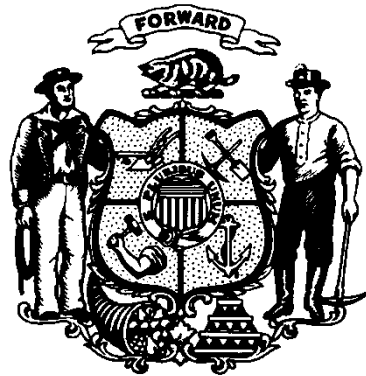


**RFP No. 410-300**

**REQUEST FOR PROPOSALS (RFP)  
FOR THE LEASING OF AN OFFICE FACILITY  
TO BE OCCUPIED BY THE  
STATE OF WISCONSIN  
DEPARTMENT OF CORRECTIONS (DOC)  
WITHIN THE CITY OF MILWAUKEE**

**Issued: September 1Q, 2021**



**Proposals Due by: 2:00 PM, October 7, 2021**

**PREPARED BY:  
STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES AND TRANSPORTATION SERVICES  
101 EAST WILSON STREET, 7TH FLOOR  
MADISON, WISCONSIN, 53707-7866**

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## I. PROJECT OVERVIEW

### A. PROJECT SCOPE

The State of Wisconsin's Department of Administration (DOA) desires to lease approximately 15,525 usable square feet of office space, along with approximately 80 on-site parking stalls for staff, visitors and State-owned vehicles for use by the Department of Corrections (DOC). The lease will be structured as a modified gross lease with a 5-year initial lease term with three 5-year renewal options. This facility must be located in the City of Milwaukee and preferably within the boundaries described in Appendix 4, Exhibit A. Where the border of the preferred area described in said Exhibit A is a street, the preferred area includes properties on both sides of the street along such border.

## II. SELECTION AND AWARD PROCESS

### A. SCHEDULE

The following is a **TENTATIVE** schedule regarding this RFP:

<b>Process</b>	<b>Estimated Timeline</b>
RFP Posted	September 8, 2021
Proposer's Questions Due to DOA by 2:00 PM CT	September 23, 2021
Responses to Proposers Questions Posted	September 30, 2021
<b>Proposals Due by 2:00 PM CT (Due Date)</b>	<b>October 7, 2021</b>
Initial Evaluations of Proposals and Property Tours	Approximately 1-2 wks.
Request for Best & Final Offer (BAFO) Letter from Short-listed Proposers	Approximately 1-2 wks.
BAFO Letters Due, if requested	Approximately 1-2 wks.
Final Evaluations	Approximately 1-2 wks.
Letter of Intent (LOI) issued to selected proposer & Lease Negotiations	Approximately 1-2 wks.
State Building Commission Approval (target)	TBD – target December
Joint Committee on Finance Passive Review (if applicable)	TBD – target December
Lease Execution (after necessary approvals)	Approx. 1 week
Targeted Tenant Access Date	October 1, 2022
Targeted Lease/Rent Commencement Date	November 1, 2022

## **B. PROPOSERS QUESTIONS AND DOA RESPONSES**

On or before 2:00 PM CT on September 23, 2021, Proposers may submit written requests for clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Please reference the RFP #410-300 in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by September 30, 2021, on the following website:

<https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>

**Solicitation of information from the State of Wisconsin, Department of Administration (DOA), Division of Facilities & Transportation Services (DFTS), or DOC 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 (Proposals) submitted in response to this Request for Proposal will be evaluated by a selection committee consisting of representatives of DOA and DOC. The final selection will be made by the Secretary of the Department of Administration.

While monetary terms of each Proposal will be strongly considered, the final selection may not be the lowest cost proposal, as the final selection will be based on the proposal that best meets the RFP standards. This is not a fixed-bid proposal, and all items are subject to further negotiations.

Variations to the specifications of this RFP may be considered for spaces with “as is” conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variations and the “as is” conditions contributing to the variance must be supplied by the Proposer.

**The State reserves the right to modify, amend and/or cancel this RFP at any time and reject any and all Proposals at its sole discretion.**

The selection of a Proposal is a five-part selection process:

### **Part One: Initial Evaluation of Proposals**

An initial evaluation of all proposals received will be completed by the Selection Committee based upon the criteria listed in this RFP. Property tours may be scheduled and completed for those proposals meeting the general requirements of this RFP. The highest scoring Proposals, the number of which is at DOA's discretion, may then be short-listed for further consideration.

### **Part Two: Request for Best and Final Offer (BAFO) Letters**

Short-listed proposers may be asked to provide Best and Final Offer letters. Within this letter, Proposers are to respond to additional questions and/or requests for clarification. BAFO letters also represent an opportunity for proposers to correct any previously submitted information and/or to provide more attractive proposal terms. BAFO letters must be received not later than the due date stated in the BAFO letter request.

### **Part Three: Possible In-person Interview**

Certain short-listed Proposers may be invited to an interview which will be conducted in-person at DOA, virtual or at the proposed site. An invitation letter will be sent via email with the date, time and method of interview.

