REQUEST FOR PROPOSAL (RFP)
FOR THE LEASING OF A RESIDENTIAL CARE CENTER FACILITY
TO BE OCCUPIED BY THE
MILWAUKEE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
DELINQUENCY AND COURT SERVICES DIVISION (DCSD)
For
RESIDENTIAL CARE CENTER, TYPE II FACILITY
WITHIN THE COUNTY OF MILWAUKEE

Issued: Monday, January 23, 2017

Due date: Friday, March 31, 2017

PREPARED BY:
MILWAUKEE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
MANAGEMENT SERVICES DIVISION
1220 WEST VLIET STREET, SUITE 304
MILWAUKEE, WISCONSIN 53205
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I. PROJECT OVERVIEW

A. PROJECT SCOPE
The Milwaukee County Department of Health and Human Services (DHHS) and Department of Administrative Services (DAS) (hereinafter referred to as County) is seeking a (5) five-year lease with (2) five-year renewals options for a facility of approximately 18,000 to 25,000 rentable square feet. The facility shall meet the requirements for a Type II Residential Care Center for juveniles per Wisconsin Administrative Code, DCF 52. The tenant agency is the Department of Health and Human Services (DHHS), Delinquency and Court Services Division (DCSD) operating the facility as a Residential Care Center for boys, Type II Child Caring Institution. The facility needs to have sleeping space for approximately 44 separate single occupant rooms. Alternately, DHHS will consider proposals for 2 or more separate facilities of 15 to 25 beds, from the same, or different Proposers. The center will have an on-grounds education program. DHHS will require a total of 20 to 25 parking spaces for staff and clientele/visitors, located at and/or adjacent to the facility. It also prefers six secured 24/7 parking spaces for vehicles, and two designated for custody vehicles. The facility may be an existing, renovated or newly constructed facility with public accessible areas; and shall be located within the County of Milwaukee, as defined in Appendix 4, Exhibit C. Proposer will be responsible to get the Zoning approval from Local Municipal body and also assist in community outreach. Subsequently, the Proposer will assist the identified operator of RCC to get the necessary clearances from Local municipal bodies and also assist with outreach to community stakeholders.

II. SELECTION AND AWARD PROCESS

A. SCHEDULE
The following is a TENTATIVE schedule of events regarding this RFP:

- RFP Posted: January 23, 2017
- Requests for Clarification due by 4:00 PM CT: February 3, 2017
- Clarification Responses Posted: February 17, 2017
- Proposals Due By 4:00 PM CT (Due Date): March 31, 2017
- Selection Committee Screening of Proposals
- Notification of Short-Listed Proposers: Approximately 4 weeks
- Best and Final Offer (BAFO) DUE: Approximately 2 weeks
- Letter of Intent: Approximately 2 weeks
- Health & Human Needs Committee
- Commission Lease Execution: TBD
- Targeted Tenant Occupancy (tenant & vendors have access for final inspection, to move & install equip): December 1, 2017
- Target Lease/Rent Commencement Date: January 1, 2018
B. PROPOSERS QUESTIONS AND DHHS RESPONSES
On or before 4:00 PM CT on Friday, February 3, 2017, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to dhhsca@milwaukee countywi.gov. Please reference the RFP number in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by February 17, 2017 on the following website: http://county.milwaukee.gov/DHHS_bids

Solicitation of information from the Milwaukee County, DHHS, or the tenant Agency outside of this designated process will not be addressed and may result in disqualification of the Proposer.

RFP status and updates will be available on the above website as information becomes available.

C. SELECTION AND AWARD PROCESS
All Proposals submitted in response to this Request for Proposal will be graded by the Selection Committee. The Committee consists of County representatives and members from the tenant agency(s). The final selection will be made by the Administrator of the Milwaukee County Department of Health and Human Services Delinquency and Court Services Division.

The selection of a Proposer is a three-part selection process.

Part One: RFP Response 70% of Total Score
Proposers must submit their Proposals by the RFP requirements designated in Section III. Proposals meeting the RFP requirements will be scored and evaluated by the Selection Committee based on the criteria listed in Section III C. Scores for each of these criteria are weighted to determine a total score. County and the tenant agency(s) may request presentations, conduct site visits, and/or request additional information in order to evaluate, score and choose Proposers to be short-listed and continue onto part two.

Part Two: BAFO 30% of Total Score
The Selection Committee will select up to four Proposers with the highest total scores from Part One and ask each to submit a Best and Final Offer (BAFO). The request may include an in-person interview, as well as clarification on responses, costs, square footage, schedule and layout.

Part Three:
The Selection Committee will score the BAFO’s and submit the top two Proposals that best meet the needs of the tenant agency(s), including a list of positive and negative aspects, to the COUNTY Delinquency and Court Services Division Administrator for review and selection. The Administrator may choose one of the top two Proposals or determine no selection and send the RFP back to the Selection Committee for additional information or further review.

While lease terms (cost) of each Proposal will be heavily weighted, selection will be based on criteria which best meets the needs of the tenant agency(s), and provides the best value to the taxpayers. The final selection may not necessarily be the lowest cost Proposal.

The COUNTY reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.
Letter of Intent (LOI):
After the final selection is made, the County will send a Letter of Intent to the selected Proposer. Further clarification, explanation of costs, negotiation, lease terms, and final plans will be requested. Should the County be unable to negotiate a lease with the selected Proposer, the County reserves the right to cancel the selection and negotiate with another Proposer. This is not a fixed-bid Proposal and all items are subject to further negotiations by either party. Considerations for variances to the specifications of this RFP may be given to spaces with “as is” conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variances and the “as is” conditions contributing to the variance must be supplied by the Proposer.

Final lease execution is contingent upon approval of the Milwaukee County Department of Administrative Services, Facilities Management Division per Section IV C of this RFP.

III. PROPOSAL SUBMITTAL REQUIREMENTS

A. SUBMISSION
In responding to this RFP, Proposers must use the following format requirements and process:
• Submission of one (1) original and five (5) printed copies of the Proposal, which will serve as the official copies.
• Item F Appendix 6 Proposer Cost Response Sheet (1 original + 1 copy) will be submitted in a separate sealed envelope with Name and Address of Proposer with RFP # and Name of RFP on outside

Proposals are due by 4:00 PM CT on Friday, March 31, 2017 (Due Date)
Proposals received after the due date and time will not be accepted. Upon receipt, they will be marked late, remain unopened and be returned to the sender.

Sealed copies of the Proposals shall be delivered to:
Milwaukee County
Department of Health and Human Services
1220 W. Vliet St.
Room 304
Milwaukee, WI 53205

Proposers must allow sufficient time for delivery of their Proposals by the date & time specified.

B. FORMAT
• Proposals should be spiral bound, printed on single-sided 8 ½”x11” paper, either portrait or landscape. For legibility purposes, plans, schedules or other relevant proposal documents may be printed on 11”x17” paper, but folded to be equivalent to 8 ½”x11” paper.

C. CRITERIA
Proposals will be evaluated on the following criteria. Proposals submitted without the required criteria will not be graded.
1. Lease terms and conditions
2. Location Attributes and site information
3. Facility Details and layout
4. Schedule – see tentative schedule page 3
D. PROPOSAL CONTENT
It is mandatory that all proposers utilize the attached Proposer’s Response Sheet (Appendix 6); and include the specific information, plans/drawings, specifications, and schedules required for their response, as listed below. Failure to provide this information could result in disqualification.

In the event each item listed below is not addressed in the Proposal, the Proposal will receive zero points for that item in the scoring criteria.

1. A fully completed “Proposer’s Response Sheet.” Supply documentation if available, supporting each of the cost elements, as noted, other than the base building rate.

2. Information for each firm on the Proposer’s Team, including the Company name, contact person, business address, phone number, email address and website (if applicable).

3. If this is a build-to-suit response, information on team members should also include number of years in business and relevant experience related to this type and size of project.

4. A rendering, sketch, and/or photo illustrating the exterior views of the building.

5. A site plan indicating parking, including number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and proposed landscaping.

6. Describe or show on plans the distance to closest bus stop, the days and frequency of bus service.

7. Include with proposal a marked map with the proposed building location.

8. A 1/8” scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture. See Exhibit A & B, Appendix 4 for furniture typicals.

9. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer’s Response Sheet. All building construction and tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer’s response. If applicable, additional items (furniture, security, cabling, and move costs) may also be required.

10. A construction schedule for construction, remodeling/renovations, retrofitting, replacements, and lessee required improvements, furniture and fixtures, etc. and timeline for tenant improvements (TI’s) from the fully executed lease to tenant occupancy.

11. A list of the areas, systems or critical characteristics in the Program Requirements evaluation criteria where the proposal exceeds the minimum requirements or does not meet the minimum requirements.

12. The Proposer shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statues if the cost of construction is greater than $100,000; and more than one trade is required to complete the entire project. If it is a single-trade project, the cost of construction must be $48,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see www.dwd.state.wi.us.

