

DOA Schedule II

CONSTRUCTION REQUIREMENTS

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

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

1. Ceilings:

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

2. Floors: All floors will be level

- a. Office, clerical areas, conference room, work/mail area (unless otherwise specified below): Carpet tile: 24 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
- b. Restrooms: Ceramic floor tile and base.
- c. Storage room, data/phone closet, waiting areas, entries, etc.: Ceramic tile, vinyl tile, or sheet goods.
- d. Breakroom, vending machine areas, storage room, copier rooms, data/phone closet, (update locations as needed) etc.: vinyl tile or sheet goods.
- e. Vestibule/lobby: Provide recessed mats similar to DecoGard "Pedi mat".
- f. Loading dock, mechanical rooms: Sealed concrete floors.
- g. Cove Base: Provide 4" vinyl cove base wherever vinyl flooring and carpet is used.

3. Walls:

- a. All new walls to be drywall: one-layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b. All interior walls to be insulated for sound abatement.
- c. Walls to extend to finished ceiling except for restrooms, conference rooms, and demising walls, which should be extended to the deck.
- d. Provide expansion joints as necessary.
- e. All walls to receive painted finish of one primer coat and two finish coats of semi-gloss or eggshell paint. Provide touch-up painting after move-in.
- f. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color.
- g. Restrooms: Provide 48" wainscoting of ceramic wall tile or another hard washable surface.
- h. The Lessor will hang/install bulletin boards, pictures, tack strips, whiteboards, screens, etc., as provided by the Tenant.

- i. The Lessor will provide blocking to allow for installation of Tenant provided smart board and/or wall-mounted monitors in locations noted by the tenant. Note locations.

4. Doors, door frames, hardware:

- a. The primary accessible entry doors will require ADA compliant power door openers.
- b. All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue-blocked, 5 ply), stained and varnished.
- c. Exterior metal doors, all door frames, window frames: 16-gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel.
- d. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite, and restroom doors; passage and/or keyed latch sets as specified, minimum 1 key per lockset, plus 2 master keys.
- e. Private offices, conference rooms, storage rooms, and communications closets (update locations as needed) will require lockset. Provide key schedule for approval.
- f. All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- g. All offices, suite entry, waiting room, conference room, training rooms shall have a window or sidelight window.
- h. The entrance doors and from the waiting area into the office area shall have a [Lessor provided] [Lessee provided] card reader system.

5. Windows: It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.

- a. All new exterior windows shall be insulated Low-E glass.
- b. All exterior windows shall have mini-blinds or shades.
- c. Windows may be either fixed or operable.

6. Heating, Air Conditioning, and Ventilation:

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2022, in addition to all other applicable Federal, State, and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2022 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2022 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new or replacement HVAC units and equipment installed shall be high-efficiency type, gas-fired heating.
- b. Provide perimeter heating for exterior walls as required in Wisconsin Code to meet the seasonal set-points of Schedule I, Section 1.
- c. Provide space heating for airlocks and lobbies, if necessary.
- d. Provide separate venting/fans for restrooms.
- e. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
- f. Thermostat locations in all enclosed rooms to be above light switch unless zoning is not allowed.

7. Electrical: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a. Each enclosed room shall have a minimum one duplex electrical outlet every 12 lineal feet.

- b. Standard office requirements shall include provisions for multi-function copiers, computers and related equipment, and other standard office equipment. Copiers must be on 20-amp separate circuit from other equipment.
- c. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch-plates, faceplates, receptacles, **card** readers, etc.
- d. Break room shall have sufficient outlets for a refrigerator, microwave, and coffee maker.
- e. Lactation room shall have an outlet for a refrigerator.
- f. Lessor to provide electric base feed connections for systems furniture power. Cables or “whips” to be provided by the furniture vendor. Circuits and wiring for this connection shall be as required by systems furniture manufacturer.

