

RFP No. 505-018

REQUEST FOR PROPOSALS (RFP)

FOR

**MILWAUKEE LAND SALE, OFFICE BUILDING AND SITE
DEVELOPMENT**

Issued: January 6, 2025

Reissued: January 21, 2025



(NEW) DUE DATE: March 14, 2025 by 2:00 PM Central Time

PREPARED BY:
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I. Project Overview

The following Request for Proposals (RFP) is being issued by the State of Wisconsin (State), Department of Administration (DOA) for potential qualified development teams to:

- a) Purchase the 2.6-acre State owned land at 2701 W. Wisconsin Ave.
- b) Design and construct an office building with space for approximately 72,000 rentable square feet of offices for State tenants at 2701 W. Wisconsin Ave in Milwaukee (Milwaukee "Property").
- c) Address the State's parking needs with a new parking structure, surface parking or underground parking at this site.
- d) Provide ideas/options for further development on the site with the aim of neighborhood revitalization.

The State is seeking cost-effective Proposals that detail the Proposer's: qualifications; relevant and proven experience; financial capability; design, construction, and development approach; and implementation strategy that meet or exceed the State's requirements as outlined in this RFP. The selected Proposer must:

- Understand the principles and goals identified in this RFP.
- Add/maximize value in the design, development, construction, and delivery of a high-quality building and related parking facility with additional site revitalization options.
- Assign a team of professionals with demonstrated experience of working together on similar projects.
- Possess the capacity to secure the required financing necessary to complete this Project.
- Possess the development expertise necessary to complete this Project.

A. Scope of Project

The Milwaukee Property is an approximately 2.629-acre site which is State-owned and located at the northwest corner of the intersection of Wisconsin Avenue and 27th Street in the City of Milwaukee. Accordingly, the State intends for the selected Proposer to purchase the property and construct a new office building to house multiple State agencies as described herein. In addition, the State seeks a parking solution with 300 spots for employees and visitors to the occupying State agencies.

The State is amenable to other tenants in the office building and parking solution with acceptable separation and security, and encourages the developer to seek opportunities for other amenities and development on the site.

B. Project Status

2013 Wisconsin Act 20 includes provisions related to the sale or lease of State-owned property. The provisions allow the DOA to sell certain State-owned assets with the approval of the State of Wisconsin Building Commission (SBC) and the Legislature's Joint Committee on Finance (JCF). It is the State's intent to sell the State-owned land ("Milwaukee Property" or "Property") and lease space in the new office building and parking structure.

C. Project Components

Proposals in response to this RFP must address how it will deliver the following Project components:

1. Construct a New Office Building

The successful Proposer must design and construct a new turnkey office facility on the Milwaukee Property. The new facility shall be designed and built in accordance with specifications and design guidelines as provided in Appendix 1 of this RFP, including furniture, fixtures, and equipment. The following State agency tenants will occupy the new facility, and their programming requirements are located in Appendix 2 of this RFP.

Tenant	Approximate USF
Department of Administration (DOA) Hearings and Appeals	11,708
Department of Administration (DOA) Capitol Police	1,995
Office of the Governor	1,883
Department of Revenue	25,515
Department of Transportation (DMV)	3,430
Department of Workforce Development (DWD)	10,005
Building Amenities (square footage included in rentable factor)	7,973
Total	62,509
Total (with a 15% building rentable factor)	71,885

2. Construct New Parking Structure and Related Surface Lot(s)

The successful Proposer must design and construct a parking option (structure, underground, surface lot or a mixture of these) to collectively contain 300 stalls for use by the State agency tenants and visitors when they occupy the new office building. The parking facility must be built in accordance to requirements as provided in Appendix 1 of this RFP and shall meet the programming requirements of the State agency tenants as provided in Appendix 2 of this RFP. The State is amenable to shared use of the parking facilities to support other building tenants or other site development of the remaining land.

3. Purchase of Milwaukee Property / Lease Back

The Milwaukee Property is approximately 2.629 acres. The successful Proposer must purchase the land and lease the newly constructed office building to the State. Sample lease and associated schedules are included in Appendix 5. General terms and conditions of the land sale are located in Appendix 7.

II. Selection Process

A. Schedule

Given the scope and complexity of this RFP, DOA intends to use the following process to request, receive, and evaluate Proposals and select a Proposer:

Process	Date or Timeline
RFP Posted	January 6 th 2025
Registration Deadline for Tour	January 13 th 2025
Tour	January 15 th 2025
Proposers' Questions Due to DOA (Updated)	January 31 st 2025
Responses to Proposers' Questions Posted (Updated)	February 7 th 2025
PROPOSALS DUE (Updated)	March 14th 2025
Selection Committee Screening of Proposals	Approximately 1-2 Weeks
Notification of Short-Listed Proposers	Approximately 1-2 Weeks
In-Person Interviews and Sealed BAFO Due	Approximately 1-2 Weeks
BAFO Evaluation	Approximately 1-2 Weeks
Letter of Intent Executed (Updated)	May 9 th 2025
State Building Commission Approval (target)	May/June 2025
Joint Committee on Finance Passive Review (target)	May/June 2025
Lease Execution (after required approvals)	July 2025
Targeted Tenant Access Date	July 2027
Targeted Lease Commencement Date	August 2027

B. Tour and Proposers Questions

1. Tour

Any Proposer that intends to submit a Proposal may attend a tour of the Milwaukee Property to be held on January 15th, 2025. Each Proposer member wishing to attend the tour must pre-register by completing the Registration and Release of Liability Form as provided in Appendix 3 of this RFP and submit the completed form via email to doarealestateinfo@wisconsin.gov on or before January 13th, 2025. Each copy of the Registration and Release of Liability Form can accommodate the signature of one person.

Pre-registered Proposer members will first meet and check-in for the tour at the Property located at the corner of 27th Street and Wisconsin Avenue in Milwaukee. The tour is expected to last 1 hour.

2. Proposers Questions and DOA Responses

On or before 2:00 pm CST January 31st 2025, Proposers may submit written requests of clarification of this RFP and/or questions to the DOA by utilizing the form provided in Appendix 4 of this RFP and submit the completed form via email to doarealestateinfo@wisconsin.gov. Written responses to properly submitted relevant requests for clarification and questions from Proposers will be posted by the DOA on the following website: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx> by February 7th, 2025.

Solicitation of information from the State, DOA, or user group personnel other than through the designated form and process described herein is prohibited and may result in disqualification of the Proposer.

C. Selection Process

The selection of the Proposer will involve a three-part selection process:

1. Request for Proposals

Proposers must submit Proposals as indicated below. Any Proposer that intends to submit a Proposal may pre-register and attend a tour of the Property.

Proposals meeting the RFP requirements will be evaluated and scored by the Selection Committee based on the criteria listed in Section III. C. of this RFP. Up to four Proposers may be short-listed for further evaluation which will include an in-person interview with the Selection Committee and the submission of a Best and Final Offer (“BAFO”).

2. In-Person Interview

The short-listed Proposers will be invited to an in-person interview with the Selection Committee. An invitation letter will be sent via email with the date, time, and location of the interview. The invitation to interview will include a list of questions to be addressed in order at the interview and the form to submit the BAFO. The interview will last for 90 minutes and consist of 60 minutes for presentation and 30 minutes for questions and answers. The Selection Committee will rank the short-listed Proposer's interview.

At the beginning of the in-person interview, the short-listed Proposer shall submit their completed BAFO in a sealed envelope to the Selection Committee.

3. Evaluation of BAFO

At a later date, after all short-listed Proposers have concluded their interviews and submitted their sealed BAFOs, the Selection Committee will open, evaluate, and analyze the BAFOs. If necessary, the Selection Committee may ask a short-listed Proposer to clarify its BAFO.

The Selection Committee will compile the results of the short-listed Proposers' three scored components: 1) Proposal (weighted 35% of total score); 2) Interview (weighted 35% of total score) and; 3) BAFO (weighted 30% of total score). Final selection authority is vested with the DOA Secretary.

4. Letter of Intent

The State intends to execute a Letter of Intent with the selected Proposer. The contract award is contingent upon Legislative approvals. Should the State be unable to successfully negotiate a contract with the selected Proposer, it reserves the right to cancel the selection and negotiate with the next Proposer. The State also reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

III. Proposal and Submittal Requirements

Proposals must be submitted utilizing the following format requirements and process:

A. Submission

In responding to this RFP, Proposers must submit the following:

- One (1) electronic PDF copy of the Proposal including the Proposer's Response Sheet via email to doarealestateinfo@wisconsin.gov.

Proposals may be disqualified if the electronic copies are not submitted by the Due Date.

PROPOSALS ARE DUE BY 2:00 PM CT ON FRIDAY, March 14TH, 2025.

Sealed copies of the Proposals may 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 U.S. Mail to the address below and marked as follows:

RFP #505-018 State of Wisconsin, Department of Administration
Division of Facilities & Transportation Services
Lease Administration
101 E. Wilson Street, 7th Floor (53703)
P.O. Box 7866
Madison, WI 53707-7866

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. Upon receipt, they will be marked late, remain unopened, and either kept in the RFP hard copy records or returned to the sender (if the sender requests).

B. Format

Proposals should be formatted to print on 8.5"x11" paper, either portrait or landscape. For legibility purposes, site plans, schedules, or other relevant proposal documents may be formatted to print on 11"x17" paper.

C. Criteria

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

- 1) Lease Terms and Conditions
- 2) Site development plans
- 3) Facility details, layout and amenities
- 4) Schedule – Targeted Occupancy
- 5) Land Sale terms and conditions

D. Content of Proposal

Proposals must include the following information: Proposals must meet at a minimum, the standards and requirements listed herein, including purchase of the land and agreement of 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 5). It is mandatory that all proposers utilize the attached Proposer's Response Sheet (Appendix 7); 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.

1. Proposer Information

Fully completed Proposer's Response Sheet. Supply documentation if available, supporting each of the cost elements, as noted.

- Proposer and proposer's team contact information including firm name, contact, business address, phone number, website, number of years in business and roles and responsibility in this project.
- Identify if the Firm is a Minority Business Enterprise (MBE) or Disabled Veteran-Owned Business (DVB).