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. PROCURING AND CONTRACTING AGENCY
The Milwaukee County Department of Administrative Services (DAS), Division of Facilities Management (DFM) is the authorized agent of the county in the procurement of buildings and real estate for government occupants.
The DAS will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease will only be conducted with the DAS’s designated contact.

B. RESERVATION OF RIGHTS
The County reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to the County with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date. In the event the RFP is modified it will be posted here: http://county.milwaukee.gov/Corrections22671.htm
- Proposers are encouraged to check this site daily for modifications or corrections;
- And, all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted; and
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

1. Pre-development and Development Costs
The County is not liable for any costs incurred by a Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- The Milwaukee County, DAS, and/or the tenant agency(s) will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the bidders;
- All Proposals, in their entirety, will become the property of DAS upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if new or remodeled facility proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The County shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

2. Selection Non-Binding
The County’s selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the County to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the County, its contractor, representative, or employees’ actions for any costs or liabilities incurred as a result of responding to this RFP.
3. Communications with Media, Government Agencies, and Community
Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the County.

4. Wisconsin Open Records Law
All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the County to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP.

5. State Law
Any agreement between the County and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the County will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

C. COUNTY FACILITIES MANAGEMENT DIVISION APPROVAL

The Milwaukee County Executive has statutory authority to approve lease transactions on behalf of the County. Proposers responding to this RFP should be aware of and take into consideration the following Milwaukee County policies:

- Milwaukee County Facilities Management Division policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts in your proposal may lead to disqualification.

- The Milwaukee County Facilities Management Division, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of County facilities. Proposers should be aware that local official and community input may be sought by the Facilities Management Division, and/or Delinquency and Court Services Division and can be a factor in the approval process.

- Local and/or county officials’ support may impact the approval of any project and their support does not guarantee approval of the Milwaukee County Facilities Management Division, and/or Delinquency and Court Services Division.
V. APPENDICES

A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language of the County of Milwaukee standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets each of the following characteristics which are critical in the evaluation and award process.

1. Lease Terms and Conditions
   a. Lease Rate: The lease rate shall be quoted as a gross rate for the amount of rentable square footage based upon a 5-year lease period with two, 5-year renewal options. The proposed gross rental rate should include base building rate, construction build-out rate, and rates for building maintenance, common area maintenance (CAM), insurance, utilities, snow plowing, landscaping, and real estate taxes. Premise janitorial will be provided by the County or facility operator contracted to operate the RCC program, and proposer should not include janitorial cost in its cost proposal.
   b. Access Prior to Occupancy: Tenant and/or Tenant’s vendors shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor’s construction schedule is finalized. Tenant and/or Tenant’s vendors shall not interfere with Lessor’s contractor or cause an unreasonable delay to the Lessor’s construction schedule. Lessee shall not pay rent during this access period.
   c. Occupancy Date: Provide timeline for completion of build-out and receipt of occupancy certificate. Indicate your certainty of meeting the targeted occupancy date. The targeted Occupancy Date is December 1, 2017, with rent commencing January 1, 2018.

2. Locational Attributes and Site Information

The site must be:
   a. Within a geographic area that is within Milwaukee County, a Wisconsin Municipal Corporation.
   b. On a bus line with regular bus service several times a day, with at least one bus stop within the immediate proximity of the location with an accessible sidewalk route to the building.
   c. Accessible to major roads, easily located with minimal turns, and readily visible.
   d. There should be compatibility with neighboring land uses. Care should be taken not to locate near, parks, schools, or daycare centers.
   e. Preference will be given to locations in proximity to the North side, or near the North side of the City of Milwaukee with proximity to residential neighborhoods.
   f. See summarized room requirements for further details.

NOTE: In the event that the proposed site is not compliant with the above conditions or the submitted Proposal is incomplete, the Proposal may not be graded.
3. Facility Details and Layout

a. Quality and Flexibility of Building and Design
   1. The space should have a rentable area of approximately 18,000 to 25,000 square feet. The rentable square footage estimate includes estimated circulation and building common space. The actual square footage leased may be less because of building efficiencies and shared areas.
   2. Proposals will only be accepted for single tenant buildings and existing or new construction. The preference is for a single building. In all buildings proposers should design the layout with separate staff and client entrances. There should be a rear exit for law enforcement personnel use.
   3. Preference is for all staff to be located on a single floor. In the event the proposed site is multi-floor, the staff offices must be located on each level.
   4. Staff may use accessible common area restrooms.
   5. The proposal will be judged on the adequacy of the design to address program requirements as set forth in the General and Summarized Room Requirements. The majority of the evaluation in this section will be based on these requirements.
   6. The successful proposer will provide all design services required for permits and as required by the Lessee as the project is implemented. It is likely that multiple re-drawing of the design will be necessary to refine it to the needs of the Department of Health and Human Services, Delinquency and Court Services Division.

b. Safety and Accessibility Requirements
   1. There must be adequate building & Premise security (see Exhibit D) and exterior security lighting to allow for safe occupancy by staff and visitors at all times. Provide adequate security lighting for on premise parking areas.
   2. The design of the building and floor plan should ensure safety of staff. The floor plan should not contain any “dead end” hallways or blind corners either in the tenant space or common area. All areas of the facility should be accessible and visible to a number of staff at all times.
   3. 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, Department of Safety and Professional Services, Chapters SPS 332, 51 through 65 and Americans with Disabilities Act Accessibility Guidelines (ADAAG). The ADAAG will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.
c. **Connectivity**  
1. County leased buildings must be wired minimally with Cat 5e (preferably Cat 6) wiring for computer networking connections. The landlord is responsible to work with the tenant’s local telephone/cable service provider to ensure proper entrance cable (fiber if needed) can be brought in to the building. This may include building penetrations, access points, and cable pathways, to bring service in to the designated main communications room in the building. Please see Schedules attached for more detailed scope of work.  
2. Landlord will be responsible for all communication conduit, paths, and raceway for cabling. Lessee will be responsible for all phone and data cabling.

d. **Parking**  
1. Requires a total of 20 to 25 parking spaces for staff and visitors, located at and/or adjacent to the facility. It is also preferred that facility has 6 secured 24/7 parking spaces for vehicles, and 2 designated for custody vehicles. Also, the appropriate number of ADA stalls including a van accessible Stall. This can be provided through a combination of on site and street parking.  
2. Handicapped parking spaces are required to be closest in proximity to the Handicapped accessible entrance of the building.  
3. The two dedicated parking spots for designated custody vehicles may be in the front of the building for “custody parking” and for local and county law enforcement.

e. **Design Services**  
1. The successful proposer will provide architectural and space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan.  
2. The proposer will provide to the Lessee one paper and one electronic (Auto CAD) copy of the space plan, as well as the final contract and record documents, including construction specifications and local municipality, County and State-approved plans. Project will not proceed until final construction documents are approved by Lessee.  
3. Tenant representatives will collaborate with the selected proposer(s) to finalize drawings and specifications.

f. **Building Sustainability**  
1. Milwaukee County supports and encourages sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. The State sustainability guidelines are located at:

### B. APPENDIX 2 – GENERAL ROOM REQUIREMENTS – TYPE II RESIDENTIAL CARE CENTER

The general specifications for each area are listed below to assist in the space design process.