### **Part Four: Final Evaluation**

Final evaluations will be completed for all short-listed proposals by incorporating the Initial Evaluations, BAFO Letters, site tours and interviews (if applicable). If necessary, the Selection Committee may ask for additional clarifications necessary to make a complete and full assessment. Based upon the final evaluations, the Selection Committee may recommend one or more proposals which best meet DOC's needs to the DOA Secretary for review and selection. The Secretary may choose from any proposals submitted by the Selection Committee or close the RFP without award or selection.

### **Part Five: Letter of Intent**

If a proposal is selected by the DOA Secretary, a Letter of Intent (LOI) will be sent to the Selected Proposer. The LOI represents the State's intentions to pursue lease negotiations with the Selected Proposer. Should the State be unable to achieve acceptable lease terms with the Selected Proposer, it reserves the right to cancel the selection and negotiate with another proposer.

Reminder - Final lease execution is contingent upon receiving approval from the Wisconsin State Building Commission and if applicable, the Joint Committee on Finance.

## **III. PROPOSAL SUBMITTAL REQUIREMENTS**

### **A. SUBMISSION**

In responding to this RFP, Proposers must use the following format requirements and process:

- Submission of four (4) printed copies of the Proposal, including a space plan.
- Submission of one (1) electronic PDF copy of the Proposal and an AutoCAD of the proposed space plan via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov) or on a flash drive.
- Utilization of the attached Proposer's Response Sheet.

### **Proposals are due on or before **2:00 PM CT on October 7, 2021 (Due Date)****

**Sealed copies of the Proposals shall be hand delivered to the drop box in front of the State of Wisconsin Administration Building located 101 East Wilson Street, Madison, WI, or delivered by USPS Certified Mail or Courier to the address below and marked as follows:**

State of Wisconsin, Department of Administration  
Division of Facilities and Transportation Services  
101 E. Wilson Street, 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866  
Attn: RFP #410-300, Milwaukee

Proposers must allow sufficient time for delivery of their Proposals by the date and time specified. Proposals received after that date and time will not be accepted. Late proposals will be marketed late, remain unopened and returned to the sender.

## 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 and folded to the equivalency of an 8 1/2" x 11" paper.

## C. PRIMARY EVALUATION CRITERIA

Proposals will be evaluated on the requirements contained in this RFP. The following are the primary evaluation criteria:

- Lease terms and conditions
- Location attributes and site Information
- Facility details and layout
- Schedule – Targeted Occupancy

## D. PROPOSAL CONTENT

Proposals must meet at a minimum, the standards and requirements listed herein, including the language of the State of Wisconsin's standard lease document (to be modified by the specific terms and conditions pertinent to this RFP – see Gross Lease Template link in Appendix 7). **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:

Note: In the event any item listed below is not addressed in the Proposal, the Proposal will be evaluated as failing to meet the standards with respect to such items.

- A fully completed Proposer's Response Sheet.
- Interior photos of the proposed space and common areas, along with exterior photos of the building and parking lot/ramp.
- A site plan showing the location, number and type of available parking spots, ingress/egress, loading dock(s), lighting, sidewalks, and trash locations.
- A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture.
- Describe or show on plans the distance to the closest bus stop and frequency of bus service.
- 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 (subject to Lessee amortization) are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (such as furniture, security and cabling costs) may also be required.
- A construction schedule and timeline showing the completion of tenant improvements (TI's) and the tenant occupancy date.
- A list of the areas, systems or critical characteristics in the Program Requirements evaluation standards where the proposal fails to meet the minimum requirements.

## IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

### A. PROCURING AND CONTRACTING AGENCY

The State of Wisconsin's Department of Administration (DOA), Division of Facilities and Transportation Services (DFTS) is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. The Department of Administration will be the Lessee of record and will authorize the final selection. All negotiations relative to this RFP and potential lease will only be conducted with the DOA's designated contact.

## **B. RESERVATION OF RIGHTS**

The State reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP. In the event this RFP is modified, modifications it will be posted here: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers;
- Waive any irregularity or defect in any RFP proposal;
- Reject any Proposal(s) it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted;

## **C. STATE BUILDING COMMISSION APPROVAL**

Any lease resulting from this RFP must be submitted to the State of Wisconsin Building Commission for review and approval prior to execution by the State. Proposers responding to this RFP should be aware of and take into consideration the following State of Wisconsin Building Commission policies:

- State of Wisconsin Building Commission policies require state agencies to take into consideration 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 State of Wisconsin Building Commission, 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 State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.
- The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

## **D. JOINT COMMITTEE ON FINANCE (JCF) PASSIVE REVIEW**

Pursuant to Wis. Stat. Section 16.84(5)(a), execution of leases having an annual cost in excess of \$500,000 are subject to and contingent upon a 14-day passive review by the JCF.