- Public Project Experience - Please provide the title, total project cost, and completion date of the highest dollar value construction project each firm has completed. Workload and Capacity
 - i. Please identify each firm's current commitments and anticipated new engagements throughout the duration of this Project
 - ii. Please identify how potential overlap and capacity issues would be addressed to ensure a successful Project for the State
- Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation
 - i. Please describe the Proposer Team's goals and action plan to encourage MBE/DVB participation on this Project

2. Relevant Experience and Past Performance

- Demonstration of Experience with All Components of this Project
 - i. Please identify at least three (3) similar or relevant projects, either completed previously or currently under development by at least one member firm of the Proposer Team, that includes at least one of the following components: 1) State or other office building; 2) Public Private Partnership (P3), and/or; 3) a mixed-use development.
 - ii. Describe the Proposer Team's roles and responsibilities, and;
 - iii. Provide an end-user reference (name, title, company, telephone number, and email address)

3. Financial Capabilities

Proposals must address the Team's financial capability to complete all Project components by demonstrating:

- Recent experience securing financing for project(s) of similar size and complexity, specifically;
 - i. Satisfactory evidence of having obtained financing for project(s) with a total cost of \$100 million or more in the last five (5) years, and;
 - ii. Satisfactory evidence of the ability to obtain financing for development and land acquisition project(s) with a total cost of \$100 million or more.
- Letter(s) of interest from potential lenders
- Ability to obtain sufficient bonding capacity and insurance for this Project
- Balance sheet and evidence of cash and/or cash equivalents sufficient to implement this Project
- Attestation that no member firm of the Proposer Team has filed for bankruptcy in the last ten (10) years or is currently in bankruptcy

4. Concept and Design for the Milwaukee Property

Proposals must include an overall master plan and architectural theme for the Milwaukee Property that incorporates its highest and best use. The plan should describe:

- Project size (including massing) and use mix;
- Parking and Transit Oriented Features;
- Community Connectivity, and;
- Options for additional site development;
- Sustainable Design

The proposal should include:

- Interior drawings or renderings of the proposed space and common areas, along with exterior renderings of the building and parking lots/ramp.
- Site plan showing the proposed building location, number and type of available parking spots, ingress/egress, loading dock(s), lighting, landscaping and sidewalks.
- 1/8" scale floor plans. This plan should include dimensions and furniture.
- Describe or show on plans the distance to the closest bus stop and frequency of bus service.

5. Implementation Strategy, Budget and Schedule

Proposals must outline the Proposer's strategy and method to implement the Project including:

- Project Phasing, Construction Schedule, and Occupancy;
- Project Budget, Proforma, and Cash Flow Projections;
- Estimates of the Overall Economic Impact of this Project, and;
- Current Zoning, Path for Public Approvals, and Community Outreach Plan

6. Lease and Project Economics

- Lease Structure and Lease Terms (see Proposer's Response Sheet - Appendix 7)
- Provide a breakdown of gross lease costs (including real estate taxes and operating expenses), tenant improvement costs (if any) 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) is also required.

IV. Other Considerations and Reservations

A. Other Considerations

1. Procuring and Contracting Agency

The State of Wisconsin (State) Department of Administration (DOA) Division of Facilities and Transportation Services (DFTS) is the authorized agent for this Project. The DOA will authorize the final selection made for this Project. All negotiations related to this Project may only be conducted with the Department of Administration's designated contact.

2. Minority Owned Business and Disabled Veteran-Owned Business (MBE/DVB)

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. 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 prior to the Proposal Due Date; in the event the RFP is modified it will be posted here: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>
- Request submission of additional information from some or all Proposers;
- 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;
- 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.

4. Site Conditions

The Milwaukee Property shall be conveyed in "as-is" condition, without representation or warranty as to physical or environmental condition of the land.

The State makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during the course of any work, development, or construction of the properties.

5. Predevelopment and Development Cost

The State is not liable for any costs incurred by the Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- a. Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- b. 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) and development costs associated with the Project;
- c. Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, and;
- d. All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.
- e. The site is currently designated as a General Planned Development District. The Proposer shall be responsible for all cost and processes required to change the current sites zoning designation to a "Detailed Plan Development." Additional information can be found here.

<https://milwaukee.legistar.com/LegislationDetail.aspx?ID=4288432&GUID=016E3CE1-90DA-4389-B5E7-BC2E34D0FF2E&Options=ID|Text|&Search=planned+development+wisconsin>

6. Change in Proposers Information

If there are any changes to any of Proposer's team members or new financial information, the Proposer must notify the State in writing by 5:00 PM central time on Friday, April 11th, 2025, and provide updated information in the same format as prescribed in the RFP for the appropriate section of the Proposal. The State reserves the right to evaluate the modified Proposal, eliminate the Proposer from further consideration, or take other action as State may deem appropriate.

7. Ownership and Use of Proposal

Once submitted, all Proposals shall be the property of the State. The State may use any and all ideas and materials included in any Proposal, whether the Proposal is selected or rejected.

8. Communications with Media, Government Agencies and Community

The 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 State.

9. Selection Non-Binding

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer, and 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 employee's actions for any costs or liabilities incurred as a result of responding to this RFP.

10. Wisconsin Environmental Policy Act (WEPA)

An Environmental Assessment (EA) will be required for the construction of the office building. The EA will be prepared at the expense of the proposer in accordance with the Wisconsin Environmental Policy Act (WEPA), Wisconsin Statutes 1.11 and Wisconsin Administrative Code Chapter Adm 60 to determine whether an Environmental Impact Statement (EIS) is required for the project.

11. 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 6 of this RFP.

12. 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.

Appendix 1 – Technical Specifications and Design Guidelines

A. General Requirements

1. Construction Standards

The Project shall comply with the current Wisconsin Commercial Building Code, International Building Code (IBC) and Americans with Disability Act (ADA) requirements.

Minimum design requirements for tenant/agency space development are included in the tenant programming and agency overview documents located in Appendix 2 of this RFP. These documents establish agency needs for room types, space, and furniture. Additional meetings and time will be required with each agency and the development team to complete program verification and finalize plans.

2. Accessibility Standards

The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender, or physical stature without the need for adaptation or specialized design.

3. Deliverables

Proposer shall expect formal review, comments, and approval of plans by the tenant agencies for the following information related to the building, site, and parking structure:

- Preliminary, development, and final design plans and specifications including fixtures, furniture and equipment.
- Preliminary, development, and final site design.
- “As Built” record documents including ACAD Drawings in electronic format at the end of the Project.

B. Site and Building Criteria

1. Site and Infrastructure

Site Access:

The Proposer shall show how the site interacts with existing public transportation options, such as, BRT city bus lines and bicycle paths or other modes of transportation.

Outdoor/Green Space:

Proposer to explore using a courtyard to provide outdoor seating areas.

Building Access:

The Department of Transportation Division of Motor Vehicles (DMV) will require a separate public entrance from the main building visitor entrance. The Proposer shall also provide a separate staff entrance adjacent to the staff parking area and a separate entrance for Capitol Police. Please see the individual agency program requirements for additional details of agency operations as they relate to public access as provided in Appendix 2 of this RFP.

Parking Structure:

The site requires a parking structure, underground parking and/or surface parking lot to collectively contain 300 stalls for use by the State agency tenants and visitors when they occupy the new office building. Employee parking lots/ramps and or areas, shall incorporate security access controls. A percentage of Electric Vehicle (EV) charging stalls is requested. Please see Appendix 2 Parking Needs Summary for additional information.

In addition, the parking solution should have bicycle parking to hold 30 to 50 bicycles. It is preferred to have protected parking for bicycles, mopeds and motorcycles. Entry doors to the secured parking area for State employee vehicles to have a controlled card access system for timing and opening. The developer/lessor should provide an onsite parking vendor. The header height into the parking facility should not be less than 8'- 0." Mirrors and clear signage are required for the reduction of blind spots and to ensure safe travel through the parking structure.

Surface Parking:

Several agencies require visitor parking including the Department of Transportation, Department of Revenue, and Department of Workforce Development. Visitor parking, and disabled parking for visitors and staff shall be near the entrances. In addition, the Capitol Police and Governor's office require secure parking. Refer to Appendix 2 for additional details. Surface Parking shall incorporate equipment and designs that control access and promote security.

Drop-Off:

Provide adequate drop-off area by the main entrance that is in scale to the overall building.

Materials Delivery/Loading Dock:

The building loading dock will require space for loading and unloading of records, computers, supplies, and general office needs. The loading dock shall be a dropped loading dock or dock with levelers, with a rain-protecting canopy. Appropriate trash and recycling disposal shall be planned for the dock area. Security cameras, intercom and door card access locking system are to be provided in the loading dock area.

Landscape:

Provide overall landscaping as required and at a level for Class A office buildings. The overall landscaping should be low maintenance.

External Lighting:

Proposer shall effectively light the exterior to provide safety for employees and minimize any "dark" spots near or adjacent to the facility and parking areas. Install exterior lighting at entrances, exits, parking lots, garages and walkways, parking areas to entrances and around building perimeter areas.

Exterior Wayfinding & Signage:

Provide a single, internally illuminated, monument-type building identification sign by all public main entrance drives, in addition to site directional signage.

Provide internally illuminated, building mounted signs that identifies the main public building entrance and a second that indicates employee entrance only.

Proper signage is required to clearly identify the use, proper traffic flow, and way-finding of the parking structure. Signage shall include ADA signs, permit only signs, visitor only signs, EV charging station signs, etc. Upon entering the main building lobby, the general public will be directed, both visually and with signage, including digital signage, to the reception and waiting areas.

Access for the public functions should be secure and separate from agency staff entrances. All entrances shall have an enclosed airlock vestibule, should be well lit, and include slip-resistant, highly durable flooring.

All entrances should be monitored by security cameras. See CCTV/Security Access Control in this Appendix.

2. Facility Overview

Building Aesthetic:

The Project shall be designed as a Class A office building. The building shall be open and inviting, be compatible with surrounding office buildings, neighborhood, and be aesthetically pleasing. The design shall incorporate interior and exterior building elements that convey quality architectural design and maintain a high level of professional image. The design of the new building shall promote a positive and healthy work environment for all staff. The massing of the building shall be somewhat articulated (more than just a box) without sacrificing an efficient core and modular furniture layout. The exterior envelope shall provide transparency between the exterior and interior public spaces. However, there shall be no atrium spaces, open stairwells or other multiple story open air type spaces within the building design.

The lower floors of the building shall house all of the public and common use functions such as an agency shared service center office, building wide conference rooms, cafeteria/vending, public restrooms, locker rooms, hoteling workspaces, and wellness center (including lactation and fitness functions). See Appendix 2 of this RFP, State Agency Tenant Programming DOA and Building Amenities Space Program for more information. The lobby shall incorporate video monitors for State Carousel notifications.

The first floor shall be directly accessible from visitor parking and street.

Elevators:

The building should contain a code compliant number of passenger elevators and one freight elevator in a common area that serves the dock and upper floors. The passenger elevators and freight elevator shall have a security card access. The freight elevator should be capable of transporting large equipment and furnishings and it shall be a Class A elevator per ASME A17.1 Rule 207.2b.

Interior Wayfinding and Signage:

The Proposer shall ensure final design includes a comprehensive signage package including site, life safety, accessible entrance, lobby directory, suite, office, room, cubicle and way-finding signage.

All base building, tenant way-finding, and room number/cube number signage to be included in the project and follow DOA Interior Sign Standards (To be provided during the design development stage to the selected Proposer). Room or area numbering shall be approved by the DOA DFM interior design team.

Provide one back-lit, recessed electronic directory centrally located in main building lobby.

Exterior Doors and Frames:

All exterior entrances and exits shall have security card access.