**List of Areas and Suggested Sizes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Quantity</th>
<th>Size</th>
<th>Total Sq. Ft.</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting Area</td>
<td>Room/Area</td>
<td>1</td>
<td>324 sq. ft.</td>
<td>324</td>
<td>Reception Area should not be open to Waiting Area; ADA compliant pass-through window with a speaking hole is preferred</td>
</tr>
<tr>
<td>Reception Area</td>
<td>Room/Area</td>
<td>1</td>
<td>150 sq. ft.</td>
<td>150</td>
<td>Built-in work surface for 2 staff</td>
</tr>
<tr>
<td>Mail/Work Room</td>
<td>Room/Area</td>
<td>1</td>
<td>144 sq. ft.</td>
<td>144</td>
<td></td>
</tr>
<tr>
<td>Private Offices</td>
<td>Office</td>
<td>3</td>
<td>120 sq. ft.</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>Interview Room</td>
<td>Room</td>
<td>1</td>
<td>110 sq. ft.</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Resident living space: Area</td>
<td>Area</td>
<td>1</td>
<td>2,640 sq. ft.</td>
<td>2,640 sq. ft.</td>
<td>See Appendix 3 – Summarized Room Requirements s</td>
</tr>
<tr>
<td>Kitchen and Food Prep &amp; Storage</td>
<td>Room</td>
<td>1</td>
<td>1,440 sq. ft.</td>
<td>1,440 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Dining Space.</td>
<td>Room</td>
<td>1</td>
<td>660 sq. ft.</td>
<td>660 sq. ft.</td>
<td>15 square feet for each occupant</td>
</tr>
<tr>
<td>Sleep Quarters - Bedrooms</td>
<td>Room</td>
<td>44</td>
<td>80 sq. ft.</td>
<td>3,520 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>Storage Closets or Wardrobe For Residents</td>
<td>Room</td>
<td>44</td>
<td>10 sq. ft.</td>
<td>440 sq. ft.</td>
<td>Preferably in Resident’s room</td>
</tr>
<tr>
<td>Classrooms, Study Space and Group Treatment Rooms,</td>
<td>Room</td>
<td>5</td>
<td>600 sq. ft.</td>
<td>3,000 sq. ft.</td>
<td>Access to restroom &amp; secured from offices</td>
</tr>
<tr>
<td>Laundry</td>
<td>Room</td>
<td>1</td>
<td>140 sq. ft.</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>File Room</td>
<td>Room</td>
<td>1</td>
<td>150 sq. ft.</td>
<td>150</td>
<td>secured</td>
</tr>
<tr>
<td>Storage</td>
<td>Room</td>
<td>1</td>
<td>150 sq. ft.</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Breakroom/Conference room</td>
<td>Room</td>
<td>1</td>
<td>225 sq. ft.</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>Service Description</td>
<td>Room</td>
<td>Sq. Ft.</td>
<td>Shared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------</td>
<td>---------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data/Telephone Room</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Shower Facilities:</td>
<td>1</td>
<td>420</td>
<td>420</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident restroom and toilet facilities:</td>
<td>6</td>
<td>168</td>
<td>1008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Restrooms</td>
<td>2</td>
<td>75</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitors Closet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15,131</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1/2 of the showers must be on same floor or floors as sleeping rooms</td>
<td></td>
</tr>
<tr>
<td>See Summarized Room Requirements for location</td>
<td></td>
</tr>
<tr>
<td>Can be in common area of building</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Circulation</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Rentable SQ. FT.</strong></td>
<td><strong>18,914</strong></td>
</tr>
<tr>
<td><strong>Approximately 25%</strong></td>
<td></td>
</tr>
</tbody>
</table>
C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS – RESIDENTIAL CARE CENTER

1. Waiting Area: Should be secured from the interior residential area by a Lessor provided card reader system. One ADA compliant pass-through window with a speaking hole is preferred. The pass through should be recessed into the counter. There should be a standing-height and an ADA counter located under the pass thru window on the waiting area side to allow clients to fill out paperwork and on the reception side for staff use. There should be sufficient space for at least 10 reception area chairs to be placed along at least two walls. There should be a unisex public restroom provided for visitors to use within the waiting area.

2. Reception: Located adjacent to the waiting area. Lessor to provide a built-in work surface for 2 staff. There should be a standing-height work surface with lower cabinets located under the pass thru windows on the receptions side.

3. Private Offices: The private office layout should allow for Lessee provided desk and computer return in addition to a small table and chairs for meetings. Private offices must have a sidelight window to allow for transfer of natural light. Private offices should not be located on perimeter of building with windows (unless existing configuration).

4. Resident living space: The facilities shall contain resident living space at least equal to 60 square feet per resident. "Resident living space" means indoor living and recreation space in addition to bedroom space and dining space and exclusive of hallways less than 7 feet in width, bathrooms, lockers, offices, storage rooms, latched or locked time-out rooms, locked units, staff rooms, furnace rooms, any unfinished part of a building and that part of the kitchen occupied by stationary equipment.

5. Classrooms, Study Space and Group Treatment rooms: The Classrooms, Study Space and Group Treatment rooms should be accessible from within the resident living space. The doors to these rooms must have a sidelight window. The center will have an on-grounds education program. When a center has an on-grounds education program it must have: CLASSROOM SPACE. On-grounds school programs shall have classroom space that is in compliance with the requirements of Chapters, Comm 61 to 65, the Wisconsin Commercial Building Code and applicable local ordinances. STUDY SPACE. The center will provide residents with appropriate space and supervision for quiet study after school hours. ACCESS TO EDUCATIONAL RESOURCES. The center will provide or arrange for resident access to up-to-date reference materials and other educational resources. These educational materials and resources shall meet the educational needs of residents. EDUCATIONAL RECORD. The center will maintain a separate educational record for each resident as part of the resident's case record.

6. File Room: The file room should be located near the Reception area. The room shall have constructed shelving to accommodate the files. The doors to these rooms must have a sidelight window. The storage room can be located within the office area and must have card reader.

7. Mail/Work Room: Laminate counter surface is required with cabinetry above and below with adequate electrical circuits and outlets for a multi-function device, fax machine, and printers on at least two walls. This room should be located proximate to Reception area.

8. Break room/Conference room: This room will contain a minimum of approximately 8 linear feet of counter space with cabinets above and below and a hot/cold water double compartment sink. This room should also have adequate outlets, circuits and waterlines to allow for a refrigerator, coffeepot, and microwave. All appliances by lessor. The door(s) to
this room must have a sidelight window. The break room may be located within the office area or living area and must have card reader.

9. **Laundry room:** Each resident shall have access to a washer and dryer. This room will contain a minimum of 6 linear feet of counter space with cabinets above and below and a hot/cold water and laundry tub. This room should also have adequate outlets, circuits and waterlines to allow for a washer and dryer.

10. **Data/Telecom Room:** This room will contain the punch down blocks for the telephone lines, the wiring panels and computer controllers, etc. The walls will be plywood covered over the drywall. A central location that minimizes the distance of the cable runs is desirable.

11. **Dining space:** The facility shall provide at least 15 square feet of dining space for each occupant. The dining room should be located near the kitchen and serving line area. The dining room in the center shall be clean, well-lit and ventilated and shall offer a comfortable atmosphere for dining.

12. **Sleeping Quarters – Bedrooms:** Each bedroom shall be enclosed on 4 sides by walls or partitions. The walls or partitions shall be floor-to-ceiling walls each bedroom shall have an outside wall with a window that is openable to the exterior. Each bedroom shall have a door. The center shall provide each resident with a single bed appropriate to the resident's needs, not be less than 36 inches wide or shorter than the height of the resident, and shall have a mattress that is firm, clean, comfortable and in good condition. A bed may not be located closer than 18 inches to a hot contact type of heat source such as a hot water radiator. The center shall provide each resident with sufficient private space in or near the resident's bedroom for personal clothing and possessions. Each resident shall have a closet or wardrobe located in or next to the bedroom approximately 2 by 5 ft. (10 sq ft.).

13. **Resident Shower Facilities:** The facility shall provide one shower for every 8 residents or fraction thereof. At least one-half of the required, showers shall be on the same floor or floors as the sleeping rooms.

14. **Resident restroom and toilet facilities:** The facility shall provide one toilet, urinal and shower for every 8 residents or fraction thereof and one handwashing sink with hot and cold running water for every 4 residents or fraction thereof. At least one-half of the required toilets, urinals, showers and handwashing sinks shall be on the same floor or floors as the sleeping rooms. The facility shall also provide at least one toilet, urinal and handwashing sink with hot and cold running water near living rooms and recreation areas for every 8 residents or fraction thereof and provide separate bath and toilet facilities for staff. Each restroom should have a minimum of 2 toilets, 2 urinals and 3 sinks. Four of the restrooms should be proximate to the sleeping areas, two of the restrooms should be proximate to the living and recreation areas.

15. **Restrooms-Staff:** Two staff restrooms will be required. All must be ADA compliant.

16. **Kitchen and Cooking Facilities:** The facility shall have a fully equipped kitchen with all appliances, furniture and fixture necessary to prepare meals on site sufficient for the number of residents living in the residential care center. All appliances are to be provided by lessor. Proposer should itemize and describe the appliance and equipment in the kitchen or to be provided. If appliance and equipment are not provided, lessor should build an appliance and equipment allowance into its sq. ft. costs of the lease to be amortized over the first 5 years of the lease. The facility shall comply with sanitation standards under ch. DHS 190. Meals will be prepared in the facility and may be prepared by residents. Kitchens shall have clean, safe, and operational equipment for the preparation, storage, serving, and cleanup of all meals. Forty-seven (47) feet of scratch
resistant countertop with cabinets above and below and a hot/cold water triple compartment stainless steel sink is required. Kitchen shall have an area for Meat Prep, Bakeshop, Cold Foods, Vegetable Prep, Range, Oven and Grill. Each Children's Residential Center shall secure a food service license for each kitchen in which meals are prepared in accordance with the requirements pertaining to food service operation as enforced by the local department of health, and shall comply with sanitation standards under ch. DHS 190, and preferably in compliance with Wisconsin Food Code, Appendix to Retail Food Establishments Ch. ATCP 75. The kitchen should be designed and equipped to assure the kitchen can provide cooked-from-scratch, fresh foods in the facility.

GENERAL NOTES AND SHARED AREAS:

1. Common areas (staff restrooms, break area, large conference room, server room, etc.) may be shared, but should have separate entrances from each office area or public areas and must have card readers.