8. Lighting:

a. General Design

- 1) The lighting design shall be practical, energy-efficient, easy to maintain, and appropriate for the intended function of the space.
- 2) In general, the designed lighting levels shall be based on the Illuminating Engineering Society of North America (IES) lighting handbook (latest version). The lighting designer shall use the IES recommended vertical and horizontal illumination levels for a given space. The lighting design for new and renovated buildings with windows and significant daytime occupancies shall comply with the DFD Daylighting Standards manual. The manual is available on the DFD website under Master Specifications/Design Guidelines, Daylighting, and entitled Daylighting Standards for State Facilities.
- 3) The lighting design shall, as a minimum, meet the energy conservation requirements of the Wisconsin Department of Safety and Professional Services (SPS) Wisconsin Commercial Building Code SPS 360-366, including the Energy Conservation Code SPS 363. Note: some requirements in the code will be surpassed by DFD guidelines, such as lighting power densities required in the DFD Daylighting Standards for State Facilities.
- 4) Refer to the Architectural Life Safety Plans for Means of Egress illumination locations and routings.
- 5) It is the Lessor’s responsibility to verify specific program or agency lighting requirements prior to design.

b. Interior Lighting

- 1) Lighting of interior areas shall utilize LED light sources. Fluorescent luminaires may be used with the Lessee’s consent to match existing installations. Incandescent or HID sources shall be used only for specific isolated applications, justified by program or usage, and approved by Lessee.
- 2) For ambient lighting design, utilize LED luminaires as much as possible (see DFD master specification section 26 51 13 for LED requirements). For ease of maintenance and lamp storage requirements, the lighting design should utilize a minimum number of different luminaire types.
- 3) The lighting designer, architect, user agency, and Lessor shall discuss if the task lighting that will be provided for cubical furniture. Lessee recommends task lighting be fixed where possible and utilize LED low-wattage lighting.

c. Exterior Lighting

- 1) Outdoor lighting shall use LED fixtures. A different lighting type may be used if needed to match existing lamps.
- 2) Exterior lighting shall be controlled by a photocell, time clock, or campus-wide lighting signal system. Consult the User Agency for preference on exterior lighting control.

- 3) Outdoor lighting system design shall utilize full cutoff type luminaires that minimize the amount of source lumens, which are emitted above the horizontal plane of the luminaires, and which minimize light spill onto adjacent facilities.

d. Lighting Controls

- 1) Lighting controls and switching shall be kept simple and easy-to-maintain.
- 2) Architectural lighting control systems (scene lighting controls), or whole-building programmable control systems utilizing multiple control panels, shall be used only when necessary. These systems may be considered only for lighting control in lecture halls, auditoriums, and theaters, for switching of large areas, or for specific energy-saving requirements.
- 3) Vacancy sensors shall be used as much as practical. Vacancy sensors require the occupant to turn the lights ON manually. Vacancy sensors shall typically be used for required automatic light shut-off control instead of central time-clock control or central energy-management system control. (Occupancy sensors shall still be used in spaces where vacancy sensors would create unsafe environments such as restrooms and stairwells)
- 4) Daylighting/photo sensors shall be used where practical to provide continuous dimming of lighting in day lit areas.
- 5) Consider digital timer switches for storage areas, closets, and rooms too small for occupancy sensors. Electrical and mechanical rooms shall utilize switches with no automatic shut-off. Light fixtures in electrical/mechanical rooms shall be fed by emergency generator circuits or shall be provided with battery backup power when generators are not applicable to project.
- 6) Parking lot luminaires shall be provided with photo sensors for dusk-to-dawn ON/OFF control.

e. Egress / Emergency / Night Lighting and Maintained Safety Lighting

- 1) Emergency lighting shall be powered by circuits from a building's emergency (generator) system. Battery-powered emergency lighting units shall be acceptable if an emergency generator system is not provided.
- 2) In addition to the path of egress, emergency lighting shall be provided in Fire Command. Centers, Fire Pump Rooms, Electrical Rooms, Generator Rooms, generator exterior enclosures, and Public Rest Rooms.
- 3) The preferred method of controlling emergency lighting is to use a UL924 emergency lighting control unit to bypass switching and turn emergency lighting ON automatically in a power outage situation. Unit shall be supplied from both normal and emergency power sources.
- 4) Exterior emergency illumination utilizing LED luminaires is recommended.
- 5) Means of Egress emergency illumination testing requirements shall be per IBC 1006.4.
- 6) Night Lighting and Maintained Safety Lighting shall be defined as additional lighting not identified as part of the Architectural Life Safety egress path but deemed by design team as critical for illumination. These circuits shall be served from the legally required standby branch of the generator system.

