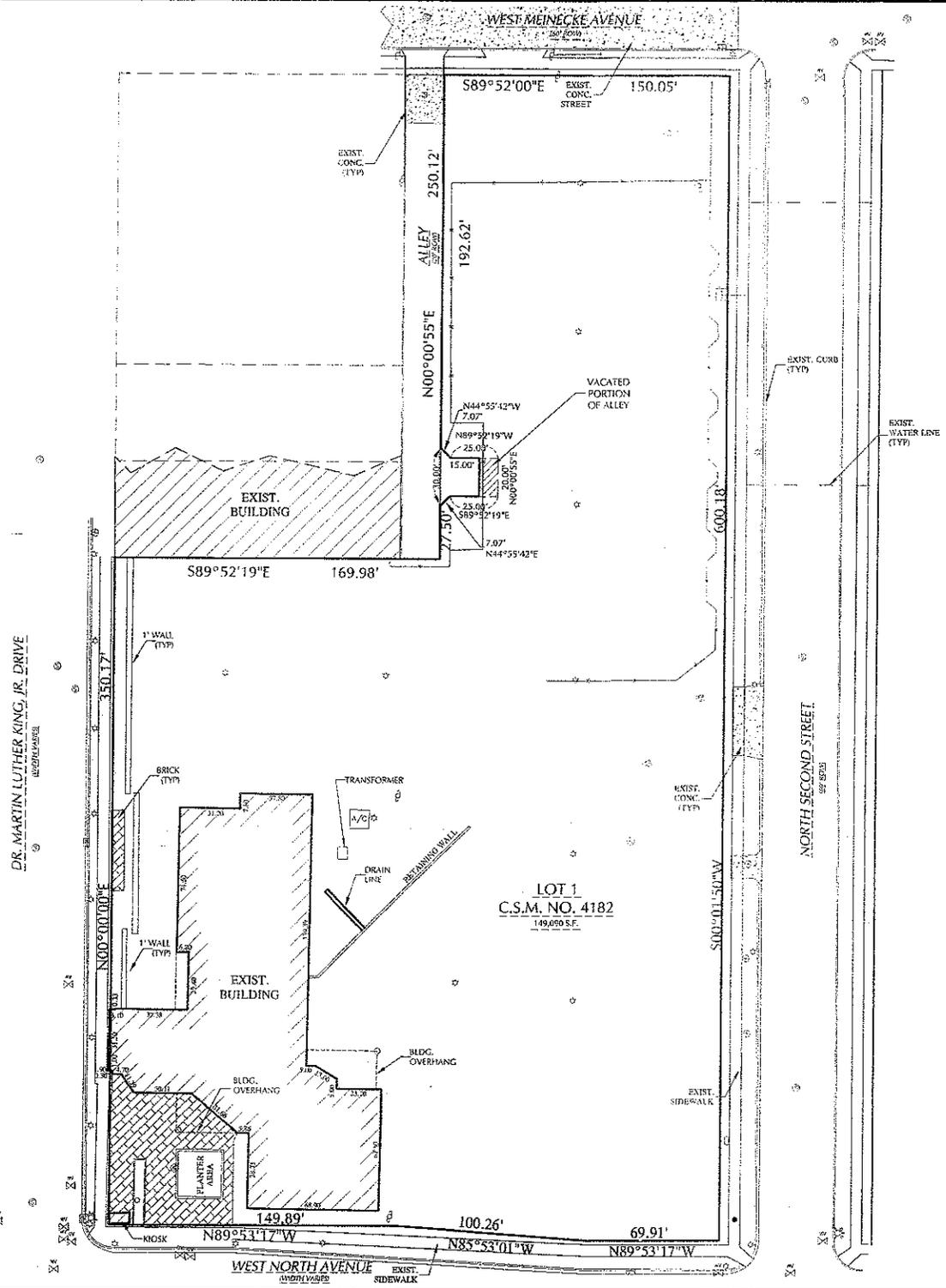
120/240V SINGLE PHASE



**10-Wire
Connection
Diagram**

120/208V WYE (THREE PHASE)





LEGAL DESCRIPTION:
 BEING ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4182, LOCATED IN THE SE 1/4 OF SEC. 17, T.7N., R.22E., CITY OF MILWAUKEE, MILWAUKEE COUNTY, WI.