2. All Premise exterior doors to have Lessor provided card reader access system. Refer to Exhibit D for more information. Additional card readers as noted in Summarized Room Requirements.

3. An outdoors recreation area shall be provided consisting of approximately 2,350 square feet paved with either asphalt or concrete with a minimum of one basketball hoop, backboard and pole permanently anchored in the ground.
D. APPENDIX 4 – EXHIBITS

EXHIBIT A
DCF ADMINISTRATIVE CODE DCF 52
Selected Sections from
Subchapter VI — Physical Environment and Safety

DCF 52.51

DCF 52.51  Buildings and grounds.

DCF 52.51(1)  (1) Required compliance.
DCF 52.51(1)(a)(a) Standards. All buildings of a residential care center shall comply with the following requirements:
DCF 52.51(1)(a)1. 1. The applicable state building code requirements in chs. SPS 361 to 366, the Wisconsin Commercial Building Code and applicable local ordinances.
DCF 52.51(1)(a)2. 2. All requirements in this subchapter, regardless of when a facility was built, except as otherwise provided in this subchapter.
DCF 52.51(1)(b)  (b) Building inspections. Before beginning operation as a residential care center, all buildings of the residential care center shall be inspected by the Wisconsin Department of Safety and Professional Services by a certified building inspector and as needed.
DCF 52.51(1)(c)  (c) Construction approval. The licensee shall submit for approval to the department and to the department of safety and professional services, division of safety and buildings, plans for any new buildings or for alterations which will affect the structural strength, area dimensions, safety or sanitary conditions of existing buildings. The center shall have in writing the approval of both the department and the department of safety and professional services before letting contracts for construction.
DCF 52.51 Note: Send building plans to the appropriate Building, Grounds and Safety field office of the Department of Safety and Professional Services and to your licensing representative at the appropriate field office listed in Appendix D.
DCF 52.51(1)(d)  (d) Exclusive use of space. Center living or work space designated on approved building plans for use by residents or staff may not be used for other purposes, except with approval of the department’s licensing specialist.
DCF 52.51(1)(e)  (e) Center grounds. Center grounds shall be maintained in a clean and orderly condition and shall be free of refuse, debris and hazards.

DCF 52.51(2)  (2) Housing blind and disabled residents.

DCF 52.51(2)(a)(a) Except as provided under par. (b), buildings housing residents unable to take independent action for self-preservation shall be of fire-resistive construction as defined in chs. SPS 361 to 366, the Wisconsin Commercial Building Code or protected by a complete, automatic fire sprinkler system. Sprinkler systems installed shall have residential sprinkler heads or fast response sprinkler heads. A sprinkler system shall meet the requirements of chs. SPS 361 to 366, the Wisconsin Commercial Building Code and any applicable local ordinances for a building of 16 or fewer beds or for a building with 17 or more beds. A sprinkler system shall be installed in accordance with the manufacturer’s instructions.
DCF 52.51 Note: See s. DCF 52.55 (7) for inspection and maintenance requirements for sprinkler systems.
DCF 52.51(2)(b)  (b) Sprinklered residential living areas in a building shall be separated from adjacent...
non-sprinklered or non-fire proof construction areas in the same building by at least a 2-hour rated fire wall separation.

DCF 52.51(2)(c) (c) A center which serves residents who are not able to walk or are able to walk only with crutches or other means of support shall comply with accessibility requirements found in appendix B of this chapter.

**DCF 52.51(3) Interior doors.**

DCF 52.51(3)(a)(a) Except for locked rooms or units under s. DCF 52.42, all interior doors, including those for closets, shall have fastenings or hardware that will allow opening from the inside with one hand without the use of a key.

DCF 52.51(3)(b) (b) The design of a door equipped with a lock or latch shall permit opening the door from either side in case of emergency.

DCF 52.51(3)(c) (c) In a building housing residents, an employee on each work shift shall have a key or other means of opening doors with locks or closing devices in that area.

**DCF 52.51(4) Accessibility.**

Accessibility requirements in appendix B of this chapter shall be met for residents.

**DCF 52.51(5) Electrical.**

DCF 52.51(5)(a)(a) Electrical wiring, outlets and fixtures shall be properly installed and maintained in safe working condition as required under ch. SPS 316.

DCF 52.51(5)(b) (b) The minimum number of fixtures and outlets shall be as follows:

DCF 52.51(5)(b)1. 1. At least one approved ceiling or wall-type electric light fixture for every lavatory, bathroom, kitchen or kitchenette, dining room, laundry room and furnace room, with no less than 5 footcandles of light at floor level in the center of the room, and with switches or equivalent devices for turning on at least one conveniently located light in each room and passageway to control the lighting in the area. The center may substitute a switched fixture for a ceiling or wall fixture in lavatories, bathrooms and dining rooms.

DCF 52.51(5)(b)2. 2. Duplex outlets as follows:

DCF 52.51(5)(b)2.a. a. At least one outlet in each resident bedroom and in each laundry area and bathroom.

DCF 52.51(5)(b)2.b. b. At least 2 outlets in any other habitable room including a dining room.

DCF 52.51(5)(b)2.c. c. At least 3 outlets in the kitchen, with separate outlets for the refrigerator and electric stove.

DCF 52.51(5)(b)3. 3. Ground fault interrupt protection for any electrical outlet within 6 feet of a water source in a bathroom, kitchen area, laundry room or basement and on the exterior of the facility and in the garage.

DCF 52.51(5)(c) (c) Extension cords may not be used inside buildings to provide regular electrical service. Where extension cords are used inside buildings, the center shall plug extension cords into underwriters laboratories (U.L.) approved fused convenience outlets or outlet banks.

DCF 52.51(5)(d) (d) A center may not have any temporary wiring or exposed or abandoned wiring.

DCF 52.51(5)(e) (e) Center electrical service inspections shall be completed by a certified inspector as required under ch. SPS 316.
DCF 52.52 DCF 52.52  General physical environment.

**DCF 52.52(1) (1) Resident living space.**

DCF 52.52(1)(a)(a) Center buildings housing 9 or more residents. Buildings constructed or other facilities converted to resident living space for 9 or more residents after February 1, 1971 shall contain resident living space at least equal to 60 square feet per resident. In this paragraph, "resident living space" means indoor living and recreation space in addition to bedroom space and dining space and exclusive of hallways less than 7 feet in width, bathrooms, lockers, offices, storage rooms, latched or locked time-out rooms, locked units, staff rooms, furnace rooms, any unfinished part of a building and that part of the kitchen occupied by stationary equipment.

DCF 52.52(1)(b) (b) Center buildings housing 8 or fewer residents. Center buildings housing 8 or fewer residents shall provide at least 200 square feet of combined resident living space, bedroom space and dining space for each occupant. In this paragraph, "resident living space" includes all areas of the house except an unfinished basement, attic, or similar areas not usually occupied in daily living.

**DCF 52.52(2) (2) Dining space.**

A center shall provide at least 15 square feet of dining space for each occupant.

**DCF 52.52(3) (3) Windows.**

DCF 52.52(3)(a)(a) All windows through which sunlight enters shall have appropriate coverings, and all openable windows shall have insect-proof screens in the summer.

DCF 52.52(3)(b) (b) A center which is licensed for the first time or moves to a new location after September 1, 2000 shall meet the window requirements of chs. SPS 361 to 366.

**DCF 52.52(4) Temperatures and airflow.**

DCF 52.52(4)(a)(a) The inside temperature of a center building for residents may not be lower than 67° F. (20° C.).

DCF 52.52(4)(b) (b)

DCF 52.52(4)(b)1. The inside temperature of a center building for residents may not be higher than 85° F (30° C.).

DCF 52.52(4)(b)2. 2. A center without a system to maintain the inside temperature below 85° F (30° C.) shall provide direct air circulation with electrical fans and have openable windows or provide fresh air flow or give residents access to air conditioned areas for heat relief.

**DCF 52.52(5) (5) Furnishings.** Each room used by residents shall contain furnishings appropriate for the intended use of the room. Furnishings shall be safe for use by residents and shall present a comfortable and orderly appearance.

**DCF 52.52(6) (6) Upkeep.**

DCF 52.52(6)(a)(a) Centers shall keep all rooms used by residents clean and well-ventilated.

DCF 52.52(6)(b) (b) Residents shall be responsible only for the cleanliness of their bedrooms or living areas. A center may not hold residents responsible for the general cleanliness of the center.

**DCF 52.52(7) Telephone.**

DCF 52.52(7)(a)(a) A non-pay telephone shall be available for use by residents in each building housing residents.

DCF 52.52(7)(b) (b) Each phone shall have emergency numbers posted near it for the fire department, police, hospital, physician, poison control center and ambulance service.
DCF 52.53 DCF 52.53, Bath and toilet facilities.