Conference Rooms/Training Rooms:

Tenant conference rooms greater than 8-10 persons are to have capability for: AV monitor with inputs for PC/laptop, white boards, and video conference communication. Equipment will be provided by tenant, however blocking, AV/electrical, and support for these items to be provided for in the design.

Conference/Training rooms with more than 50-person occupancy to include hearing assistive technology.

Locker Rooms:

One locker room for men and one for women and one gender neutral locker room will be required. These rooms should be located on the ground or basement level and near the wellness center. Each room must contain at a minimum two shower stalls (one being an accessible shower stall), three water closets, two lavatories, and a changing area with lockers. Mirror over the sink and one full length mirror. Each locker room should include: (1) 36"x12"x12" locker per 25 building occupants; and (5) lineal feet of bench. The locker rooms should be card accessed controlled and have an emergency telephone. One gender neutral ADA accessible toilet room is required on the ground floor for public use.

Lactation Room:

The building shall have a common lactation room containing private curtained off areas each with a chair, counter, and electrical outlet. The room must also contain an upper and lower cabinet area with accessible h/c water sink, a small refrigerator, and a minimum of 10 small lockers for equipment (minimum 12"x12"x12"). Entry door to the lactation be secure with a card reader at entry. Flooring in the lactation room should be carpet and walls to have Type I low or no voc vinyl wall covering. Lower or adjustable levels of lighting are requested in the lactation room.

Tenant Kitchenettes:

Provide kitchenettes as noted in tenant requirements outlined in Appendix 2.

Kitchenette Specifics: Each kitchenette shall be equipped with space for:

- Side-by-side refrigerators with water hook ups and icemaker (1) per 35 staff
- 2) full-size microwave ovens-one above counter and one at ADA height
- Water hook up for coffee maker (tenant provided)
- Built-in trash and recycling compartments incorporated into lower cabinets
- H/C Water single compartment stainless steel sink

A 24" space above the counter should remain open to allow space for a full size coffee maker.

Dedicated outlets are to be provided for the refig, coffee maker and microwave. Provide additional outlets for tenant convenience.

Provide hands- free paper towel and soap dispensers. Flooring to be a non-slip recycled vinyl composition tile, Linoleum tile, or Luxury Vinyl Plank. Wall covering to be a washable Type II low VOC or no VOC vinyl wall covering, backsplash wall area to be ceramic tile.

Vending Area:

Provide a vending area in the building break area. Vending areas should provide room for four full-size vending machines and a change or ATM machine. Area should provide space for garbage and recycle containers

Break Area:

Provide a break area with seating to accommodate 40-50 people. The break area space shall have direct access to an outdoor dining area (ground level, balcony or green roof). Capacity could be adjusted based on nearby availability of outside food services.

Provide one sink, a hands-free paper towel dispenser, and a hands-free soap dispenser in the adjacent dining area.

Tornado Shelter:

A tornado shelter should be incorporated into the design of the building.

High Density Storage:

For agencies that require high density shelving (see Appendix 2), Proposer to design the floor slab for the appropriate loading.

3. Interior Space Standards and Guidelines

Private Office Guidelines:

Division Administrator offices will be located on the windows but will not be placed in corner locations where they might occupy more than one window.

Except as noted in the Tenant Program Requirements, private offices in state-occupied buildings for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices must be located toward the center of the space in order to maximize interior Daylighting.

Clearstory glass, sidelights, or door lights are required in offices and conference rooms for security and to increase light infiltration. These glazed units may not be covered with blinds or other window treatments.

Open Office Systems Guidelines:

Open office system furniture takes priority for window access in building planning System furniture panels are to be 66" tall or less. Approximately 20 to 30% of the panels should be 42" tall or less. This allows for increased air circulation and light penetration.

Orient 66" tall panels perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows. Lower panels should be located parallel to the windows. To reduce soiling wear, overhead flipper doors should not be finished with fabric.

Heating/cooling/ventilating units must not be obstructed, use of open panel systems acceptable. A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.

Support Area Guidelines:

Conference Rooms and other ancillary areas should be located on the interior of the building. Any public access rooms are recommended to be located on the first floor.

C. General Construction Criteria

1. Windows

Windows and Natural Ventilation:

All windows shall be fixed. All ventilation shall be accomplished through the mechanical systems. Provide solar shades at all exterior windows 5% openness with fascia's and side rails. Install room darkening (black-out) shades in any conference, training or hearing rooms if on the building exterior.

Natural daylight will be provided to the greatest extent possible to the occupied areas of the building; however, skylights are not an acceptable option.

2. Dimensions

Floor to Floor Dimension:

The floor to floor dimension shall allow a minimum 9'- 0" clear ceiling and adequate space for mechanical equipment and ductwork in all open workstation areas, medium and large conference rooms and the break room.

Interior Column Bay Dimensions:

When designing and planning the column bay dimensions should be laid out for efficient planning of open office furniture.

3. Exit Stairs

Code compliant exit stairs shall be located centrally to encourage employees to take stairs in lieu of the elevator. Interior of stair enclosures shall be finished to match other building finishes. Provide safety features such as battery backup lighting, areas of refuge and locations for Stryker chairs.

All interior stair wells to be secured with card access readers.

4. Doors, Door Frames and Hardware Assemblies

All doors to be wood solid core construction with hard wood edges, 3'-0 x 7'-0 x 1- $\frac{3}{4}$ ", unless otherwise specified, and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.

All Lock sets and Latch sets shall meet BHMA A156 Grade 1 performance. Door hardware cylinders and keying to be Primus, to match State's existing master keying system – All keying requirements to be coordinated with tenant. Enclosed offices and conference rooms can be thumb turn locked from inside for safety with fail safe open feature.

All interior door frames shall be painted 14 ga hollow metal frames. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop.

Heavy duty stainless steel double coat hooks should be included on the backs of all office doors.

Exterior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Continuous Hinges
- Automatic Door Operators at accessible entrances and exits
- Electronically controlled panic devices
- Fully Mortised Entrance / Exist locksets with electronic strikes
- Door Position Switches
- Request for Exits
- Absence of pull or exterior trim at exit only doors
- Primus[®] locking systems

Interior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Fully Mortised Locksets and Latchsets
- Electronic strikes where card readers are used
- Door Position Switches where card readers are used
- Standard 6 pin locking systems

Clearstory Glass and Sidelights:

Clearstory glass and sidelights are to be used whenever possible in conference rooms for security and to increase light infiltration.

All enclosed offices and conference spaces should have a 24" sidelight minimum on latch side of door. If the location does not allow room for a sidelight, the door should include a 2'x 6' borrowed light starting at 12" AFF. Glass in sidelights to start at least 9" AFF. Blinds are not permitted on sidelights.

5. Furnishings

Modular Workstations and Office Furniture:

The Proposer shall provide all new furniture for tenant agencies in the building. See specific tenant and building programming for additional information. The Proposer shall work with DFTS on specification and layout.

All furniture (excluding wood) should be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards and should be comprised of a minimum of 20% recycled content.

This is a combination of post-consumer and pre-consumer recycled content. Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council.

Systems Furniture:

System furniture to be of class A type (metal infrastructure and component parts) examples acceptable manufacturers are Herman Miller, Knoll, KI, BSI, Haworth, Kimball. Workstations may be refurbished/recycled or new. Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.

Panel fabrics should have 100% recycled content.

Each workstation shall be keyed alike for all locking storage components. Proposer shall provide two keys for each lock, a master key/lock core change key and shall coordinate final key schedule with DFTS.

Private Offices:

Executive management offices shall be wood. Middle management offices are to be modular metal systems with plastic laminate work surfaces.

Conference Room, Cafeteria, and Reception Area Furniture:

Conference Rooms: Chairs to be upholstered, nesting and/or mobile for easy reconfiguration of the room. Standard room configurations to have plastic laminate tables with metal bases,

modular, and easily moveable. See specific requirements for training rooms and board rooms within tenant specific programming. Board rooms and Executive Management conference rooms to have upholstered seating and wood tables.

Break Area:

Tables to be plastic laminate with metal bases, modular, and easily moveable. Chairs to be stackable and the seating made of either wood, plastic, or metal with a metal base and easy to clean. Outdoor tables and chairs are to be metal.

Reception Areas:

Seating to be fully upholstered or partially upholstered with wood base. Side tables to be wood. See tenant specific programs for quantity/seating capacity required.

Main Building Reception Desk to be made of systems furniture, but with upgraded finishes including wood and glass.

Seating:

The Proposer to supply all seating (including conference, cafeteria, outdoor seating, reception areas, etc.) except for individual task chairs.

6. Interior Walls

To allow for flexibility Gypsum Wall Board (GWB) partitions to finished ceiling should be incorporated in the design. Partitions are to be easily reconfigured with minimal waste, cost-effective in reuse, durable, and provide effective sound attenuation.

All conference rooms, restrooms, Hearing rooms, demising partitions, and specific rooms (per Tenant Agency programming) are to have effective sound attenuation for privacy and should extend to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing.

7. Casework

All casework shall be AWI Custom Grade, full overlay. Cabinetry units in cafeteria and kitchenettes shall consist of upper and lower units with at least two lockable cabinets. Casework is to have high pressure plastic laminate on all exposed sides and surfaces. One (1) adjustable shelf shall be provided per 18" of cabinet space. A portion of all wall cabinets shall comply with ANSI reach ranges. Knee openings are to be provided at sink base cabinets. Break room casework to have adequate storage for supplies and cleaning materials.

Workrooms in each agency: Provide a standing height counter with cabinets below and open mail shelves above. Provide ample data, and electrical connections in each workroom to support multifunctional workroom equipment.

8. Ceilings

To ensure proper daylighting design techniques, the ceiling heights must be studied in order to bounce light as deeply into the space as possible.

Ceiling tile shall have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. Increased CAC to be provided using a sound masking system. Sound masking shall not be provided in conference rooms. Ceiling tile shall be recessed type, square edged, and color to be

white. Minimum Recycled Content to be 74%. Restroom and locker room ceiling to be drywall painted to provide an appropriate moisture resistant surface.

Ceilings in main public lobby, and floor elevator lobbies shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. In addition to standard lighting, high efficiency accent lighting shall also be provided in these spaces.

9. Flooring

Provide integral recessed walk-off mats with floor drains at public and staff vestibule entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.

Entry level public corridors and main lobby shall have hard surface natural flooring such as porcelain or stone. Flooring is to be of highly durable material, slip resistant, and shall include a penetrating sealer in place of the topical coating of wax.

Restroom flooring shall be non-slip ceramic or porcelain tile with matching tile base. Stairwells flooring shall be of non-slip material such as rubber flooring, resistant to stain.

Carpet: General business open office areas, private offices, suite waiting areas, conference rooms, copy areas, corridors, and lactation rooms shall be carpeted with commercial grade 24 oz. Solution dyed Nylon carpet tiles.