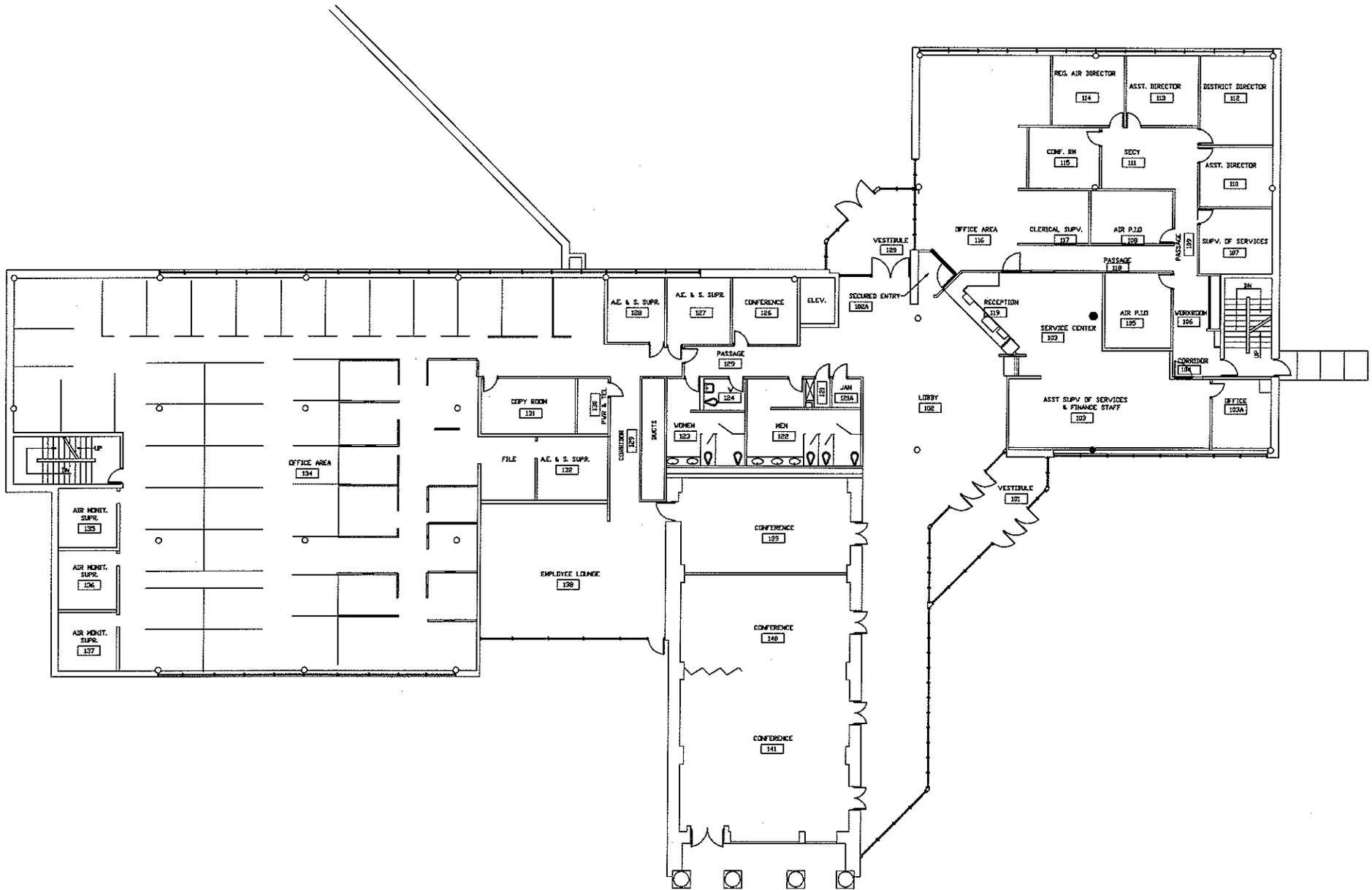
NOTE: THE MISSING LOT CORNER IRONS WERE NOT RESET AT THIS TIME FOR THE CLIENT'S REQUEST. SIGNED LOT IRON PLACEMENT MAPPER ON FILE IN ACCORDANCE WITH AS 7.01(4) OF ADMIN. CODE.

NOTE: CAUTION
 THE UTILITIES SHOWN IN THIS PLAN ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES SHALL BE NOTIFIED BY THE CONTRACTOR 12 HOURS PRIOR TO EXCAVATION.