## **E. MISCELLANEOUS**

### **1. Proposal Preparation, Pre-development and Development Costs**

#### **The State 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 State of Wisconsin, DOA, and/or DOC will not be liable for any costs associated with the preparation of any Proposal or negotiation of a contract incurred by Proposers;
- All Proposals, in their entirety, will become the property of the DOA upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the

- methods or cost of development;
- Proposers shall be solely responsible for all pre-development costs (including, without limitation, engineering, architectural, demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, other site preparations, etc.) and development costs associated with the project, if applicable;
  - Proposers shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and

**2. Minority Business Enterprise and Disabled Veteran-owned Business (MBE/DVB) Participation**

Minority Business Enterprises (MBE) and Disabled Veteran Owned Businesses (DVB) are encouraged to respond to this RFP. Any firm that wishes to be certified by the State as a MBE or DVB may contact the DOA Supplier Diversity Program at DOABDMBD@wisconsin.gov or visit their website at: <http://www.doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program>

**3. Selection Non-Binding**

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the State 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 State, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

**4. Communications with Media, Government Agencies, and Community**

Proposers shall not initiate, pursue or engage in any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the State.

**5. 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 State 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. Please note that all prices within proposals are always open record 'after' the lease agreement is awarded and fully executed and will not be confidential after such time.

**6. State Law**

Any agreement between the State 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 State 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.



## V. APPENDICES

### APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION STANDARDS

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language contained in the State of Wisconsin's 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 critical to the evaluation and award process.

#### 1. Lease Terms and Conditions

- a. Lease Structure: The lease shall be structured as a modified gross lease and shall include all operating expenses, at Lessor's cost, subject only to certain expense reconciliation.
- b. Lease Term: 5-year initial lease term with three 5-year renewal options.
- c. Lease Rental Rate: The quoted lease rental rate shall be applied to the total rentable square footage, as measured using building Owners and Managers Association (BOMA) standards. The proposed rental rate must include base rate, tenant improvement amortization (if applicable) and estimates of all operating expenses, including but not limited to, building maintenance, common area maintenance (CAM), insurance, HVAC repairs and maintenance, snow removal, landscaping, trash removal, natural gas, electricity, water and sewer, real estate and other taxes, and janitorial services. Electricity, natural gas and real estate taxes will be subject to an annual reconciliation.
- d. Access Prior to Occupancy: DOC and/or DOC'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. Neither DOC nor its vendors shall not interfere with Lessor's contractor(s) or cause an unreasonable delay to the Lessor's construction schedule.
- e. Occupancy Date: Provide timeline for completion of build out and occupancy certificate. Indicate your certainty of meeting the targeted occupancy date set forth in Section IIA above.

#### 2. Locational Attributes and Site Information

- a. The site should have ready access to major transportation routes in the area, as measured by travel times from the parking lot to major traffic corridors in the area at different times of day.
- b. For security and operational purposes, the location must have a low level of foot traffic and general public access. Locations in or immediately adjacent to residential areas will not be considered. High visibility or high traffic retail and commercial locations will not be considered.
- c. There should be compatibility with neighboring land uses. Care should be taken not to locate near parks, schools or daycare centers.
- d. A facility located in an industrial or business park location is preferred. Other locations will be considered only if the facility allows for adequate privacy and access control as determined by a security review performed by the DOC.
- e. Preference will be given to facilities located within the preferred location detailed in Exhibit A. Other locations will be considered only if they are in compliance with items a-c above.

#### 3. Facility Details and Layout

The building will be evaluated on the following:

- a. Quality and Flexibility of Building and Design:
  - i. The building will contain a mix of enclosed offices and open areas of systems furniture, conference rooms, general & secured file storage, other secured rooms, data/telecommunication rooms, staff break rooms and restrooms, as more particularly outlined in the General and Summarized Room Requirements, Appendices 2 and 3.
  - ii. Proposals for single-tenant facilities are preferred. Multi-tenant facilities with limited shared spaces or co-location with other public safety organizations will be considered with the inclusion of the co-tenancy provision in the lease which would require DOC's approval of any new building tenants. Multi-tenant facilities must include exclusive use of at least two entrances and exits and a dedicated elevator if any of the areas are not located on the ground floor.
  - iii. Interior walls to be gypsum board partitions, with proper sound insulation except where noted in the General and Summarized Room Requirements, Appendices 2 and 3.
  - iv. Natural daylight will be provided to the greatest extent possible to the occupied areas of the building. Use of skylights is permissible.
  - v. Interior climate control should be zoned to respond automatically to changing conditions.
  