Vending areas and kitchenettes shall have linoleum flooring, luxury vinyl plank or vinyl composition tile with recycled content and both shall be Low VOC or no VOC including adhesives. The break area is to have carpet tile flooring and washable Type II low VOC or no VOC vinyl wall covering.

Data Communication and security panel rooms to have static dissipative vinyl composition tile with recycled content and low VOC or no VOC including adhesives.

All wall base shall be cove except where specifically noted (such as tile base where tile flooring is used).

10. Interior Wall Finishes

Wall Coverings:

Main corridors, elevator lobbies, public areas, kitchenettes, and break area shall be covered with Type II low VOC or no VOC vinyl wall covering. Provide 5% attic stock for all materials.

Wall treatment around the drinking fountains shall be non-water absorbing.

Paint:

Texture of painted surfaces to be rolled satin finish, except for the restroom painted wall areas which shall be semi-gloss. The landlord should maintain paint attic stock for touch up.

Ceramic Tile:

Walls in toilet and shower rooms shall be tiled. Tile to be full height on wet walls and 60" AFF on all other walls. Shower stalls are to be tiled to their full height. Kitchenette back splashes are to be ceramic tile.

11. Specialties

General: Proposer to provide all necessary accessories including but not necessarily limited to:

- Corner Guards: Provide 48" high commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.
- Restroom Accessories: Coat Hooks, shelves, baby changing stations in public accessible restrooms, and touch less soap and paper dispensers.
- Toilet partitions to be ceiling mounted. Include water saving fixtures and automatic flush for toilets
- Provide large, plastic waste and recycling bins at all kitchenettes, conference rooms, vending areas, and public waiting area. Provide for each office, cubicle and small conference room a 9" x 13" x 16" high plastic recycle bin. Also provide large waste and recycling containers appropriate for outdoor use in parking lot, entrance, and outdoor dining area.
- Fire extinguishers in fully recessed cabinets shall be provided.
- AED in fully recessed cabinets on State occupied floors shall be provided by proposer and alarmed to Capitol Police

D. Building Systems Criteria

1. Heating Ventilation and Air Conditioning (HVAC) Systems

All conference, and hearing rooms, to have adjustable heating, cooling, and lighting.

The HVAC system shall be capable of maintaining a comfortable temperature and humidity level for all occupied areas as follows:

Summer	Winter
76 degrees (+/- 2 degrees)	68 degrees (+/- 2 degrees)
50% Relative Humidity (+/- 10%)	25% Relative Humidity (+/- 5%)

Temperature set points in public areas shall be capable of being set up/back during unoccupied times. Provide locking thermostat covers in all public spaces and tenant suites.

Proposer to ensure electrical, data, security, janitorial closets, restrooms and kitchenettes have adequate exhaust ventilation.

2. Plumbing Systems

Toilet Facilities:

Common toilet facilities shall be provided for no more than 30,000 square feet of floor area, located on each floor, and serve the number of occupants per the corresponding area. Main level toilet facility shall include an all-gender single family toilet room with baby changing station.

Shower / Locker Facilities:

See specifications above under Locker Rooms for all components.

Plumbing:

Provide urinals specified to 0.5 gallon or less per flush, with battery operated auto-sensor flush valves; lavatories to be provided with motion sensor activated high efficiency faucets; water closets shall be wall mounted, water conservative, with motion sensor activated flush valves. All toilet rooms to have floor drains.

Proposer to coordinate locations for water and waste connections at all coffee and ice makers. All drinking fountains to be hi/low ADA accessible with one filtered bottle filler per floor. Proposer to specify water filters and shut off valves at each location.

3. Fire Suppression

The building will be served primarily by a wet-pipe fire sprinkler system. Any high density file storage identified in the design phase shall have sprinklers designed for the appropriate commodity and associated density coverage. See tenant programming for specific areas requiring high density storage.

Dry-pipe fire sprinkler systems shall be used in all attached exterior building canopies and unheated spaces to avoid freeze damage.

Provide supervised manual shutoff valve outside of all communications and electrical equipment rooms to isolate fire protection piping serving these rooms.

4. Electrical Systems

Power Distribution:

The electrical system shall be designed to handle loads based on 4 watts/ SF for equipment and 1.0 watts /SF for lighting. Transformers shall be located and / or shielded to eliminate EMF radiating into normal office space. No office space shall have EMF present beyond 15 milligauss.

All non-systems furniture duplex receptacles should be heavy duty specification grade, 20 amp rated. Optional standby generator power shall be available for any security and communication closets.

Systems Furniture Power Requirements:

From one to four workstations - 2 circuits (one for miscellaneous equipment [furniture circuit #1], one for computers [furniture circuit #2]). Each workstation/cubicle to include 3 duplex outlets (provided by systems furniture manufacturer).

From five to six workstations - 3 circuits (one for miscellaneous equipment [furniture circuit #1], two for computers [furniture circuit #2 & #3]).

For systems furniture assemblies exceeding six workstations, two electrical connections are required since 4 or more circuits are required. In this case, the systems furniture assembly is fed from two locations and is then divided electrically into two smaller furniture assemblies. The quantity of circuits is then determined by the number of workstations on each section and follows the requirements stated above.

Distribution of power through systems furniture for any furniture with office equipment (printers and multi-function copiers) connected to it shall be accomplished using the 4th circuit of the systems furniture wiring scheme with the dedicated neutral and ground conductors and orange

colored devices. All systems furniture circuits using the 4th dedicated circuits shall also have the dedicated neutrals and grounds run back to the electrical distribution panel.

Enclosed Office Power Requirements:

One circuit is required per enclosed office. Devices should consist of duplex devices on three remaining walls. Data for VOIP should be on two walls.

Conference and Open Office Power Requirements:

If power and data are accessed through the floor, a flush-mount poke through is required in all large and medium conference rooms and hearing rooms. A stamped steel floor box (Square D or equal) can be used for power and cabling in the open workstation area for routing power and cabling to workstations that do not have access to columns or walls. The floor boxes need to be aesthetically pleasing and able to handle the required capacity. All required connections and adaptations to be provided by Proposer. Furniture power whips should be supplied by the chosen furniture vendor.

Emergency Generator:

A diesel engine driven exterior pad mounted electrical generator should be provided on site with above ground fuel storage. The generator should feed the Emergency (Article 700, NEC) life safety loads, the Legally Required Standby (Article 701, NEC) loads including fire pumps, and Optional Standby (Article 702, NEC) loads for essential building equipment. Essential building loads include life-safety, plumbing and HVAC equipment that must operate in an outage to prevent building freeze-up or flooding. Each distribution system to include dedicated automatic transfer switches with digital KW demand meters.

Provide fuel oil pumps, distribution, and above ground storage systems for emergency generator systems.

The generator shall be located outside the building in a stand-alone weatherproof enclosure with critical noise grade mufflers and fully fenced in surround. Locate generator exhaust termination to prevent contamination of air at building entrances and outside air intakes.

The generator shall have three distinct branches of emergency distribution for the building as follows:

- Branch One: Code required life safety loads with a dedicated automatic transfer switch (ATS).
- Branch Two: Building Operations Equipment: elevators, sump pumps, BAS for HVAC controls telecommunications equipment etc. A list will be provided to the Proposer during design development
- Branch Three: Fire Pump and Fire Protection Sprinkler System

Uninterruptible Power Supply:

The emergency power distribution system design shall also include an Uninterruptible Power Supply (UPS) system that will provide power to critical equipment loads. Examples of such loads are the Telephone Equipment Rooms (TR), MDF, Server room, and security systems. A UPS system shall be designed to provide a minimum of 60 minutes back-up. This system will only handle short duration outages and voltage disruptions (sags, brownouts, etc.).

General Lighting:

Lighting Systems: The lighting design should provide illumination levels consistent with the latest recommendations of the Illuminating Engineering Society of North America (IESNA). In general, interior lighting fixtures should utilize LED lamps for maximum energy efficiency.

All office and meeting areas shall be designed for an average design illumination of 30 foot candles. In areas with more difficult tasks, an average design illumination of 50 foot-candles shall be used. Restrooms, stairwells, lactation and shower areas shall have an average illumination of 10-15 foot candles.

These fixtures can be either fully indirect or a combination of direct/indirect at the discretion of the lighting designer.

Dimmable recessed down lights may be used where necessary or to accent an architectural element; however, the use of these fixtures should be minimized. Dimmable lighting is required in conference and lactation rooms.

Life Safety Egress Lighting:

Code required egress lighting; both interior and exterior shall be provided via the use of the new emergency generator set for the facility. Emergency circuits shall be distributed to each floor via panels fed from the generator set/transfer switch arrangement. Various fixtures in each space as determined by the lighting designer will be connected to these emergency circuits. All exit signs shall utilize LED lamps technology and shall also be connected to the emergency lighting circuits.

Life safety egress luminaires shall not operate 24/7. The Proposer designer shall utilize occupancy sensors with a failsafe feature UL listed for use on life safety circuits.

Battery operated light fixtures shall be provided in the main electrical room and similar critical locations for instant light, including stairwells.

Exterior Lighting:

New exterior lighting should be provided for all parking areas, the loading dock area, and all pedestrian paths. The exterior lighting shall utilize induction or LED lamp sources. All fixtures shall be full cutoff luminaires that do not allow light to "spill" above the fixture to meet the recommendations of the Dark Sky Association.

Control shall be zoned and photocell on time clock off.

Lighting Controls:

Luminaire control in all locations shall be accomplished by local area wall mounted switches. All office workspaces shall utilize dual-switching schemes to allow the lighting to be reduced by 1/3 or 2/3 depending on need within the space.

Occupancy sensors shall be used for automatic off control of all lighting circuits. This shall include the fixtures required for life safety egress function except for areas where having no egress fixtures could be a safety issue for the building occupants, such as elevator lobbies, stairwells and stair lobbies. In these areas provide occupancy sensors to reduce the lighting level to 50% of the normal level when unoccupied.

In larger open office spaces, ceiling mounted zone control occupancy sensors shall be used as the means of automatic-off lighting control. These occupancy sensors shall be mounted on the load side of the lighting switches mentioned earlier to allow control of the fixtures no matter the

position of the toggle switch. In smaller offices spaces or individual offices (150 square feet or less), wall mounted occupancy sensors shall be used for lighting control. These occupancy sensors shall fit into a standard single gang wall box and contain integral switches to allow control of the lamps in dual- switching arrangement.

Occupancy sensors shall be ceiling mounted or wall mounted depending on the layout of the space. The use of passive infrared (PIR), passive acoustic or dual-technology (both PIR and passive acoustic) shall be used as required to meet the use of each space. The Proposer shall work with the occupancy sensor manufacturer for making sure the proper technology occupancy sensor is used within each space. All occupancy sensors shall be fully field-adjustable to allow adjustments to eliminate nuisance tripping wherever possible.