A center shall meet all of the following requirements for bath and toilet facilities and the use of them:

DCF 52.53(1) (1)
DCF 52.53(1)(a) The center shall provide in buildings housing residents one toilet and either a tub or shower for every 8 residents or fraction thereof and one handwashing sink with hot and cold running water for every 4 residents or fraction thereof. At least one-half of the required toilets, tubs or showers and handwashing sinks shall be on the same floor or floors as the sleeping rooms.
DCF 52.53(1)(b) Where 9 or more residents reside in a building, the center shall also provide at least one toilet and handwashing sink with hot and cold running water near living rooms and recreation areas for every 8 residents or fraction thereof and provide separate bath and toilet facilities for staff.
DCF 52.53(1)(c) In buildings housing both male and female residents, the center shall provide separate bathrooms for each sex and provide separate combination toilet and handwashing sink facilities where center resident activities include both sexes.
DCF 52.53(2) (2) Bathroom facilities accessible only through a resident bedroom shall be counted only for the residents of the bedroom.
DCF 52.53(3) (3) Every room with a toilet shall have a handwashing sink with hot and cold running water.
DCF 52.53(4) (4) If a resident needs assistance in toileting and bathing, a center shall direct a staff member to provide that assistance.
DCF 52.53(5) (5) All sinks, tubs and showers shall have an adequate supply of hot and cold water. Hot water shall be regulated by a plumbing industry approved temperature control device such as a mixing valve. The temperature of water delivered at the tap may not exceed 110° F. (43° C.).
DCF 52.53(6) (6) All bath and toilet areas shall have good lighting and ventilation and be maintained in a sanitary condition. Safety strips shall be applied to the floors of tubs and showers to prevent slipping.
DCF 52.53(7) (7) Toilets, bathtubs and showers used by residents shall be equipped for privacy unless specifically contraindicated for a particular resident by that resident's treatment or care needs, and even then privacy in relation to other residents shall be provided.
DCF 52.53(8) (8) The center shall provide each resident with items, conditions and access necessary for personal hygiene and self-grooming including, but not limited to, all of the following:
DCF 52.53(8)(a) (a) An individual toothbrush and tube of toothpaste.
DCF 52.53(8)(b) (b) Access to a shower or bathtub daily, unless medically contraindicated.
DCF 52.53(8)(c) (c) An individual hair brush and comb and regular services of a barber or beautician.
DCF 52.53(8)(d) (d) Equipment and facilities for shaving and washing.
DCF 52.53(8)(e) (e) Mirrors.
DCF 52.53(8)(f) (f) Clean individual towels, washcloths and individually dispensed soap.

DCF 52.54 DCF 52.54 Bedrooms.

DCF 52.54(1)(1) Minimum space.
DCF 52.54(1)(a) (a) Single occupancy. Each center bedroom for one resident shall have a minimum of 80 square feet of floor space except that if the resident is not able to walk or is able to walk only with crutches or other means of support the bedroom shall have a minimum of 100 square feet of floor space.
DCF 52.54(1)(b) (b) Shared occupancy. Each center bedroom for more than one resident shall have a minimum of 60 square feet of floor space for each resident except that if a resident is not able to walk or is able to walk only with crutches or other means of support, the bedroom shall have a minimum of 80 square feet of floor space for each resident.
DCF 52.54(2) (2) Maximum number of residents. No bedroom may accommodate more than the following:
DCF 52.54(2)(a) (a) Four residents in a facility initially licensed before September 1, 2000.
DCF 52.54(2)(b) (b) Two residents in a facility initially licensed on or after September 1, 2000.
DCF 52.54(3) (3) Walls or partitions and doors.
DCF 52.54(3)(a)(a) Each bedroom shall be enclosed on 4 sides by walls or partitions. The walls or partitions shall be:
DCF 52.54(3)(a)1. 1. At least 6 feet in height in facilities initially licensed prior to September 1, 2000.
DCF 52.54(3)(a)2. 2. Floor-to-ceiling fixed partitions or walls in facilities initially licensed on or after September 1, 2000.
DCF 52.54(3)(b) (b) Each bedroom shall have an outside wall with a window that is openable to the exterior.
DCF 52.54(3)(c) (c) Each bedroom shall have a door.
DCF 52.54(4) (4) Prohibited locations. A center may not locate a resident bedroom in an unfinished basement or attic or in any other area not normally used as a bedroom.
DCF 52.54(5) (5) Prohibited use.
DCF 52.54(5)(a)(a) No bedroom may be used by anyone who is not an occupant of the bedroom to gain access to any other part of the center or any required exit.
DCF 52.54(5)(b) (b) No resident bedroom may be used for purposes other than as sleeping and living space for bedroom occupants.
DCF 52.54(6) (6) Beds and bedding.
DCF 52.54(6)(a)(a) A center shall provide each resident with a single bed appropriate to the resident's needs. The bed may not be less than 36 inches wide or shorter than the height of the resident. A bed shall have all of the following:
DCF 52.54(6)(a)1. 1. A mattress that is firm, clean, comfortable and in good condition.
DCF 52.54(6)(a)2. 2. A mattress pad, 2 sheets, 2 blankets, a pillow case, a clean, comfortable pillow and a bedspread.
DCF 52.54(6)(a)3. 3. A mattress cover that is waterproof if the resident is incontinent.
DCF 52.54(6)(b) (b) DCF 52.54(6)(b)1.1. A center shall provide a change of sheets and pillow case at least once a week for each resident.
DCF 52.54(6)(b)2. 2. A center shall provide a change in bedding immediately when a resident wets or soils the bed.
DCF 52.54(6)(b)3. 3. A center shall provide a complete change of bedding upon a change in bed occupancy.
DCF 52.54(6)(c) (c) A bed may not be located closer than 18 inches to a hot contact type of heat source such as a hot water radiator.
DCF 52.54(6)(d) (d) Beds shall be at least 3 feet apart at the head, foot and sides, except that a bunkbed shall be at least 5 feet apart at the sides from another bed. Bunk beds shall provide at least 36 inches of headroom between the bedroom ceiling and the top mattress. A triple decker bed may not be used.
DCF 52.54(7) (7) Storage space. A center shall provide each resident with sufficient private space in or near the resident's bedroom for personal clothing and possessions. Each resident shall have a closet or wardrobe located in or next to the bedroom.
DCF 52.54(8) (8) Assigned bedrooms.
DCF 52.54(8)(a)(a) In assigning a resident to a bedroom, a center shall consider the resident's age and developmental needs and be guided by any clinical recommendations.
DCF 52.54(8)(b) (b) Male and female residents may not share the same bedroom.
DCF 52.54(9) (9) Sleeping schedule. Residents shall have set routines for waking and sleeping. Each resident in the daily routine shall have available at least 8 hours of sleep.
DCF 52.54(10) (10) Disabled residents. Bedrooms for residents who are not able to walk or who can walk only with a means of support such as crutches shall be located on a floor level that has an exit discharging at grade level.
DCF 52.54(11) Resident possessions.
A center shall permit a resident to have personal furnishings and possessions in the resident's bedroom, unless contraindicated by the resident's treatment plan.

DCF 52.55 Fire safety.

DCF 52.55(1) Evacuation plan. A center in consultation with the local fire department shall develop a detailed flow chart type evacuation plan for each building with arrows pointing to exits. The center shall do all of the following:
DCF 52.55(1)(a) Post the evacuation plan for a building in a conspicuous place in the building.
DCF 52.55(1)(b) Be able to provide through plan procedures for both of the following:
DCF 52.55(1)(b)1. Safe conveyance of all residents promptly from the center by staff in one trip.
DCF 52.55(1)(b)2. Designated places away from the center to which all residents are evacuated or at which all are to meet so that it can be determined if all residents are out of danger.
DCF 52.55(1)(c) Make the evacuation plan familiar to all staff and residents upon their initial arrival at the center.
DCF 52.55(2) Evacuation drills.
DCF 52.55(2)(a) Each center shall conduct evacuation drills as follows:
DCF 52.55(2)(a)1. An announced drill at least once every 2 months.
DCF 52.55(2)(a)2. An unannounced drill at least every 6 months.
DCF 52.55(2)(b) A center shall maintain a log of all evacuation drills that records the date and time of each drill, the time required to evacuate the building and any problems associated with the evacuation.
DCF 52.55(3) Fire department inspection. A center shall arrange for the local fire department to conduct a fire inspection of the center each year. The center shall maintain on file a copy of inspection report.
DCF 52.55(4) Smoke detection system.
DCF 52.55(4)(a) Smoke detectors shall be installed and in accordance with ch. SPS 316 and chs. SPS 361 to 366, the Wisconsin Commercial Building Code, applicable local ordinances, and this section. Individual smoke detectors shall be tested according to the manufacturer's instructions but not less than once a month. Interconnected smoke detectors shall be inspected and maintained in accordance with the manufacturer's or installer's instructions and shall be tested not less than every 3 months. The center shall keep a log of the tests with dates and times.
DCF 52.55(4)(b) A center built or initially licensed before 1982 shall have, at minimum, a battery operated smoke detection system meeting the requirements under pars. (a) and (c) 3. and 5. A center built in 1982 or later or a licensee moving a center to a different building after September 1, 2000 shall have an interconnected smoke detection system meeting all of the following requirements:
DCF 52.55(4)(c)1. Except as provided under subd. 2., a building housing residents shall have, at minimum, a smoke detection system to protect the entire building. That system shall either trigger alarms throughout the building or trigger an alarm located centrally. The alarm shall be audible throughout the building when the detector activates.
DCF 52.55(4)(c)2. A building that has no more than 8 beds may have a radio-transmitting smoke detection system located in a central area of the building. That system shall trigger an audible alarm heard throughout the building.
DCF 52.55(4)(c)3. A smoke detection system shall be installed in accordance with the manufacturer's instructions.
DCF 52.55(4)(c)4. An interconnected smoke detection system installed on or after September 1, 2000
shall have a secondary power source.