- b. Safety and Accessibility Requirements:
  - i. All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332,361-365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.
  - ii. Alarm systems: Lessor will provide digital alarm systems for intrusion, fire, smoke and carbon monoxide detection.
  - iii. Fire protection: IT equipment/telecom room and telecommunications and IT closets to have fire protection systems.
  - iv. Lighting and surveillance: Lessor must provide sufficient interior and exterior lighting to allow for security camera surveillance and safe entry and occupancy by staff 24/7/365. Lessor shall install Lessee-provided security cameras in accordance with a security plan provided by DOC following a review of the property and floor plans. The security plan will include security cameras with monitored feed of the reception area, interview suites, all exterior entrance areas, and employee parking area.
  - v. Access Control System: Lessor will provide an electronic Access Control System and electronic and keyed door locks as noted:
    1. Card access readers to be administered by DOC on all DOC controlled exterior doors and interior doors as noted in Appendices 2 and 3.
    2. Keying of interior doors as specified in Appendices 2 and 3. All interior and exterior locks must be rekeyed per a master keying design provided by DOC.
    3. The system must be able to restrict access by doors and hours/shifts and must be able to provide reports of arrival and departure times.

c. Electrical and Data Cabling:

All work to adhere to the Communications Structured Cabling System Standards & Design Guidelines (rev. 11/07/16), except where otherwise specified in the in Appendices 2 and 3.

[https://doa.wi.gov/DFDM\\_Documents/MasterSpecs/Communications/Communications%20Guidelines.pdf](https://doa.wi.gov/DFDM_Documents/MasterSpecs/Communications/Communications%20Guidelines.pdf)

Lessee to provide data cabling. Lessor shall supply all other components necessary to support data cabling, including conduit, boxes, raceways, etc. All outlets, panels, connections, and cabling to be installed according to approved plan coordinated with the DOC per the cabling and jack requirements in Appendices 2 and 3.

d. Parking:

- i. Provides off-street parking for 50 staff and 30 visitors. Visitor parking should be located proximate to the main entrance and be ADA compliant. Staff parking should be located near employee entrances and separate from the visitor parking. Employee parking may be used for 24/7 parking of staff and State-owned vehicles. All parking areas should be lit at night for safety.
- ii. Signage and demarcation of handicapped designated parking stalls, and any other designated/reserved parking are the responsibility of the Lessor.

e. Design Services:

- i. The proposer will provide the architectural and/or space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan, consistent with DOC's square footage requirements and best practices of efficient design, developed in coordination with DOA DFTS and the DOC.
- ii. The Proposer will provide to the Lessee and the DOC with both paper and electronic copies of the final contract and record documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee and DOC.
- iii. The proposer will provide the final space plan in AutoCAD format to Lessee and the DOC.
- iv. DOC representatives will collaborate with the selected proposer to finalize drawings and specifications.

f. Building Sustainability:

- i. Additional consideration will be given to those respondents that incorporate sustainable construction and development practices including water conservation, energy efficiency, materials selection and indoor environmental quality, consistent with standards such as LEED, Green Globes, or other widely recognized environmental design standards. The State of Wisconsin sustainability guidelines are located at:

<https://doa.wi.gov/Pages/DoingBusiness/Sustainability.aspx>

## APPENDIX 2 – GENERAL ROOM REQUIREMENTS

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

### List of Areas and Suggested Sizes

Name	Type	Quantity	Size	Total Sq. Ft.	Comment
Secured Waiting Area	Room/Area	1	700	700	With secured wood benches
Reception	Room/Area	1	500	500	
Workstations – 13 OOA	Area	13	64	832	Thirteen (13) 64 sq. ft. Workstations
Private Offices (supervising prof)	Office	7	144	1,008	
Private Offices (Program Support Supervisor)	Office	2	120	240	
Shared agent workstations	Systems	36	75	2,700	Area per shared workstation approx. 75 sq. ft.
Private Office (Psychologist and Support OOA)	Office	2	120	240	
Large-A Conference Room	Room	1	725	725	25-30 people
Medium-B Conference Room	Room	1	375	375	12-16 people
Psych/Photo Room	Room	1	120	120	
Custody Area	Open Area	1	100	100	Exterior accessibility by a means other than the main entrance.
Group Treatment Room	Room	1	300	300	Access to restroom & secured from office.
Mail/Work Room	Room/Area	1	225	225	Premises-wide mail distribution center
File Storage Room	Room	1	250	250	Door card reader req, open shelving for files
Interview Rooms	Room	15	120	1,800	Highly visible with interior windows facing the main office interior
Training Room	Room	1	1	1,000	
Breakroom	Room	1	380	380	
Data/Telephone Room	Room	1	155	155	
Staff Restrooms	Room	2	250	500	Multiple stalls
UA Restrooms	Room	2	75	150	
UA Prep Area	Room	2	75	150	Adjacent to UA Restroom
Waiting Room Restroom (unisex) ADA compliant	Room	1	75	75	Adjacent to Waiting Room
Janitor's Closet	Room	1	150	<u>150</u>	As needed
Total				12,675	
Estimated Circulation				<u>2,850</u>	Approximately 22.5%
Total Estimated Usable Sq. Ft.				15,525	
Note: The above assumes no building common areas or Building Load Factor.					

## APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

In addition to the comments in the list above, the following is a list by room, highlighting specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. Please see Schedule II – CONSTRUCTION REQUIREMENTS for more details and specifications.