Where appropriate, the use of photo- sensors in the “daylight” zones shall be investigated by the Proposer. When daylight is present in these zones to a pre-determined level, the fixtures shall automatically reduce the lighting by turning off lamps or by dimming lamps. This will allow for increased energy but shall only be used if deemed to be a cost-effective method of lighting control.

Surge Suppression:

Include Class C device at the service entrance equipment. Include Class B device at each panel board servicing the server room, both normal and emergency distribution panels as required.

Lightning Protection System:

A lightning protection system on the roof of the building shall be provided. This system should include air terminal rods at the perimeter of the building on the roof as required to provide full coverage of the roof area. Air terminal rods shall also be furnished on any large HVAC or other equipment on the roof. Conductors should be used to bond all air terminal rods and any metallic equipment on the roof. Conduits shall be installed in the exterior walls to allow down conductors to connect the lightning protection system to the earth. This lightning protection system shall be bonded to the building’s grounding electrode system as required by the National Electrical Code and UL Standards, manufacturer certification is required.

Fire Alarm System:

The fire alarm system to be a multiplex/intelligent type with one-way voice communication capability. Area smoke detection should be provided throughout the building. The fire alarm panel should be connected to the Capitol Police central alarm reporting and emergency address system. The fire alarm system design should be reviewed with the local fire marshal.

Fire alarm system shall be fully addressable with voice communications throughout the building. If required, provide remote control panels with networking capabilities. The main fire alarm control panel(s) should be located on the lower levels, preferably near the building maintenance staff.

Where required by the local fire authority, provide remote annunciation panels for the fire alarm system at select entrances in the building. Strobe synchronization shall be provided where required.

Duct smoke detectors will need to be furnished at all air handling systems over 2000 CFM as required.

Verify with the local fire authority for special requirements regarding the location and quantity of initiating devices and annunciation.

- The system shall provide connectivity to the Capitol Police System to allow for emergency announcements to be made in all State spaces.
- System speakers will typically be mounted flush in the ceiling wherever possible. Wall mounted loudspeaker type horns shall be used only in mechanical room and utility spaces.
- The system designer shall take special consideration to insure audibility is maintained in all public and common work areas such as corridors, meeting rooms and large open office spaces. Provide additional speakers as required to assure optimal audio clarity throughout the facility.
- Provide a minimum of 20% expansion capacity on all initiation, signal line, and notification appliance circuits for future use.

Sound Masking System:

The building is to include a sound masking system configured to reduce sound transmission and noise reduction coefficient. The intent of the system is to provide privacy for the staff working in the open office spaces and to cover the speech from one area affecting another. To achieve this, the Proposer shall properly design and specify a sound masking system for the State office spaces in the building.

The sound masking systems shall produce a digital broadband sound spectrum, complementary to the speech spectrum that effectively covers speech levels. The Proposer shall investigate system types utilizing “white” or “pink” noise and coordinate with DFM. The system shall be UL listed and meet the ASTM E-1130 standards for speech privacy and sound uniformity. Design so that zones can be managed by tenant via software. The sound masking system should have the ability to be separately controlled by each agency in their suites.

Area of Refuge:

Provide a design of an area of rescue assistance (AIA) communication system. Proposer shall coordinate locations of all devices and communicate with the local fire marshal to determine location of master control panel.

System shall have visual and audio capability. System shall include full duplex voice capability to enhance communication during emergency situations.

VOIP and Data:

The network environment will consist of MDF Rooms and one TR (also known as data closets) per floor. The rooms will need to be interconnected and meet Institute of Electrical and Electronics Engineers (IEEE) standards. Cabling will provide 10Gig plus speeds throughout the premises, testing of cabling runs will need to be documented. For the network equipment in these rooms dedicated

power will be required along with general power. In the MDF and IDF networks racks will need to be installed and securely fastened to support network equipment and cabling.

Offices:

Office cabling will be for data, minimum of two jacks per office wired back to the data closets. This will include connectivity for point of sale (POS), Printers, Computers, phones (VOIP), IT hardware, and wireless network connections.

Emergency Power:

Redundant power for the facilities to provide uninterrupted power disruptions for the network infrastructure, including MDF and IDF. These sources will need to deliver power for the network services. This may include on premise generators and battery systems.

Cabling Requirements:

All cables and related terminations, support and grounding hardware shall be furnished, installed, wired, labeled, and tested with documentation, and terminated. There shall be no distinction between cables designated for "Data" and "Voice" application.

Installation to include terminations of data cabling from floor closet patch panels to workstation jacks. Cabling from the furniture to the walls to be bundle wrapped.

Riser Cable Specifications:

Telecom riser cables between the main telecom room and telecom closets should be fiber in inner duct and conduit. Riser cables that run in a horizontal pathway above an accessible ceiling can be installed in cable tray or free-air. Station cables from room/closet to outlets should be run in free air or in cable tray above accessible ceilings; and in conduit above non-accessible ceilings, in walls or in floors. Provide 100% additional horizontal and vertical raceway capacity for future growth and technology developments.

Data riser cable should consist of 12 strands of multimode, 62.5 micron from each floor data closet to the computer room. Connectors for all fiber strands shall be ST type.

Horizontal Cabling Guidelines:

All horizontal cabling are to be Category 6E.

The number of circuit feeds should be calculated as follows:

- Provide 1 data per workstation for wire distribution.
- Provide 2 data per shared printer area for wire distribution.
- Provide 1 data in two locations on adjacent walls for constructed offices.
- Provide 2 data connection per Copy Room for wire distribution.
- Provide 2 data per Conference Room less than 200 SF for wire distribution.
- Provide 4 data per Conference Room over 200 SF for wire distribution
- Other as needed for auxiliary functions.

Communication Rooms:

A MDF is required to receive telecommunication utility services including data network service. This room is to be a dedicated space. The room should have sufficient space for wall mounted termination blocks, 19" floor mounted equipment rack(s) with access space front and back, and space for a future UPS unit. The MDF and communications closets to have LED lighting, 120V power outlets on all walls fed from multiple circuits, and a separate telecom ground system. Rooms to have sealed concrete floor and fire resistant plywood (3/4") mounted to all wall

surfaces. Room temperature to be controlled to keep heat from network electronics from raising temperature above 80 degrees.

MDF Rooms will be redundant with redundant services such as power, network connections, heating/cooling. They will be located in separate locations to minimize the threat of damage by external sources which could impact network connectivity internally and externally. When applicable diverse paths will be used to provide redundancy for connections. Rooms need to be secured by card readers and accessible by support staff from common areas. Large enough to house core network equipment, servers, fiber shelving, and UPS system.

TR Rooms will exist on all floors with a maximum distance from the furthest end point will be less than 300 feet (100 meters or 328'). Distances greater than 300 Feet will require additional closets per floor. Rooms need to be secured by card readers on the Capitol Police System, accessible by support staff from common areas (such as hallways or lobby). Large enough to house network equipment, fiber shelving, cable trays and UPS system.

Wireless:

To provide wireless network capability, provide one location above the ceiling per 1,000 square feet of space to include the following at each location for wireless access points:

- One data jack wired to the nearest TR

5. Security CCTV/Security Access Control

Include a security system for the building to create public access control to the building and provide video surveillance for critical areas of the building and all other equipment necessary for the complete specified operation with the States CCure 9000 system. The access control system is to be located in a secure room with cooling 24/7 and shall include Card Access Control System to provide complete coverage as required that contains the following:

- emergency duress buttons
- electric strikes
- motion detectors
- proximity card readers
- alarm hardware
- audio and video intercom system
- interior and exterior cameras

The Proposer will need to consult and coordinate the design of the security system with State tenant agencies, and the Capitol Police.

Provide a means of access control for the loading dock/receiving area and the parking facility for employees. The use of an audio and video intercom system to allow security personnel to screen the delivery before allowing final access to the loading dock area shall also be investigated. Remote viewing and intercom capability shall be planned.

Provide a means for video surveillance exterior cameras around the entire building. Provide Interior cameras, which shall be located at all building entrances. Digital video recording equipment shall be included to record and store all video for a minimum of 120 days. Equipment should be included to send recorded video to the Capitol Police. All new DVR equipment must be

compatible with the existing Capitol Police video surveillance system, which uses AD Intellex DVR equipment.

Transmit all security alarm and trouble signals for State tenants to the State Capitol Police.

Card reader and CCTV locations to be further determined during design development phase.

Parking solution shall have duress alarms or voice intercom boxes that communicate to appropriate personnel in the case of a crisis. Provide card-type access control into the State staff parking to prevent entry of unauthorized personnel.

The security alarm control panel shall be of modular design installed in a wall-mounted enclosure. The control panel shall transmit all alarms and/or troubles immediately to the host computer. For normal activity, the controller shall be connected to the host computer over a state provided data connection. In the event of communication failure, the system shall operate with no noticeable disruption of service by the user and shall store all events for uploading to the host when communications are restored.

Access control and security alarm system shall be coordinated and installed by a Software House approved vendor, using Software House-certified technicians. Access control panels may be located on each floor in MDF/TR rooms. Each panel requires its own separate data connection to the BCN network.

Locks:

Electric strikes shall be provided for all perimeter doors. If locks require power or loss of power to allow egress, they shall be activated by touch sensitive bars on the doors and “request to exit” contacts shall be provided that are incorporated in the touch bar. Office and conference room doors should have inside locking capability for security purposes in the event of an intruder situation.

Motion Detectors:

If used for intrusion detection, shall be of the dual technology type (passive infrared and microwave). Motion detectors for request to exit purposes shall be Detection Systems model DS-150 or approved equivalent.

Proposer is responsible for coordinating hardware and connectivity of security system with the Capitol Police.

Miscellaneous:

Project should include security film on first floor windows, glass break alarms, and anti vehicle bollards and building entrances.

Appendix 2 – Agency Tenant Program Requirements

- A. Department of Administration – Division of Hearings and Appeals
- B. Department of Administration – Capitol Police
- C. Office of the Governor
- D. Department of Revenue
- E. Department of Transportation
- F. Department of Workforce Development
- G. Building Amenities
- H. Parking Needs Summary

A. Department of Administration – Division of Hearings and Appeals

The Division of Hearings and Appeals:

The Division of Hearings and Appeals (DHA) was created by Wis. Stat. §§ 15.103(1) and 301.035 and consists of a classified division administrator and a staff of administrative law judges (attorney hearing examiners) as well as clerical support. The DHA operates the enterprise court system to provide dispute resolution for most of the State’s large agencies. Offices of the DHA are in Madison and Milwaukee so that it can provide prompt and hearing services in every county of the State as required by law. DHA primarily attempts to meet the Department of Administration’s strategic goal of Protecting and Upholding the Security of State Government.