DCF 52.55(4)(c)5. A center shall have a smoke detector located in at least the following locations in each building housing residents:

DCF 52.55(4)(c)5.a. a. In the basement.

DCF 52.55(4)(c)5.b. b. At the head of every open stairway.

DCF 52.55(4)(c)5.c. c. At the door on each floor level leading to every enclosed stairway.

DCF 52.55(4)(c)5.d. d. In every corridor, spaced in accordance with the manufacturer's separation specifications.

DCF 52.55(4)(c)5.e. e. In each common use room, including every living room, dining room, family room, lounge and recreation area.

DCF 52.55(4)(c)5.f. f. In each sleeping area of each living unit or within 6 feet from the doorway of each sleeping area.

DCF 52.55(4)(c)6. 6. Smoke detectors shall not be installed in a kitchen.

DCF 52.55(5) (5) Stairway smoke containment. A center shall provide floor-to-floor smoke cut-off through a one hour labeled fire-resistant self-closing door for open interior stairways and for all enclosed interior stairways at each floor level to provide floor to floor smoke separation.

DCF 52.55(6) (6) Heat sensing devices. A center shall have heat-sensing devices in the kitchen and attic.

DCF 52.55 Note: It is recommended that a rate-of-rise heat detector be used in an attic rather than a fixed temperature heat detector. Rate-of-rise heat detectors respond to a fire sooner, particularly when it is cold outside. It is recommended that a fixed temperature heat detector be used in the kitchen.

DCF 52.55(7) (7) Sprinkler system inspection. Where a sprinkler system has been installed under s. DCF 52.51 (2), the system shall be inspected and tested in accordance with NFPA Code 25. The center shall keep a copy of the certification of inspection on file.

DCF 52.55(8) (8) Fire safety training. All center staff shall take a technical college course or receive training from someone who has taken a technical college "train the trainer" course on fire safety and evacuation developed for community-based residential facilities regulated under ch. DHS 83. New center staff shall take the training within 6 months after beginning work at the center. All center staff shall be familiar with all of the following:

DCF 52.55(8)(a) (a) Facility fire emergency plans and evacuation procedures.

DCF 52.55(8)(b) (b) Fire extinguisher use.

DCF 52.55(8)(c) (c) Fire prevention techniques.

DCF 52.55(9) (9) Flammables.

DCF 52.55(9)(a)(a) A center shall keep all flammable liquid fuels in separate buildings not attached to buildings housing residents. Flammable liquid fuels shall be inaccessible to residents. Storage and labeling of flammable liquid fuel containers shall meet requirements for portable tank storage in ch. SPS 314. A center shall limit total storage to 10 gallons in each of the separate buildings, except for the contents of the gasoline tanks of motor vehicles.

DCF 52.55(9)(b) (b) Other flammables such as paints, varnishes and turpentine shall be stored in fire-proof cabinets meeting the requirements of chs. SPS 361 to 366. The center shall keep these flammables locked and inaccessible to residents, unless a flammable is used in an activity supervised by staff with experience in using these kinds of flammable liquids.

DCF 52.55(10) (10) Fire extinguishers. A center shall meet all of the following requirements for fire extinguishers:

DCF 52.55(10)(a) (a) Buildings or areas in which flammable liquids are stored, and kitchen areas, shall have a fire extinguisher with a 2A, 40 BC rating.

DCF 52.55(10)(b) (b) Other buildings shall have fire extinguishers with a minimum 2A, 10 BC, rating.

DCF 52.55(10)(c) (c) The number, location, mounting, placement and maintenance of fire extinguishers shall comply with chs. SPS 314 and 361 to 366.

DCF 52.55(10)(d) (d) Each floor used for resident activities shall have at least one fire extinguisher.

DCF 52.55(11) (11) Prohibited heating and cooking devices.
DCF 52.55(11)(a) Center buildings housing residents may not use portable space heaters or any device which has an open flame.
DCF 52.55(11)(b) Bedrooms may not contain cooking devices.
DCF 52.55(12) Isolation of hazards. Centers shall comply with chs. SPS 361 to 366, the Wisconsin Commercial Building Code and applicable local ordinances on isolation of hazards within buildings.

DCF 52.55(13) Use of listed equipment. Smoke and heat detectors and sprinkler equipment installed under this section shall be listed by a nationally recognized laboratory that maintains periodic inspection of production of tested equipment. The list shall state that the equipment meets nationally recognized standards or has been tested and found suitable for use in a specified manner.

DCF 52.555 Carbon monoxide detector.

DCF 52.555(1) A residential care center in a one-unit or two-unit building shall have a functional carbon monoxide detector installed in the basement and on each floor level, except the attic, garage, or storage area of each unit, in accordance with the requirements of s. 101.647, Stats.
DCF 52.555 Note: A one-unit building is a single family residence. A two-unit building is a duplex or two-flat.
DCF 52.555(2) A residential care center in a building with at least 3 units shall have one or more functional carbon monoxide detectors installed in accordance with the requirements of s. 101.149, Stats.

DCF 52.56 General safety and sanitation.

DCF 52.56(1) Private well water supply. Use of a private well for the center’s water supply is subject to approval by the Wisconsin department of natural resources as required by s. DHS 190.05 (2). Testing of water samples shall be done annually by the state laboratory of hygiene or a laboratory approved under ch. ATCP 77. Water samples from an approved well shall be taken between April and October. Water sample tests shall show that the water is safe to drink and does not present a hazard to health. Water sample test results shall be on file and available for review by the department.
DCF 52.56(2) Maintenance.
DCF 52.56(2)(a) A center shall maintain all of its buildings, grounds, equipment and furnishings in a safe, orderly and proper state of repair and operation. Broken, run down, defective or inoperative furnishings and equipment shall be promptly repaired or replaced.
DCF 52.56(2)(b) The center’s heating system shall be maintained in a safe condition as determined through an annual inspection by a certified heating system specialist, installer or contractor. The center shall keep on file copies of annual heating system inspection and service reports.
DCF 52.56(3) Hazardous building materials. Buildings shall be lead-safe if lead-based paint is present, shall have any friable asbestos maintained in good condition and shall be free of urea formaldehyde insulation and any other harmful material which can pose a hazard.
DCF 52.56(4) Floors. The surface condition of all floors in a center shall be safe for resident use.
DCF 52.56(5) Exits.
DCF 52.56(5)(a) Egress requirements. A center shall comply with chs. SPS 361 to 366, the Wisconsin Commercial Building Code and applicable local ordinances for number and location of exits, type of exits, exit passageways, and illumination of exits and exit signs.
DCF 52.56(5)(b) Time delayed door locks. Before a center installs time delayed door locks on exits, the center must first request and obtain department of safety and professional services and department approval. Before a center installs time delayed door locks on any interior doors, the center must also request and obtain department of safety and professional services and department approval.
DCF 52.56(6) (6) Walks. Walks shall provide convenient all-weather access to buildings and shall be in a safe condition. Porches, elevated walkways and elevated play areas shall have barriers to prevent falls.

DCF 52.56(7) (7) Rooms below grade. Habitable rooms with floors below grade level shall be in compliance with chs. SPS 361 to 366, the Wisconsin Commercial Building Code and applicable local ordinances.

DCF 52.56(8) (8) Occupancy and garage separation. Residential buildings shall be separated from attached garages by a one-hour rated fire wall separation that either abuts a ceiling in the garage that will withstand fire for one hour or extends up to the underside of the garage roof.