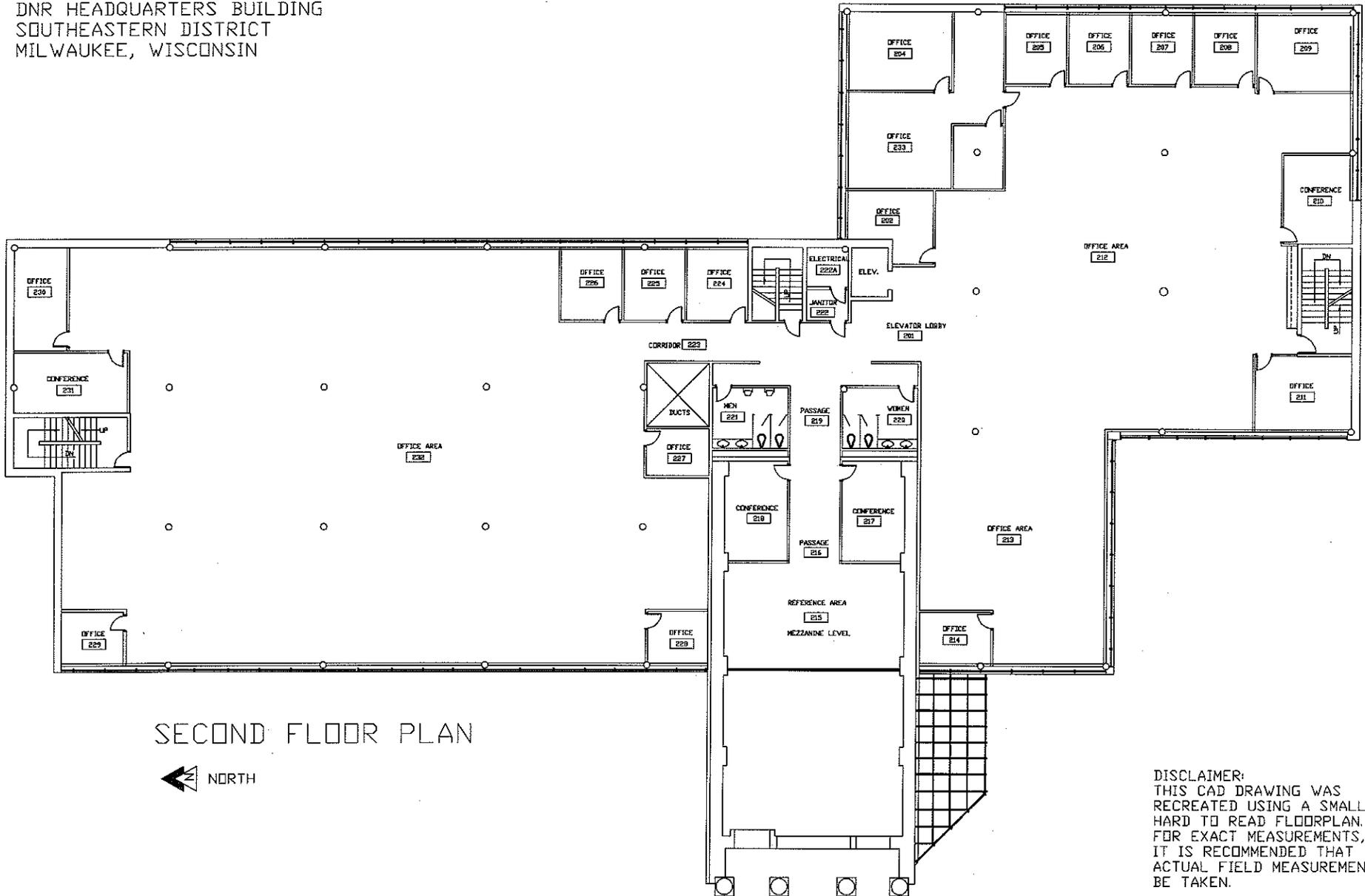
- LEGEND**
- - 1.25" IRON PIPE FOUND
 - - UTILITY BOX
 - - CURB STOP
 - ⊕ - MANHOLE
 - ⊙ - LIGHT POLE
 - ⊗ - CURB INLET
 - ⊘ - GAS VALVE
 - ⊙ - WATER VALVE
 - ⊙ - HYDRANT
 - - FENCE



SURVEYOR'S CERTIFICATE:
 I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FINISHES, APPARENT EASEMENTS, ROADS, AND OTHER ENCUMBRANCES, IF ANY.
 THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE HEREFROM, OR GUARANTEE THE TITLE HERETO WITHIN ONE (1) YEAR FROM DATE HEREOF.
 YAGGY COLBY ASSOCIATES 501 MAPLE AVE., DELAFIELD, WI 53528-5855
 PATH: P0114848ZWC014848.DWG



DNR HEADQUARTERS BUILDING
 SOUTHEASTERN DISTRICT
 MILWAUKEE, WISCONSIN



SECOND FLOOR PLAN



DISCLAIMER:
 THIS CAD DRAWING WAS
 RECREATED USING A SMALL,
 HARD TO READ FLOORPLAN.
 FOR EXACT MEASUREMENTS,
 IT IS RECOMMENDED THAT
 ACTUAL FIELD MEASUREMENTS
 BE TAKEN.