Department of Administration - Division of Hearings & Appeals								
	Description	Quantity	Growth	Total	Space Standard	Area	Total Sq. Ft.	Comments
Workers Comp	ALJ Office	8	1	9	12x12 office	144	1,296	Locate WC unit together and closest to suite entry. Also locate close to storage/mail file room
	Legal Secretary	2	0	2	8x8 cube	64	128	
	Court Reporter	2	0	2	8x8 cube	64	128	
Probation and Parole	ALJ Office	9	1	10	12x12 office	144	1,440	
Work and Family Services	ALJ Office	4	0	4	12x12 office	144	576	
P&P/WFS	Legal Associate	3	0	3	8x8 cube	64	192	Locate together
Other	Assist. Administrator	1	0	1	12x12 office	144	144	Locate near P&P/WFS Legal Assoc.
	Support Staff	0	2	2	8x8 cube	64	128	
Total				Staff Count	33		4,032	
Support Areas								
	Copy/Print Areas	3	0	3	4x8	32	96	Can be in open/cubicle areas
	Hearing Room	3	0	3	30x30	900	2,700	public access, main floor
	Hearing Room	2	0	2	20x30	600	1,200	public access, main floor
	Mediation Room	2	0	2	120	240	480	public access, main floor
	Kitchenette/All purpose room	1	0	1	12x14	168	168	
	Conference Room	1	0	1	12x20	240	240	In suite
	Storage/Mail/File Room	1	0	1	15x30	450	450	High density Files
Total							5,334	
				Total staff	33			
							Hearings and Appeals Sq. Ft Total	9366
							Suite Circulation Factor 25%	2,342
							Approx. Total Useable Square Footage	11,708

Additional Requirements

The hearings rooms should be located on the ground or public access floor of the building. Each hearing room should have two exits and a closet or locking vented cabinets for court reporting equipment. Three hearing rooms will be dedicated to workers comp and two will be dedicated to work and family services hearings. Mediation rooms should be located adjacent to these hearing rooms. All offices, hearing rooms, mediation rooms, conference rooms and video conference rooms should be insulated and have walls to deck. There should be card readers on the hearing rooms and tenant suite entry. The tenant suite should be on an upper floor.

B. Department of Administration – Capitol Police

The Division of Capitol Police

The Division of Capitol Police has statewide authority and a responsibility to safeguard the rights of citizens. They are actively involved in ensuring the continuity of government and the continuity of operations (services provided by the state). Additionally, they assist in the protection of the Governor and his or her family, the Lieutenant Governor, State Legislators, State Supreme Court, State Employees, and the visiting public.

Department of Administration - Capitol Police								
	Description	Quantity	Growth	Total	Space Stand	Area	Total Sq. Ft.	Comments
Staff	Sergeant's Office	1	0	1	12x12 Office	144	144	Desk, Guest seating with small conference table and bookcase. Power and data on wall for monitor.
	Squad Room	5	1	6	Bullpen	64	384	Wall Mounted for AR-15 and pepper ball launcher
Total	Staff Count			7			528	
Support Areas	Weapons Storage	1	0	1	12x12	144	144	Card reader. Will have a gun vault (heavy) and table for cleaning.
	Interview Room	1	0	1	12x12	144	144	Table and Chairs for three people, 2 entrances, card readers on both, recording equipment.
	Rest Room	1	0	1		75	75	Single Restroom, lavatory and sink.
	Lobby	1	0	1	15x15	225	225	Reception desk and waiting area.
	K9	1	0	1	10x10	100	100	Space for canine kennel and storage
	Evidence Storage	1	0	1	10x10	100	100	Space for lockers (tenant supplied) and table.
	Copy/Print Area	1	0	1	4x8	32	32	Can be in squad room
	Coffee Bar	1	0	1	4x8	32	32	H/C water sink, refrig and microwave
	Conference Room	1	0	1	12x18	216	216	8 person table, copy machine and printer
Total							1068	
			Total Staff	7				
	Capitol Police Sq. Ft. Total						1596	
	Suite Circulation Factor 25%						399	
	Approx. Total Usable Square Feet						1995	

Additional Requirements

Capitol Police should be in a separate suite on the ground floor located proximate to the security desk. The suite walls should be floor to deck. Any entry doors, door into storage rooms, and interview room doors should have a card reader access. Conference room, squad room, lobby, and sergeants' office to have recessed power, data and blocking for wall mounted monitors. Any windows interior to the lobby or exterior should have one way security window film. Cap PD should have a secured direct exit to the outside of the building.

C. Office of the Governor

Office of the Governor								
	Description	Quantity	Growth	Total	Space Standard	Area	Total Sq. Ft.	Comments
Staff	Governors Office	1	0	1	16x20	320	320	
	Staff Office	1	0	1	14x14	196	196	Second door into 10x14 office
	Staff Office	1	0	1	10x14	140	140	
	Waiting/Reception	1	0	1	16x20	320	320	One staff desk or cubicle
Total		Staff Count		4			976	
Support Areas	Storage	1	0	1	6x10	60	60	
	Conference Room	1	0	1	14x20	280	280	
	Kitchenette/Copy	1	0	1	10x10	100	100	
	Rest Room	1	0	1	10x9	90	90	
Total							530	
			Total Staff	4				
			Governors Office Sq. Ft. Total				1506	
			Suite Circulation Factor 25%				377	
			Approx. Total Usable Square Feet				1883	

Additional Requirements

The governor's suite should have two exits with card reader access. All walls around the suite, offices and conference room are to be insulated and to deck. The second exit should allow access to the stairs without having to pass the main entry. Main entry will have a doorbell, camera and door release button. Parking for secure entry into the building required. The Governor's office shall have a private bathroom available within the suite.

D. Department of Revenue

The Wisconsin Department of Revenue has the following divisions located in the Milwaukee State Office Building: Income, Sales & Excise (IS&E), State & Local Finance (SLF), Office of General Counsel (OGC), Lottery, Alcohol Beverages (DAB), Enterprise Services (ESD), and Technology Services (DTS).

IS&E administers individual income, employee withholding, corporate franchise/income, state and county sales/use, estate, excise, recycling, and other tax programs. It also administers the homestead, farmland preservation, earned income and other tax credit programs. The division's mission is to promote voluntary tax compliance, identify and address noncompliance, provide excellent service, and promote fairness and equity in tax administration. Tax assistance is provided on a daily basis (Monday through Friday). Having the Customer Service Bureau located on the first floor along with Lottery will accommodate the taxpayers easier. IS&E has the Audit Bureau, Compliance Bureau and Customer Service employees located at the Milwaukee State Office Building.

Lottery has a ticket redemption office where winning Lottery Tickets up to \$199,999 can be claimed in person located at the Milwaukee State Office Building. This area should also be located on the first floor to accommodate the taxpayer.

SLF Administers the property tax system, including assessment of manufacturing and utility property, certification of equalized values, distribution of property tax credits and shared revenue, and oversight of tax incremental finance, real estate transfer fee, and assessor certification and education programs. They partner with local governments to promote uniform and equitable property assessment and taxation. SLF has the Equalization Bureau and Manufacturing & Utility Bureau employees located at the Milwaukee State Office Building.

OGC has a Tax Resolution Manager and five Tax Resolution Officers located at the Milwaukee State Office Building.

DAB, ESD and DTS each have a small number of staff located in the Milwaukee State Office Building.

IS&E Customer Service	Description	Assigned Desk	Not Assigned	Quantity	Vac/Growth	Total People	Total Desks Needed	Space Standard	Area	Total Sq.	Comments
Requesting our Customer Service Counter and staff to be located on the first floor of new building, to accommodate our customers.	Revenue Agent Supervisor	1		1	0	1	1	8x12	96	96	Supervisor workstation designed behind the counter area and has ability to view the employees located at the counter. Floor to ceiling.
Customer Service Counter with bullet proof glass, below the counter to have metal placed inside the drywall for safety precaution.	Revenue Agents	6		6	0	6	6	6x8	48	288	Located at counter, staff side.
Separate employee restrooms and separate entrance to customer service space.	LTES - Customer Service Counter	2		2		2	2	6x8	48	96	Located at counter, staff side.
	Small workstations			2	0	2	2	6x6	36	72	To be used by staff who may need to move temporarily away from counter for discussion w/manager and/or for an employee not stationed at counter to meet with an external customer.
	External Customers Station			8	0	8	8	2x6	12	96	Located at counter opposite staff side of workstation.
	Revenue Tax Agents - Call Center - Wegner Supe	3		3		3	3	8x8 cube	64	192	Located in back of the Customer Service area, having higher wall panels.
	LTES - Call Center	9		9		9	9	6x6 cube	36	324	Located in back of the Customer Service area, having higher wall panels.
Total				10	Seating Count	31	31	Includes customer		1164	
IS&E Customer Service Support Areas	Description	Assigned Desk	Not Assigned	Quantity	Vac/Growth	Total People	Total Desks Needed	Space Standard	Area	Total Sq.	Comments
	Reception Waiting Area-4 Behind security.			1	0	1		24x24	576	576	Floor to Deck permanent walls required in this area. Bullet proof glass is required at the service desk along with safety proofing under the counter work space. Would like reception area designed so staff will not have to walk through the Customer Service area to reach their work area. We would like a separate entry for staff to enter their work area. Lottery would like space for marketing materials, space for winner pictures (decorated wall), jackpot signage, ticket check, space for claim forms to be completed. Needs to be much larger than current space and have multiple data/electrical for electronics and digital signage. Also place a lottery ticket vending machine, that must be locked after hours.
	Needs to be large enough for 40 people or access to a secondary waiting space/seats in building lobby. Two kiosks for checking in with power. Table with claim forms and space for a vending machine.										
	Lottery Conference Rm-1 (Small B)			1	0	1		10x15	150	150	Conference room located in reception area for staff to meet with external customers and for retailer investigations. The front of the conference room should be full glass walls (with blinds to close for privacy) & include panic button. Must have camera installed and would like to have two entrances to room. One from locked lottery for security investigator space and one for general public access. Would like "Floor to deck" between lottery validations and other DOR space.
	Lottery Security Investigation Office (PO-5)			1	1	0	1	15x20	375	375	Lottery space for security investigator, DAB employees (2) and lottery equipment which needs to be locked. Separate door for lottery security personal only (badge access), have a window and door to lottery validations/claims area, there needs to be a larger door slot for claims and tickets to be passed back and forth.
	Lottery Validations Room located next to the Customer Service (IS&E) Customer Counter having two seats for doing Lottery Validations			1		1		10 x 15	150	150	Room which will have a service counter for two to do Lottery Validations. Service counter similar to Madison, size wise.
	Conference Rm-2 (Small B)			2		2		10x15	150	300	Two conference rooms located off reception area for staff to meet with external customers. The front of the conference rooms should be full glass walls & include panic buttons. Teams boards.
	Conference Rm-4 (Med-B)			1	0	1		15x20	375	375	One medium size room located in reception area for staff to meet with larger taxpayer/practitioner/power of attorneys. The front of the conference room should be full glass walls & include panic button. Teams Board
Lockboxes	Two lockboxes (night deposit style) with external openings, locked inside receptacles. One for lottery and one for tax returns.										Security needs requires Lottery to have a box separate from CSB. Camera mounted external to record drop offs.
	Kitchenette/Break Area 3					1		12x12 or 12x20	240	240	
	MFD, Shredding bins, Mail					1		10x15	150	150	MFD, counter area, mail area, forms, supplies, etc.
Total										2,316	
Number of Employees											
	Description	Assigned Desk	Not Assigned	Quantity	Vac/Growth	Total People	Total Desks Needed	Space Standard	Area	Total Sq.	
Income Sales and Excise (IS&E)	Audit										
	Revenue Administrative Manager		1	1	0	1	1	10x12 Office	120	120	Bureau Director
	Revenue Administrative Manager			1	1	0	1	8x12 Cube	96	96	Section Chief - Share / Hoteling Not assigned
	Revenue Management Supervisor	2		6	8	0	6	8x12 cube	96	576	
	Revenue Audit non-supervisor positions	29	22	51	7	58	42	8x8 cube	64	2,688	Assigned plus 13 ee average per day
Total						68	50			3,480	
IS&E Audit Support Areas	Copy Area			1	0	1			150	150	
	Mail Room-1			1	0	1			225	225	Mail machine, supplies, etc. 6 double door steel cabinets.
	Open area for files -- 4 & 5 drawer laterals			20	0	20			60	1,200	
	Large bookcases			8	0	8			12	96	Existing space = 20 cabinets.
	Cabinets for storage			10		10			40	400	Will still need storage space for supplies, etc.
	MFD Areas			4	0	4			40	160	Existing printers located around office space = 8. (Will be cutting in 1/2 in DOR MFD reduction)
	Confidential shredding bins			4	0	4			36	144	Existing space = confidential bins located throughout the office. Will need something similar in new space.
Total										2,375	
Income Sales and Excise (IS&E)	Compliance						Total Desks Needed				
	Revenue Administrative Manager			1	1	0	1	8x12 Cube	96	96	Section Chief share with Flex Supe below
	Revenue Agent Supervisor	2	1	3	0	3	2	8x12 Cube	96	192	
	Revenue Agent	29	18	47	8	55	39	8x8 cube	64	2,496	
Total						59	42			2784	
IS&E Compliance Support Areas	MFD Areas			1	0	1			40	40	For Printer/MFD (Reduced from 2, DOR reducing number of printers)
	Mail Table			1	0	1			36	36	Table for mail
	Confidential Shredding Bins			2	0	2			36	72	Two confidential shred bins
Total										148	
Income Sales and Excise (IS&E)	Office of Criminal Investigations (OCI) including Tobacco										
	Revenue Auditor and Special Agent	2	0	2		2	2	8x8 cube	64	128	
Total						2	2	8x8 Cube	64	128	