DCF 52.56(9) (9) Glass hazards. Areas of a building where the risk is high for residents either to run into windows or where impact on glass presents a risk or hazard shall have screening or safety glass resistant to shattering. Replacement glass in areas exposed to potential hazardous impact shall meet the standards in chs. SPS 361 to 366, the Wisconsin Commercial Building Code and applicable local ordinances.
EXHIBIT B1
SYSTEMS FURNITURE TYPICALS

The facility shall have a fully equipped kitchen with all appliances, furniture and fixture necessary to prepare meals on site sufficient for the number of residents living in the residential care center. All appliances are to be provided by lessor. Proposer should itemize and describe (in sufficient detail) the appliance and equipment in the kitchen, or to be provided by lessor. If appliance and equipment are not provided, lessor should build an appliance and equipment allowance into its total sq. ft. costs of the lease to be amortized over the first 5 years of the lease. A commercial grade kitchen for this type of institution would typically have the following:

Commercial-grade Kitchen Equipment and Fixtures:
- Walk-in Freezer, or Solid Door Reach in Freezer
- One walk-in cooler, or Solid Door Reach in Refrigerator
- 40-gallon braising pan
- 30-quart heavy duty commercial mixer
- Bakery area near the mixer
- Four burner stove
- Commercial-grade Stainless Steel Oven (gas or electric)
- Heavy Duty Stainless Steel Commercial Microwave Oven
- Deep Fryer,
- Commercial Grill with Vented Commercial Exhaust Hood
- Electric Hot Food Table with stainless steel serving line counter
- Meat Slicer
- Commercial Heavy Duty Dishwasher
- Sink with at least 3 compartments and heavy duty garbage disposal shall be provided for manually washing, rinsing, and SANITIZING EQUIPMENT and UTENSILS large enough to accommodate immersion of at least 50% of the largest EQUIPMENT and UTENSILS cleaned and SANITIZED
- Separate Food Preparation Sink
- Commercial Stainless Steel Food Preparation heavy duty work table
EXHIBIT B2
SYSTEMS FURNITURE TYPICALS

The facility shall have living areas, dining area, and bedrooms furnished and provided by lessor. Proposer should itemize and describe (quantity and in sufficient detail) furniture to be provided by lessor, or lessor should build a furniture allowance into its total sq. ft. costs of the lease to be amortized over the first 5 years of the lease. Commercial or office-grade living, dining and sleeping areas for this type of institution would typically have the following:

Commercial or office-grade living, dining and sleeping area furniture:
- Sofas, love seats and chairs suitable for a 44 bed institution. The facilities shall contain resident living space at least equal to 60 square feet per resident, or 2,640 square feet for a 44 resident facility.
- Dining area tables and chairs – 11 restaurant or commercial quality tables and 44 accompanying restaurant quality chairs.
- Sleeping area - 44 institution or commercial quality beds and mattresses. The lessor shall provide each resident with a single bed appropriate to the resident's needs, not to be less than 36 inches wide or shorter than the height of the resident.
EXHIBIT D – CARD READER SPECIFICATIONS

On-Line Electronic Access Control System: Landlord shall furnish and install at the indicated locations the specified electrified and integrated door hardware and access control firmware for a completely operational access control and security site management system. System includes, but is not necessarily limited, to the following:

1. System functionality to include ability to identify hours/shifts approved for employee entry by employee, restrict access to those not approved for entry during hours/shifts not specified, ability to receive reports concerning staff arrival and departure times.

2. Hardware to include network control processors, reader controller panels, door position switches, remote card readers, keypads, special tools, operating manuals, and required cabling and accessories.
   a. Provide the appropriate number of reader controller panels and I/O monitoring/control expansion interfaces as needed to handle the number of card readers, locking devices, door status devices, as shown on the approved floor plan/security drawing.
   b. Provide manufacturer approved exit hardware, and remote [mullion, jamb, wall] mounted card readers, keypads, and display terminals that are functionally compatible with the specified access control equipment interfaces.

3. Access control system equipment to be installed and furnished by landlord in an enclosure/station compatible with the manufacturer’s requirements. This enclosure/station may include, but is not necessarily limited to, a desktop computer, the network control processor, power supplies, terminal strips, wire ducts, keyed lock cylinder, integrated outlet for A/C power.
   a. Enclosure to be located in the designated IT/Telecom room(s) with connection to the local area network for communication back to the central server host.
E. APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS

MILWAUKEE COUNTY, DEPARTMENT OF ADMINISTRATIVE SERVICES REQUEST FOR PROPOSAL No. DCS-17-001

Instructions: On or before February 3, 2017
Proposers may submit written requests for clarification of this RFP and/or questions to the DAS by utilizing this form. Use additional pages if necessary. Please submit the completed form via email to both dennis.buesing@milwaukee countywi.gov AND dhhsca@milwaukee countywi.gov. Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DHHS on the Proposal, Q&A and Addenda Posting Site: http://county.milwaukee.gov/DHHS_bids by February 17, 2017. Solicitation of information from the DHHS, DAS, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.

* * *

Contact Information: All fields must be completed by the Proposer submitting the form.
Name (Please Print):
Proposer Team:
Company/Affiliation:
Email Address:
Telephone Number:

<table>
<thead>
<tr>
<th>RFP Section/Appendix</th>
<th>Page No.</th>
<th>Request for Clarification and/or Question</th>
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F. APPENDIX 6 – PROPOSER’S COST RESPONSE SHEET

Proposed Building Address ________________________________ Proposal Date ______________________

RENTAL RATE PROPOSAL:

I. SQUARE FOOTAGE: As defined Section IV Item A Appendix 1 of the RFP

A) Total useable square feet (does not include common area) ________________________________

B) Total rentable square feet (includes common area) ________________________________

II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per rentable square foot

a) Net Building Rate (NNN rental rate) $ _______/sq. ft.

b) Operating Expenses (sum of 1-6 below) _______/sq. ft.

   1) Real Estate Taxes $ _______/sq. ft.
   2) Insurance $ _______/sq. ft.
   3) In-Suite Janitorial (Not Required) $ NA/sq. ft.
   4) Common Area Maintenance (CAM) $ _______/sq. ft.
   5) Premises’ Utilities Costs (heat, air-conditioning, electrical, etc.) $ _______/sq. ft.
   6) All Other Operating Expenses (e.g., repairs & maintenance, etc.) $ _______/sq. ft.

c) Total Tenant Improvements (sum of 1-3 below) _______/sq. ft.

   Provide total costs and annual rent per rentable sq. ft. based on amortization over initial term.

   1) Total Premises Build out Costs $ _______ $ _______/sq. ft.
   2) Moving Costs (if requested) $ _______ $ _______/sq. ft.
   3) Equipment & Furniture & Installation Costs (if requested) $ _______ $ _______/sq. ft.

   d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction per rentable sq. ft.) _______/sq. ft.

   1) Tenant Improvement Allowance $ (___________) $ (______)/sq. ft.
   2) Moving Costs Allowance $ (___________) $ (______)/sq. ft.
   3) Equipment & Furniture & Installation Costs Allowance $ (___________) $ (______)/sq. ft.

Gross Rental Rate (sum of (a), (b), (c), & (d) above) _______/sq. ft.

Notes: 1) The County requires a full-service, gross with any and all operating expenses included in the Gross Rental Rate.

   2) Tenant Improvements above include Premises Build out costs, furniture & installation costs & moving costs. Provide total costs for each expense type and provide the applicable rent per rentable square foot included in the annual Gross Rental Rate.

   3) All lines above must be completed. Place “N/A” for any terms that are not applicable, or place $0 as applicable.
III. TERMS AND CONDITIONS:

A) Length of Lease (Initial Lease Term)  
   Five (5) years

B) Annual Escalator, if any (shall not apply to Net Tenant Improvements)  
   _____ %

C) Renewal Options  
   Two 5-year options

D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs)  
   $____/rentable sq. ft.

E) Pre-Occupancy Date  
   One month prior to Occupancy Date

F) Occupancy Date  
   ______, 20____

G) Rent Commencement Date  
   ______, 20____

H) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate)  

Using the information provided above, complete the following table showing Total Annual Rent by lease year.

<table>
<thead>
<tr>
<th>Lease Year</th>
<th>Annual Rent w/o Amortization</th>
<th>Tenant Improvements Amortization (if any)</th>
<th>Total Annual Rent</th>
</tr>
</thead>
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<td>Initial Term</td>
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<tr>
<td>Year 5</td>
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<td></td>
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<td>First Renewal Term</td>
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</tr>
<tr>
<td>Year 7</td>
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<tr>
<td>Year 10</td>
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<tr>
<td>Second Renewal Term</td>
<td>Year 11</td>
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<td>Year 12</td>
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<td>Year 14</td>
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<tr>
<td>Year 15</td>
<td>N/A – costs should be fully amortized</td>
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### IV. SUBMITTED BY:

<table>
<thead>
<tr>
<th>Proposer’s Contact Information</th>
<th>Proposer’s Agent Contact Information (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Agent/Firm Name</td>
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<tr>
<td>Full Address (street and city)</td>
<td>Full Address (street and city)</td>
</tr>
<tr>
<td>Telephone Number (Office/Mobile)</td>
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<td>Email Address</td>
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<td>Contact Name</td>
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<td>Signature</td>
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G.  APPENDIX 7 – SAMPLE LEASE LINK, SCHEDULE I AND SCHEDULE II

A Milwaukee County sample lease document is available at:

SCHEDULE I

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

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
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</thead>
<tbody>
<tr>
<td>76 Degrees (+/- 2°)</td>
<td>70 Degrees (+/- 2°)</td>
</tr>
<tr>
<td>50% Humidity Level (+/- 10%)</td>
<td>25% Humidity Level (+/- 5%)</td>
</tr>
</tbody>
</table>

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

2. 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 SPS 363 and 364, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2004 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 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 in order to maintain the humidity and temperatures as listed above.

   c) Provide a fully ducted supply and plenum return HVAC system with adequate zoning.

   d) All new exterior walls and ceilings must meet minimum insulation code requirements.

   e) Provide perimeter heating for exterior walls if required to meet seasonal set-points.

   f) Provide space heating for airlocks and lobbies, if necessary.

   g) Change air-handling equipment filters quarterly.

   h) Provide automatic temperature adjustment capability for unoccupied modes.

   i) Provide separate venting/fans for restrooms.
j) 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.

k) Placement of thermostats throughout the Premises must be coordinated with the installation of furniture to avoid having the thermostats blocked.

l) Thermostat locations in all enclosed rooms to be by the light switch, unless zoning does not allow.

m) The use of non-tenant adjustable thermostats or locking thermostat covers.