- A. Waiting Area: Must accommodate seating for 25-30 people. Must be secured from the interior office by a Lessor-provided card reader system. Three pass-through windows, one being ADA compliant, with a speaking hole is required. 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. Built-in, simple, wood benches are requested to be installed along at least two walls. There should be enough room and power provided to allow for a metal detector to be installed preventing a queue of clients. The metal detector will be provided by DOC. The waiting room should have one unisex accessible restroom.
- B. Reception: Located adjacent to the waiting area. Thirteen (13) standard systems furniture cubicles provided by Lessor (7'x 9' or 8'x 8') should fit in the reception area. There should be a standing-height work surface with lower cabinets located under the pass thru windows on the reception side.
- C. 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, with the exception of the 144 sq. ft. private office (subject to an existing configuration). All offices should have office locksets.
- D. Open Office Area: Open office area, large enough to accommodate the installation of Thirty-six Lessor-provided shared agent workstations (approximately 75 sq. ft. each) with 7' high perimeter finished walls incorporating sound absorbing materials, one fixed work surface approximately 36" wide and 30" deep, one adjustable height work surface (Lessee provided) and coat/personal storage open closet at the access side of the station. It is preferred that the shared agent workstations be located on the exterior walls to allow for maximum natural light and must have sufficient electrical circuits and phone (VOIP)/data outlets. Standard electrical requirements for open office areas are four 20-amp circuits for every eight systems furniture cubicles. Dedicated electrical circuits will be required for copiers and printers. The configuration which results in the lowest overall lease cost (e.g., minimizes the cost of tenant improvements such as demolition, new construction, furniture, etc., lower rent based upon lower rentable square feet, etc.) will receive greater consideration.
- E. Conference Rooms: It is preferred that the conference rooms be located with access to public restrooms. If the conference rooms are not adjacent to the break room, eight feet of countertop with cabinets above and below and a hot/cold water double compartment stainless steel sink is required. These rooms should also have adequate outlets and circuits to allow for a refrigerator, coffeepot, and microwave. The doors to these rooms must have sidelight windows. Lessee to provide conference room furniture.
- F. Interview Rooms and Poly/psych/Photo Room: Fifteen (15) 120 sq. ft. Interview Rooms and one (1) 120 sq. ft. poly/psych/photo room. These rooms should be directly assessable from the client waiting area via electronic access. These rooms should be separated from the open office, agent workstations, and other administrative office function areas. This area should be accessible from

the open office area via two entrance/exit points with card access control. This area should also have an exterior exit door that leads to a separate vehicle accessible area. All walls in the poly/psych/photo and interview room area should be insulated and extend through the ceiling grid and to the deck to provide for maximum sound suppression and attenuation. The doors to these rooms must have a sidelight window. Lessee to provide furniture for these rooms.

- G. Group Treatment Room: This room must be located with access to public restrooms and be able to be secured with a card reader from balance of administrative function office areas. The doors to this room must have a sidelight window.
- H. 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 the Reception area.
- I. File Storage Room: The file room should be located near the Reception area. The room shall have constructed shelving to accommodate the files. The file storage room can be located within the office area and must have card reader.
- J. Break room: This room will contain a minimum of 8 linear feet of counter space with cabinets above and below, a hot/cold water double compartment sink, adequate outlets, circuits and waterlines to allow for a refrigerator, coffeepot, and microwave. All appliances to be provided by Lessor. The doors to these rooms must have a sidelight window. Lessee to provide break room furniture.
- K. 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.
- L. Restrooms-Staff: Women and men, multiple stall bathrooms will be required in a single tenant space in a multi-tenant building, common area restrooms can be used by staff, if conveniently located. All must be ADA compliant.
- M. Restroom-UA: Two ADA compliant restrooms with a water closet and sink are needed. An ADA water fountain will be positioned adjacent to the restrooms. UA restrooms are to be accessible by the interview room area.
- N. UA Prep Area: (2) Must be adjacent to UA Restrooms, with counter and upper and lower cabinets.
- O. Office Storage Room: This room should be located near the Reception area and have constructed shelving.
- P. All Premise exterior doors to have Lessor provided card reader access system. Refer to Exhibit C for more information. Additional card readers as noted in Summarized Room Requirements.
- Q. Master specifications and design standards can be found at the following:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