IS&E OCI Support Areas	Evidence Room				1		10 x 12	120	120	Secured card reader to room to store seized evidence. Located in proximity to the OCI staff work area.	
	MFD Area				1			40	40		
Total										160	
Office of the General Counsel	Office of General Counsel (OGC)										
	Tax Resolution Management Supervisor			1	0	1	8x12 Cube	96	96	Section Chief	
	Resolution Officers		2	3	5	0	5	8x8 Cube	64	128	
Total										224	
Office of the General Counsel Support Areas	Print Area			1	0	1		40	40		
	Open File Area (42)			9	0	9		60	540	Need seven - six 4-drawer lateral cabinets and 2 5-drawer	
Total										580	
State and Local Finance (SLF)	SLF - Equalization & Manufacturing Combined Bureaus										
	Property Assessment District Supervisor			2	0	2	8 x 12 Cube	96	96	Shared between supervisors	
	Property Assessment Specs and Techs		6	6	12	3	8x8 cube	64	640		
Total										736	
	Space for external customer			1	0	1	6x6 Cube	36	36		
Total										36	
	Staff Count									1	
SLF Manufacturing Support Areas	Spoke with Leah 4.6.23										
	Work Room/Copy Area			1	0	1		135	135	Shared between EQ & Manufacturing	
	T-File Room			1	0	1		288	288	Shared between EQ & Manufacturing	
	Vertide Files			40	0	40		28.0	1,120	Combined - Shared between EQ & Manufacturing	
	Open File Area			7	0	7		9	63	Shared between EQ & Manufacturing	
	MFD Area			1		1		40	40	Shared	
	Mail area									Space for 22 mailslots	
Total										1,646	
Miscellaneous small divisions											
Technology Services (DTS)	Revenue Tax Objective & Rep		1	1	2		8x8 cube	64	128	One assigned and one flex, gives extra space 3 days/week	
Enterprise Services (ESD)	Staff Dev Specialist		1		1		8x8 cube	64	64		
	Budget & Policy Analyst		1		1		8x8 cube	64	64		
Division of Alcohol Beverages (DAB)	Special Agent			2	2		8x8 cube	64	64	Share Evidence Space with IS&E Administration	
Total										320	
	Staff Count									6	
Agency Wide Support Areas	Mail area									Space for 6 mailslots	
Agency Wide Support Areas											
	Training Room-2 (Med)			1	0	1		1,000	1,000	For ongoing training of new staff.	
	Training Room-3 (Large)			1		1		1,575	1,575		
	Conference Rm-2 (Small B)			3	0	3		150	450	For supervisors and staff to use when meeting with Revenue employees.	
	Conference Rm-5(Large A)			1	0	1		480	480	To hold reoccurring unit meetings (14 - 16 employees).	
	Collaboration Space			3	0	3		150	450		
	Kitchenette			2	0	2		100	200		
	Storage Room			2	0	2		80	160		
	White Noise for all of Revenue space										
Total										4,315	
								Department of Revenue Sq. Ft. Total	20,412		
Lottery & Customer Service Space								31		5,103	
Without Customer Service and Lottery Space, seating for:								114		25,515	
								Suite Circulation Factor 25%			
								Total Expected Square Footage			

E. Department of Transportation

Division of Motor Vehicles

The Milwaukee Downtown DMV Customer Service center offers in-person service for the processing and issuance of driver's license, Identification cards, along with disabled parking placards.

Department of Transportation								
	Description	Quantity	Growth	Total Staff	Space Standard	Area	Total Sq. Ft.	Comments
Div of Motor Vehicles (DMV)								
Staff	Office	1	0	1	12x12	144	144	
	Service stations	3	0	3	8x8	64	192	
	Photo Station	1	0	1	8x8	64	64	
Total			Staff Count	5			400	
Support Areas								
	Waiting Area	1	0		40x40	1,600	1,600	
	Breakroom	1	0		17x13	221	221	
	Report Room	1	0		10x14	140	140	Card reader access
	File Area	1	0		10x12	120	120	
	Restrooms	2	0		7x10	70	140	
	Data Closet	1	0		5x5	25	25	
	Storage	1	0		7x14	98	98	
Total							2344	
			total staff	5				
					DOT Sq. Ft Total		2,744	
					Suite Circulation Factor 25%		686	
					Approx. Total Useable Square Ft.		3,430	

Additional Requirements

The DMV will be open to the public from 8:30 to 4:45 – Monday through Friday. DOT will need parking for 5 employees and 25-30 visitors. This will be for Driver's License and Identification Card services; no road testing or title and registration services will be offered. A ground floor public access location will be necessary for ease of access. Access to building restrooms and card reader secured access to the employee area is required. All visitor parking must be free of charge.

F. Department of Workforce Development

Division of Equal Rights

The Equal Rights Division (ERD) is a Wisconsin fair employment practice agency responsible for investigating, mediating, and adjudicating complaints under 40 different laws, including laws prohibiting discrimination in employment, housing, and public accommodations, family and medical leave, wage and hour rights, employment of minors, and business closings. Support staff in the Milwaukee office provide auxiliary program support for ongoing operations, including the processing of complaints and work permit applications and the printing and distribution of documents. Additionally, staff coordinate the planning of all in-person hearings and mediation conducted on site.

Unemployment Insurance (UI) Program primary roles are to provide:

- Temporary economic assistance to individuals who find themselves unemployed through no fault of their own and who are actively seeking work.
- Economic stability in the community during periods of economic downturn.
- The UI program is financed by federal and state taxes paid by employers who are subject to the federal/state UI laws.

Benefit Operations Bureau – Processes claims, adjudicates disputes, and ensures proper payment of benefits.

Bureau of Legal Affairs - Provides legal advice and services for the division, handles internal security, processes UI benefit and tax appeals, represents DWD in court and administrative proceedings, conducts research and analysis on UI laws and policies, investigates and educates employers on worker misclassification, and provides support to the Unemployment Insurance Advisory Council (UIAC).

The Division of Employment & Training - Develops and maintains employment-focused programs that enable employers to hire and retain the workforce they need and that provide individuals and families with services that enable them to achieve financial well-being as members of Wisconsin's workforce. It delivers services through public-private partnerships and a statewide network of Job Centers.

Division of Vocational Rehabilitation - A federal/state program designed to obtain, maintain, and improve employment for people with disabilities by working with VR consumers, employers, and other partners.

Secretary's Office - The Department is headed by a Secretary appointed by the Governor.

The Main lobby shall for the benefit of Workforce Development, incorporate a kiosk with a phone for a direct line to the Unemployment Insurance Claims Center.

Department of Workforce Development

	Description	Qty	Space Standard	Area	Total Sq. Ft.	Comments
Equal Rights (ERD)	Bureau of Investigations, Hearings and Mediation					
	ALJ	5	10x12 Office	120	600	
	Supervisor	2	8x8 cube	64	128	
	Support Staff	4	8x8 cube	64	256	
	Investigators	10	8x8 cube	64	640	
	Receptionist	1	8x8 cube	114	114	Information on reception found below
Total					1,738	
Unemployment Insurance (UI)	Bureau of Legal Affairs (BOLA)					
	ALJ	1	10x12 Office	120	120	
	Support Staff	1	8x8 Cube	64	64	
Total					184	
Unemployment Insurance (UI)	Benefit Operations Bureau (BOB)					
	FTI Staff	4	8x8 cube	64	256	Cubes and paperwork with FTI staff to be under two layers of security per FTI regulations
	Adjudication Manager	1	10x12 Office	120	120	
	Claims Manager	1	10x12 Office	120	120	
	Support Staff (Adjudication & Claims)	29	8x8 Cube	64	1,856	
Total					2,352	
Division of Employment & Training (DET)	Bureau of Job Service					
Division of Vocational Rehabilitation (DET)	Bureau of Consumer Services					
	Shared Office	1	10x12 Office	120	120	To be shared between DET and DVR staff
	Job Net Stations	2	3x5	15	30	Job net computer stations on 36" wide by 24" desk. Possibly located near ERD reception to assist clients if needed
	Enclosed Job net Pod	1	10x10 Office	100	100	Enclosed space, with computer for clients to hold virtual Job Service meetings/sessions
Total					250	
Secretary Office (SO)						
	Shared Office	2	10x12 Office	120	240	
Total					240	
Support Areas						
	Visitor waiting Area	1		100	100	To be located near ERD receptionist. Used for in person hearings for UI & ERD
	Small Hearing Room	1		275	275	Soundproofed, escape doors, and to hold approx. 10 people. To be shared between ERD and UI BOLA staff for in person hearings
	Intake Room	1	10x12 office	120	120	closed door for privacy, wired for phone or videocall, located near reception. Also would serve as hoteling space for ERD staff visiting from Madison
	Large Hearing Room	1		475	475	soundproofed, "escape" doors, 15-25 people. To be shared between ERD and UI BOLA staff for in person hearings
	PC Training Room	2	approx. 40x20	800	1,600	Computer training room for UI/BOB staff training and new hire onboarding training
	Work Room/Reception	1		100	100	Includes copy/postage area and reception desk. Should be adjacent to hearing rooms and waiting areas
	Storage Room	1	approx. 10x12	120	120	To be used for FTI paperwork for UI staff
	Data Closet	1	approx. 10x10	100	100	Dedicated in suite DWD data closet to house DWD network equipment, such as UI server
	Breakroom	1		300	300	To be shared among all DWD staff
	File Area	1		50	50	Equal Rights Hearings case files
Total					3,240	
	Department of Workforce Development Sq. Ft Total				8,004	
	Suite Circulation Factor 25%				2,001	
	Total Expected Square Footage				10,005	