3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.

4. 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.

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. Provide Water and Sewer & Heat and Air conditioning.

8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.

9. Furnish, install and replace during the term of this Lease and any extension thereof, 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 SPS 332, 360 - 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.

11. Furnish building occupancy or use permit(s) if required.

12. Provide walk-off mats at each entrance. Replace as needed when worn.

13. Lessor is to provide all services, and equipment required to clear and keep clean all, 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,
14. Lessee shall retain the right to do background checks at any time and reserves the right to approve or disapprove permission to enter the Premises of any vendor, contractor or others.

15. Provide sufficient onsite parking, which is understood by the parties hereto to include 24/7 parking for a total of fifty parking spaces for staff and clientele, located at and/or near the facility. They will also require six secured 24/7 parking spaces for vehicles, and two designated for custody 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 AM 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.

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 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.

18. Upon Lessee’s execution of the second renewal option under paragraph 5 of the Lease, Lessor will at Lessor’s cost, repaint the Premises as needed, and Lessor will at Lessor’s cost re-carpet the Premises. Lessor shall complete the repainting and re-carpeting by a mutually agreed upon date, but not later than twelve (12) months from the date of Lessee’s execution of the second renewal option. Lessor is responsible for moving Tenant’s furniture and equipment as required for the repainting and installation or repair of the carpeting. Carpet and paint color selections must be mutually agreed to by Lessor and Lessee, in writing.

If for any reason the Premises is not re-carpeted and/or repainted as provided herein, the Lessor shall provide the Lessee with a rent credit for these avoided costs. The credit shall be equal to the sum of $5 per square foot for re-carpeting and $1.50 per square foot for repainting, subject to annual increases equal to annual rent increases beginning with the second year of the initial lease term. In the event that Lessor partially re-carpets or repaints the Premises, as provided herein, the credit shall be reduced by any actual costs incurred. This credit shall be applied against Lessee’s monthly rent beginning in the thirteenth month following Lessee’s execution of the renewal option under paragraph 5 of the Lease.

19. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee’s written request.
20. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are untenantable 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.
SCHEDULE II

CONSTRUCTION REQUIREMENTS

The Lessor/contractors shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than $48,000 for single trade project or greater than $100,000 for multiple trade projects.

GENERAL CONDITIONS: All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, Milwaukee County 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. Wherever practical, construction and remodeling will conform to the Division of Facilities Development (DFD) Sustainable Facilities Guidelines and Master Specifications available at:


1. Ceilings:
   a) Offices, open office, conference, bedrooms, resident living space, 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 Ceiling Height: Dependent upon room size and open area size. Ideal 8’6” to 9’ (min. 8’, max 12’).
   d) Attic stock: Provide approximately 4% of ceiling tile.

2. Floors: All floors will be level
   a) Office, clerical areas, conference room, bedrooms, resident living space, work/mail area (unless otherwise specified below): Carpet tile: 20 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
   b) Restrooms: Ceramic floor tile.
   c) Storage room, data/phone closet, waiting areas, entries, etc.: ceramic tile, vinyl tile or sheet goods.
   d) Vestibule/lobby: provide mats at all entrances, vestibules and lobby. Replace worn mats on an ongoing basis as needed.
   e) Cove Base: Provide 4” vinyl cove base wherever vinyl and carpet flooring is used.

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 except for restrooms and demising partitions which should be finished to the floor deck.
   d) Provide expansion joints as necessary.
e) All walls to receive painted finish of one primer coat and two finish coats of semi-gloss or eggshell with an orange peel finish.
f) Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color.
g) Restrooms: Provide 48" wainscoting of ceramic wall tile or other hard washable surface.
h) Provide touch-up painting thirty (30) days after move-in.
i) Provide 3"- 4" stained or painted (color to match doors) hardwood chair rail molding (i.e., shaped or formed) on perimeter in all offices, reception area, interview rooms and conference room at chair back height.
j) The Lessor will hang/install bulletin boards, pictures, tack strips, chalkboards, screens, etc., as provided by the Tenant.

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.
   e) All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
   f) The doors in the offices, reception area, from the hall into the waiting room and into the conference/training rooms, file room, interview rooms, bedrooms, resident living space, storage room, break room, mail/work area and the main entry door shall have a window or sidelight window.
   g) The door from the waiting area into the resident living area, file room door and all Premise entrances shall have a Lessor provided card reader system.
   h) The door from the waiting area to the resident living area shall have a remote electronic door release and push button buzzer located at the reception desk.

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. **Heating, Air conditioning, plumbing and ventilation:**
   **Lessor shall meet the following requirements:**
   a) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
   b) Provide space heating for airlocks and lobbies, if necessary.
   c) Provide separate venting/fans for restrooms.
   d) 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.
7. **Electrical:**

All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, 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 of one duplex electrical outlet every 12 lineal feet and (excluding bedrooms) a minimum of two 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, card readers, etc.

d) Conference and/or break room shall have sufficient outlets for a refrigerator, microwave, and coffee maker.

e) Lessor to provide electric base feed connections for systems furniture power. Cables or “whips” to be provided by the furniture vendor.

8. **Lighting:**

All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 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 fluorescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.

c) Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.

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.

h) 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.

j) Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.

k) Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.

l) Occupancy sensors shall be used for restrooms, interview rooms, conference rooms and offices. (Occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control).
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” junction 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. Provide “Ring and String” from junction box to ceiling.
   c) Data and telephone wiring shall be furnished and installed by the Lessee.

10. **Cabinetry/Carpentry:**
    All areas provided must meet minimum standards of ADA compliance.
    
    a) The conference room and/or break area and work/mail area shall have a minimum 8’ counter of standard depth and height with splashguard with a double bay sink. Must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts.
    b) Coat closets with shelf and rod.
    c) Provide a standing or sitting height counter of approximately 6’ in length with base cabinets under it in the reception area of the facility.
    d) The waiting area of the facility shall have reception area chairs per floor plan.
    e) The UA Prep and Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts. Also provide mailboxes sufficient for eighteen staff in the Work/Mail rooms.
    f) The File room and storage room shall have floor to ceiling constructed shelving along two walls deep enough to hold Legal sized file folders.
    g) Provide (1) 4’ wide by 3’ high pass-thru window in the reception/waiting area with writing ledge on the waiting area side and seated height work surface on the reception area.

11. **Plumbing:**
    a) The conference room and or break area (if any) counter(s) shall meet the minimum ADA requirements and must have include a sink or sinks with hot/cold running water.
    b) All rest room fixtures and furnishings will be ADA compliant.
    c) Insulate all under sink lavatory piping in restrooms.
    d) One janitorial sink shall be provided.
    e) Water will be available if needed for connection to coffee maker and refrigerator, and sinks in conference room and or break room (if any), and in food preparation kitchen area, and laundry area, and showers area.

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 SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
    b) Provide a complete operating Card Access system.

13. **Exterior of Building and Landscaping:**
    a) Provide landscape as necessary or required by city ordinance.
    b) Parking areas to be paved and striped and complying with all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
c) All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.

d) Ensure all exterior walls, windows, roof, walkways are in good repair.

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. Signage to be visible and legible from a 15'-0" distance and well lit.
   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:
   Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee’s written request.

16. Plans/Submittals:
   Prior to commencement of any work, Lessor shall submit to the Department of Administrative Services 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 cut sheets
   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
H. APPENDIX 8 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO
FORM

MILWAUKEE COUNTY, DEPARTMENT OF ADMINISTRATIVE SERVICES
REQUEST FOR PROPOSALS No. DCS-17-001
Department of Health and Human Services, County of Milwaukee

The attached material submitted in response to RFP No. DCS-17-001 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:
1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

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IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

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