## APPENDIX 4 – EXHIBITS

### EXHIBIT A – PREFERRED AREA

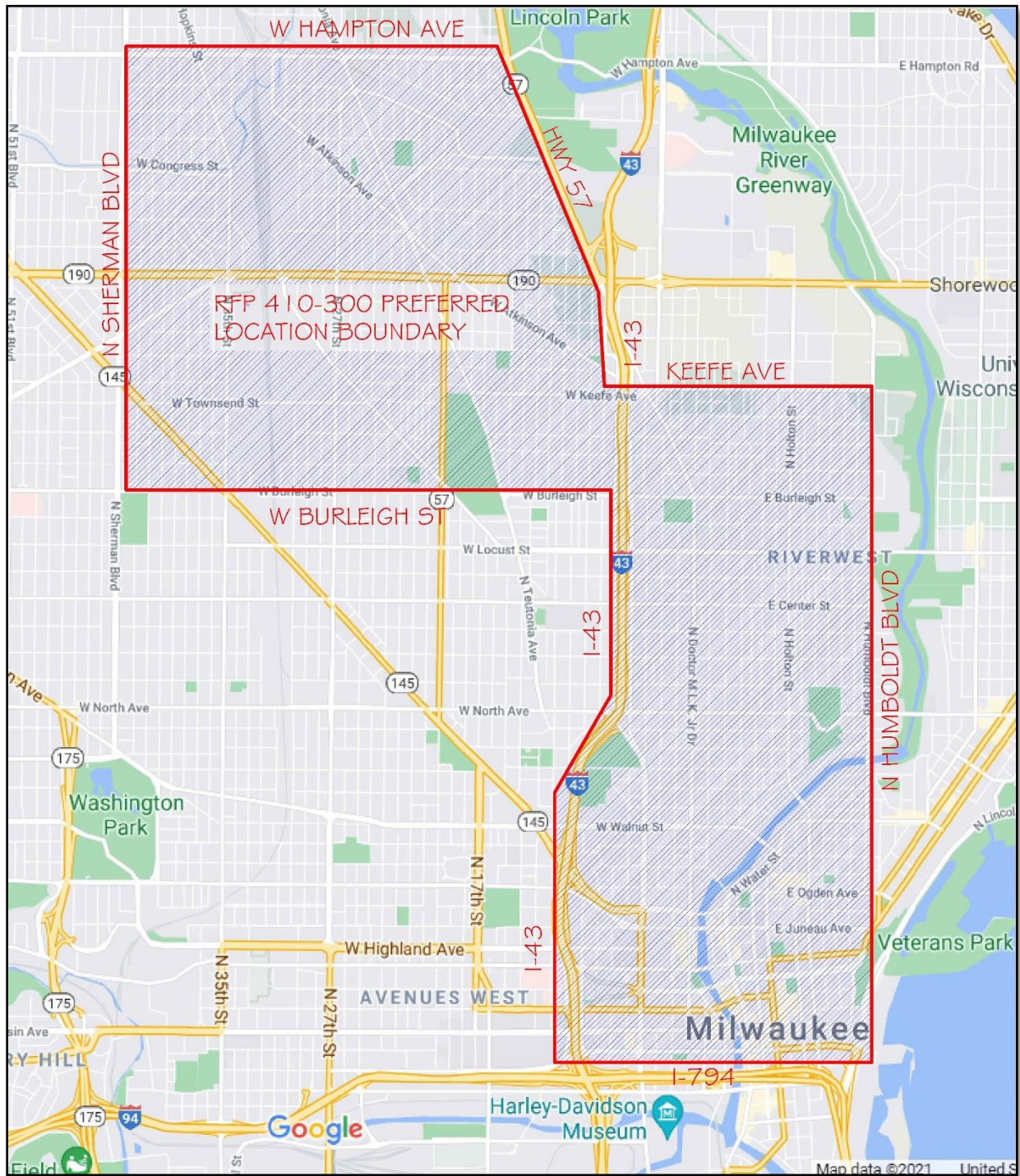
#### Area Description

The Preferred Area is defined by the following boundaries:

- **North** – West Hampton Avenue/Keefe Avenue
- **East** – I-43/N Humboldt Blvd
- **South** – I-794/West Burleigh Street
- **West** – N. 43<sup>rd</sup> Street/N Sherman Blvd

In the event of any conflict between the Map (Schedule I to this Exhibit A) and the Area Description, the Area Description shall control.

EXHIBIT B – PREFERRED AREA MAP





**APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS**

**STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION  
REQUEST FOR PROPOSAL No. 410-300**

Instructions: On or before 2:00 CT, September 23, 2021, Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA by September 30, 2021 on the following website:

<https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>

**Solicitation of information regarding this RFP from State of Wisconsin, DOA, or DOC 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):

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Proposer Team:

---

Company/Affiliation:

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Email Address:

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Telephone Number:

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RFP Section/ Appendix No.	Page No.	Request for Clarification and/or Question

**APPENDIX 6 – PROPOSER’S RESPONSE SHEET**

Proposed Building Address \_\_\_\_\_ Proposal Date \_\_\_\_\_

**RENTAL RATE PROPOSAL:**

**I. SQUARE FOOTAGE:** As defined Section III C. 1, Quality and Flexibility of Buildings Design of the RFP

- A) Total useable square feet (does not include common area) \_\_\_\_\_
- B) Load Factor (if applicable) \_\_\_\_\_
- C) Total rentable square feet (includes common areas) \_\_\_\_\_