G. Building Amenities

	Description	Quantity	Growth	Total	Space Standard	Area	Total Sq. Ft.	Comments
Support Areas	Lactation Room	1	0	1	12x12	144	144	Accessible to all tenants
	Security Room	1	0	1	10x12	120	120	Located near security desk
	Locker Rooms	3	0	3	12x30	360	1080	One Gender Neutral all w/showers
	Wellness Room	1	0	1	30x25	750	750	
	Vending Storage	1	0	1	10x10	100	100	
	Janitors Closet	3		3	5x10	50	150	One per floor
	Café/Breakroom	1	0	1	30x50	1500	1500	
	Lobby	1	0	1	30x50	1500	1500	Provide Security/check in desk
	Hoteling Space	1	0	1	20x40	800	800	Private space near lobby for two works stations w/shared printer and storage area
	Family Restroom	1	0	1	9x10	90	90	Public access
	Shared agency service center	1	0	1	12x12	144	144	private office w/reception window near lobby
Total							6378	
							Circulation Factor 25%	1595
							Total	7973

Additional Requirements

These rooms are in addition to necessary building mechanical, electrical, data, fire command center, fire suppression, restrooms, corridors, etc. required in the building. These should be building common to all tenants and would be considered part of the rentable square footage multiplier. Provide electrical/data for a monitor to be placed in the lobby for Carousel.

H. Parking Summary

The site requires a parking structure, underground parking and/or a surface parking lot to collectively contain 300 stalls for use by the State agency tenants and visitors when they occupy the new office building. Provide a minimum of 2 Electric Vehicle (EV) charging stalls. They can be charged by the KW hour.

In addition, the parking solution should have bicycle parking to hold 30 to 50 bicycles. It is preferred to have protected parking for bicycles, mopeds and motorcycles. Entry doors to the secured parking area for State employee vehicles to have a controlled card access system for timing and opening. The developer/lessor should provide an onsite parking vendor. The header height into the parking facility should not be less than 8'- 0." Mirrors and clear signage are required for the reduction of blind spots and to ensure safe travel through the parking structure.

Several agencies require visitor parking including the Department of Transportation, Department of Revenue, Department of Administration hearings and Appeals, and Department of Workforce Development. Visitor parking, and Handicap parking for visitors and staff shall be near the entrances. There must be free parking for visitors to the DOT DMV. The Capitol Police requires 2 secured interior stalls as well as 3 near the building employee entrance for emergency response. The proposer shall incorporate designs that identify potential public transportation stops that incorporate weather barrier features.

Appendix 3 – Registration and Release of Liability Form

Registration and Release of Liability
State of Wisconsin, Department of Administration
Request for Proposals No. 505-018

Instructions: Any Proposer that intends to submit a proposal may attend a tour of the Milwaukee property to be held on Wednesday, January 15, 2025 at 11:00 am CT. Each proposer member wishing to attend the tour must pre-register by submitting this completed form via email to: doarealestateinfo@wisconsin.gov on or before Monday, January 13th, 2025 at 2:00 pm CT. This registration and release of liability form can accommodate the signature of one person. Proposal members who do not register will not be allowed to attend the tour.

Pre-registered proposer members will first meet and check-in for the site tour at the property located at the corner of 27th street and Wisconsin Avenue, Milwaukee, Wisconsin on Wednesday, January 15th, at 11:00 am CT. The tour is expected to last no longer than 1 hour. At least one member of the proposers team must pre-register to attend the tour, although the tour itself is not mandatory.

The undersigned hereby releases the State of Wisconsin, including all departments, agencies, boards, employees, and/or any tenant(s), from liability for any injury and/or damages (if any) resulting from the undersigned's tour of the Milwaukee property.

Signature: _____ Date: _____

Name (Please Print: _____

Proposers Team: _____

Company/Affiliation: _____

Telephone Number: _____ Email: _____

Company Address: _____

Do you require special tour accommodations for a disability? (check one) Yes: _____ No: _____

If yes, please describe _____

Appendix 4 – Form to Submit Proposers Questions

Form to Submit Proposers Questions
State of Wisconsin, Department of Administration
Request for Proposals No. 505-018

Instructions: On or before 2:00 pm CT on Friday January 31st, 2025. 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 . Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx> by 3:00 pm CT on Friday February 7th 2025. Solicitation of information from the State, DOA, or user group 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: _____

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

Appendix 5 – Link to Sample Lease and Schedules I and II

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 in the current Gross Lease Template and Schedules I and II are acceptable to the Proposer, unless otherwise noted in the Proposer's proposal.

Schedule 1 link: [Schedule-I Template linked on Fac Mgmt Internet Webpage.pdf \(wi.gov\)](#)

Schedule 2 link: [Schedule-II Template linked on Fac Mgmt Internet Webpage.pdf \(wi.gov\)](#)

Appendix 6 – Designation of Confidential Proprietary Information

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM

STATE OF WISCONSIN,
DEPARTMENT OF ADMINISTRATION
REQUEST FOR PROPOSALS No. 505-018

The attached material submitted in response to RFP No. 505-018 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.
3. 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 confidentiality 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:	

Appendix 7 – Proposers Response Sheet

Proposer Name _____

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 of each lease (does not include common area) _____

Department of Administration-Hearings and Appeals _____

Department of Administration-Capitol Police _____

Office of the Governor _____

Department of Revenue _____

Department of Transportation _____

Department of Workforce Development _____

Building Amenities _____

B) Load Factor (if applicable) _____

C) Total rentable square feet (includes common areas)

Department of Administration-Hearings and Appeals _____

Department of Administration-Capitol Police _____

Office of the Governor _____

Department of Revenue _____

Department of Transportation _____

Department of Workforce Development _____

Building Amenities _____

II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per 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 exhibit) \$ _____/sq. ft.

c) Total Tenant Improvements (sum of 1-2 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 1-2 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.
\$_(____)_____

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

- Notes:**
- 1) The State requires a gross lease with any and all operating expenses included in the Rental Rate.
 - 2) Tenant Improvements above include Premises Build out costs, furniture & installation and cabling costs. Provide total costs for each expense type and provide the applicable rent per 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.
 - 4) The lease shall incorporate a Right of First Refusal provision, giving the state the first option on available adjacent space.

III. TERMS AND CONDITIONS:

- A) Length of Leases (Initial Lease Term) Ten (10) years
- B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) %
- C) Renewal Options Three 5-yr. options
- D) Renewal 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) _____, 2027
- F) Lease Commencement Dates _____, 2027
- G) # Of Free Months of Rent Offered, if any
- H) Proposer shall identify and propose an early out provision to be incorporated into the lease agreement

IV. SUBMITTED BY: _____

V. General Terms and Conditions of Land Sale

General terms and conditions of sale include, but are not limited to the following:

- a) The property is to be sold in “as-is” condition/basis.
- b) Non-contingent offers – only non-contingent buyer offers will be evaluated. Prospective buyers are strongly encouraged to perform sufficient due diligence (e.g., inspections, zoning, etc.) prior to submitting an offer to purchase. Inspections of the property may be conducted during the tour date.
- c) A property tour will be conducted on Wednesday January 15th, 2025.
- d) Information provided with posting for review:
 - BRRTS Case Summary and Status
 - BRRTS environmental property diagram
 - Property appraisal report (available upon request)
 - Approximately 114,510 square feet, or 2.629 acres.
- e) Questions may be submitted after the property tour, by completing Appendix 4 form and submitting
- f) Offers - must be in the form of a Buyer signed WB-15 Commercial Offer to Purchase, and no earnest money deposit. Offers may be submitted either in writing or via email, including Exhibit B no later than the proposal due date 2:00 pm Central Standard Time (CST) on Monday, March 31st, 2025.

Department of Administration
101 E. Wilson Street, 7th Floor – Lease Administration
Madison, WI 53707
Attn: State Leasing Officer

or

DOARealEstateInfo@Wisconsin.gov

Late submissions will not be accepted.

- g) Evaluation of Offers – all offers received will be evaluated by the Secretary of the Department of Administration. Buyer selection will be at the full discretion of the Secretary, including no selection. The Secretary's selection will be made based upon the best interests of the State of Wisconsin. While purchase price will be taken into consideration, the Secretary reserves the right to select an offer that is not the highest purchase price if doing so is in the best interest of the State.
- h) Approval Process – if an offer is selected, the selected buyer will be notified in writing of the Secretary's intention to recommend award to that buyer. Sale of State-owned Real Property requires the approval of both the State Building Commission (SBC) and the Joint Committee on Finance (JCF). Upon selection, the DOA Secretary will provide a recommendation to both the SBC and JCF. If all approvals are received, the selected buyer will be notified, and the transaction will then move to property closing.

- i) Transfer of Title – Transfer of title to the subject property to the approved successful buyer will be via a Warranty Deed. The deed will be executed by the Department on behalf of the State of Wisconsin.
- j) Title Evidence – Buyer will assume the expense of procuring any abstracts or title insurance as may be required.
- k) Special Assessments – The buyer will assume the payment of any unpaid deferred charges or special assessments for public improvements levied against the subject property at the time of sale. Amounts of these outstanding charges will be disclosed if known. None are known to exist.
- l) Real Estate Taxes – As noted above, the buyer will be liable for all real estate taxes levied against the subject property after title is transferred.

Exhibit B – Offer Form

Subject Property	2701 West Wisconsin Avenue, Milwaukee, WI
Buyer Contact Information	
	Company Name, if applicable
	Contact Name
	Address
	Phone Number
	Contact Email
Offered Purchase Price	
Contingencies	Closing to occur post approval by the State Building Commission and Joint Committee on Finance. No other contingencies will be accepted.