**II. MODIFIED GROSS RENTAL RATE CALCULATION:** All amounts must be listed as annual rent/rentable sq. ft.

- a) Net Building Rate (NNN rental rate) \$ \_\_\_\_\_/sq. ft.
  - b) Operating Expenses (sum of 1-7 below) \$ \_\_\_\_\_/sq. ft.
    - 1) Real Estate Taxes \$ \_\_\_\_\_/sq. ft.
    - 2) Insurance \$ \_\_\_\_\_/sq. ft.
    - 3) In-Suite Janitorial \$ \_\_\_\_\_/sq. ft.
    - 4) Common Area Maintenance (CAM) \$ \_\_\_\_\_/sq. ft.
    - 5) Premises’ Natural Gas \$ \_\_\_\_\_/sq. ft.
    - 6) Premises' Electricity \$ \_\_\_\_\_/sq. ft.
    - 7) All Other Operating Expenses (e.g., repairs & maintenance, etc.). Provide separate detailed breakout of components as an exhibit \$ \_\_\_\_\_/sq. ft.
  - c) Total Tenant Improvements (sum of 1-3 below) \$ \_\_\_\_\_/sq. ft.  
Provide total costs and annual cost per sq. ft.
    - 1) Estimated Tenant Improvement Costs \$ \_\_\_\_\_/sq. ft.  
\$ \_\_\_\_\_
    - 2) Estimated Furniture & Installation Costs \$ \_\_\_\_\_/sq. ft.  
\$ \_\_\_\_\_
    - 3) Estimated Cabling Costs \$ \_\_\_\_\_/sq. ft.  
\$ \_\_\_\_\_
  - d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction/RSF \$(\_\_\_\_)/sq. ft.
    - 1) Tenant Improvement Allowance \$(\_\_\_\_)/sq. ft.  
\$\_(\_\_\_\_)\_
    - 2) Furniture & Installation Allowance \$(\_\_\_\_)/sq. ft.  
\$\_(\_\_\_\_)\_
    - 3) Cabling Costs Allowance \$(\_\_\_\_)/sq. ft.  
\$\_(\_\_\_\_)\_
- Modified Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$ \_\_\_\_\_/sq. ft.

**Notes:** 1) The State requires a modified, gross lease with all operating expenses included in the Modified Gross Rental Rate. Electricity, gas and real estate taxes to be reconciled to actual annually.

- 2) Tenant Improvements above include Premises Build out costs, furniture & installation and some cabling associated costs. Provide total costs for each expense type and provide the applicable rent per square foot included in the annual Modified Gross Rental Rate.
- 3) All lines above must be completed. Place "N/A" for any terms that are not 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 Three 5-yr. options
- D) Renewal Modified Gross Rental Rate – (do not include Tenant Improvement Amortization – costs fully amortized over Initial Lease Term) \$\_\_\_\_\_/ sq. ft.
- E) Tenant Access Date (one month prior to Lease Commencement Date) \_\_\_\_\_ \_\_, 2022
- F) Lease Commencement Date \_\_\_\_\_ - \_\_, 2022
- G) # Of Free Months of Rent Offered, if any \_\_\_\_\_

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK,  
RESPONSE SHEET CONTINUED ON NEXT PAGE]**

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

<b>Lease Year</b>	<b>Annual Rent w/o Amortization</b>	<b>Tenant Improvements Amortization (if any)</b>	<b>Total Annual Cost</b>
<b><u>Initial Term</u></b>			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
<b><u>First Renewal Term</u></b>			
Year 6		N/A – costs fully amortized	
Year 7		N/A – costs fully amortized	
Year 8		N/A – costs fully amortized	
Year 9		N/A – costs fully amortized	
Year 10		N/A – costs fully amortized	
<b><u>Second Renewal Term</u></b>			
Year 11		N/A – costs fully amortized	
Year 12		N/A – costs fully amortized	
Year 13		N/A – costs fully amortized	
Year 14		N/A – costs fully amortized	
Year 15		N/A – costs fully amortized	
<b><u>Third Renewal Term</u></b>			
Year 16		N/A – costs fully amortized	
Year 17		N/A – costs fully amortized	
Year 18		N/A – costs fully amortized	
Year 19		N/A – costs fully amortized	
Year 20		N/A – costs fully amortized	

**IV. SUBMITTED BY:**

<u>Proposer's Contact Information</u>	<u>Proposer's Agent Contact Information (if different)</u>
_____ Company Name	_____ Agent/Firm Name
_____ Full Address (street and city)	_____ Full Address (street and city)
_____ Telephone Number (Office/Mobile)	_____ Telephone Number (Office/Mobile)
_____ Email Address	_____ Email Address
_____ Contact Name	_____ Contact Name
_____ Signature	_____ Signature

## APPENDIX 7 – LINK TO STATE OF WISCONSIN SAMPLE LEASE

Sample Lease link: <https://doa.wi.gov/DFTS/GrossLeaseTemplate.pdf>

NOTE: The State's Gross Lease template is currently under review, with changes anticipated. All Proposers must review the State's Gross Lease template prior to submission of their proposals. It is assumed that all lease provisions contained the current Gross Lease Template are acceptable to the Proposer, unless otherwise noted in the Proposer's proposal.

## 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:

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

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. All new exterior walls and ceilings must meet minimum insulation code requirements.
- d) Provide perimeter heating for exterior walls if required to meet seasonal set-point.
- e) Provide space heating for airlocks and lobbies, if necessary.
- f) Change air-handling equipment filters per the manufacturer recommendations.
- g) Provide automatic temperature adjustment capability for unoccupied modes.
- h) Provide separate venting/fans for restrooms.
- i) 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.
- j) Placement of thermostats throughout the Premises must be coordinated with the installation of furniture to avoid having the thermostats blocked.
- k) Thermostat locations in all enclosed rooms to be by the light switch, unless zoning does not allow.

- l) The use of non-tenant adjustable thermostats or locking thermostat covers.
4. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
5. 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.
6. 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.
7. Provide the requested number of master keys for entrance doors and two keys per office door.
8. Provide Water and Sewer & Heat and Air conditioning.
9. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
10. Furnish, install and replace during the term of this Lease and any extension thereof, bulbs, tubes, starters, ballasts or transformers.
11. 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.
12. Furnish building occupancy or use permit(s) if required.
13. Provide walk-off mats at each entrance. Replace as needed when worn.
14. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
15. Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.
16. 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.

#### 17. Janitorial Services

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

##### AREA AND FREQUENCY INDICATION:

###### DAILY

- a) All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom, etc.) - Clean glass in doors and metal framework; Empty/clean exterior ashtrays, waste containers and replace can liners; Sweep, mop floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.
- b) Parking lot trash removal.
- c) Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- d) Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains.

###### WEEKLY

- a) Restrooms - Clean inside toilet bowls and urinals; and damp wipe walls.
- b) Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c) Offices - Vacuum upholstered furniture; and edge-vacuum carpet.

###### SEMI-ANNUALLY

- a) Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
- b) Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
- c) Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
- d) Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
- e) Light Fixtures - Clean fixtures and diffusers.
- f) Air Vents - Clean supply air diffusers and return air grilles.

18. 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 and thirty parking stalls for visitors 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.

19. 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.

20. 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.
21. 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 \$6.50 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.

22. 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.
23. In the event the Lessor does not furnish the aforementioned services and items in this Schedule, or the demised Premises are untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.

## Schedule II CONSTRUCTION REQUIREMENTS

GENERAL CONDITIONS: All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of Facilities Development (DFD) Sustainable Facilities Guidelines and Master Specifications available at:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

### 1. Ceilings:

- a) Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
- b) All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall.
- c) Finished 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, 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) File storage room, storage room, data/phone closet, reception/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 are 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 through the ceiling grid and to the deck including for restrooms and demising partitions.
- 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 another 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 the waiting area, interview rooms and conference rooms 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 private offices, waiting area, from the hall into the waiting room and into the conference/training rooms, interview rooms, file/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 office area and all Premise entrances shall have a Lessor provided card reader system.
- h) The door from the waiting area to the office area shall have a remote electronic door release on the reception side and push button buzzer located at the waiting area 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 a minimum of two 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 LED fixtures.
- c) Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
- d) Provide adequate lighting in restrooms with light fixtures above the sinks.
- e) Provide florescent strip lighting below cabinets in conference room.
- f) Each constructed space to have separate light switch and occupancy sensors.
- g) Provide lighting at all exterior entrances/exits.
- h) Provide adequate security lighting for on premise parking areas.
- i) Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.
- j) Lessor to furnish and install light bulbs, tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited.
- k) 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 controls).

#### **9. Data and Telephone (VOIP) 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) Lessor-provided 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 lines. Provide “Ring and String” from junction box to ceiling.
- c) Data cabling 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 along with H/C water double compartment sink. Must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts. Also, provide mailboxes sufficient for thirty-five staff in the Work/Mail area.
- 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(s).
- d) The waiting areas of the shall have wall or floor mounted wooden benches per floor plan.
- e) The UA Prep and Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts.
- f) The file storage room shall have floor to ceiling constructed shelving along two walls deep enough to hold Legal sized file folders.
- g) Provide (3) 4' wide by 3' high pass-thru windows with a writing ledge and seated height work surface on the reception area side.

#### 11. Plumbing:

- a) The conference room and or break area 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 in conference room and or break room.

#### 12. Accessibility and Security:

- a) All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters 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) On-line Electronic Access Control System: Lessor shall furnish and install at the indicated locations the specified electrified and integrated door hardware and access control firmware for a completely operational access 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 Lessor in an enclosure/station compatible with the manufacturer's requirements. This enclosure/station may include, but is not necessarily limited to, the network control processor, power supplies, terminal strips, wire ducts, keyed lock cylinder, integrated outlet for A/C power. Note: Lessee will provide

standalone, desktop computer for controlling the system. The system cannot be connected to outside internet/control network shall not leave the DOC office space.

The enclosure must be located in the designated IT/Telecom room(s) with connection to the local area network for communications back to the central server host.

**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 Administration preliminary plans for review and signature and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a) Mechanical/HVAC plans
- b) Electrical, data/telephone (VOIP), 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

**APPENDIX 8 – DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM**

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 410-300

Department of Corrections, City of Milwaukee

The attached material submitted in response to RFP No. 410-300 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.

**Exception: Prices within proposals are always open record ‘after’ the lease agreement is awarded and fully executed.**

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:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

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 state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name)	
Date	