9. Data Wiring:

- a. All outlets to be installed according to approved plan. Each room, as identified will have at least two Communication Equipment Outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4-11/16" square, deep Outlet Box. Smaller 3/4" conduit is acceptable for locations intended for a Wireless Access Point or Security Device.
- b. Conduit, raceways, or clear paths will be provided from the data/telecom room to the ceiling area of each enclosed room and clerical area to accommodate the data/telecom lines.
- c. Data wiring shall be furnished and installed by the [Lessor] [Lessee].

10. Sound Masking System:

- a. 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. In order to achieve this, the Proposer shall properly design and specify a sound masking system for the office spaces of the building.
- b. 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.
- c. The system shall be UL listed and meet the ASTM E-1130 standards for speech privacy and sound uniformity.
- d. The sound masking system shall be zoned and provide individual control for each of the Agency groups within the building via a software interface. Sound masking will not be required in building mechanical rooms, storage rooms, and any rooms with recording equipment. Central equipment for this system will be located in the Communications Equipment Room(s).

11. Cabinetry/Carpentry: All areas provided must meet minimum standards of ADA compliance.

- a. For each room requiring millwork, they shall have plastic laminate counters of standard depth and height. The upper and lower cabinetry will have 2 adjustable shelves in each section, all having laminated fronts, countertop, and splashguard.
- b. The break area shall have 6'-8' counter of standard depth and height with splashguard with a single H/C water double compartment sink.
- c. Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts. Also provide mailboxes sufficient for existing staff in the Work/Mail room.
- d. Provide a coat closets, with shelf and rod.
- e. Provide a standing height counter of approximately 6' in length with base cabinets under it in the clerical area.
- f. Provide a 4' wide by 3' high pass-thru window with writing ledge on the waiting area side and standing height counter on the clerical area.

12. Plumbing:

- a. The breakroom/lactation room counter(s) shall meet the minimum ADA requirements. Breakroom and lactation room include a sink or sinks and should have hot/cold running water.
- b. All rest room fixtures and furnishings will be ADA compliant.
- c. Insulate all under sink lavatory piping.
- d. One janitorial sink shall be provided in the janitor's closet.
- e. Water lines will be provided for connection to coffee maker and refrigerator in the kitchenette/breakroom.

13. Accessibility and Security:

All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.

- a. Provide door locks on all office and conference room doors and as listed in Summarized Room Requirements.
- b. Lessor to provide and maintain a complete operating Card Access system. The card access system shall be fully compatible with the existing card access system currently located in various State Office Buildings and will be controlled and monitored by the existing State Capitol Police CCure 9000 system. The

System shall include proximity card readers, controllers, wiring, and all other equipment necessary for the complete specified operation with the existing CCure 9000 System.

The system shall utilize Software House iStar controllers and add-on boards as appropriate for the specific installation. Controllers shall be fully integrated with the existing Software House CCure 9000 system and shall be of the latest design with the current version of firmware. Access cards provided by the tenant will be 35-bit proximity cards compatible with existing HID brand Corporate 1000 cards currently used by the Capitol Police; numbering shall be coordinated by the factory with the existing Capitol Police card database. Card readers shall be compatible with existing 125 KHz proximity access cards. Each reader shall be the model and size most appropriate for each individual door application

Note: IF Lessee is providing card access system, delete (b.) and add: Card Access System to be provided by Lessee.

- c. All exterior ingress doors, data/telecom room, wiring closets and lactation room are to have card access and as listed in Summarized Room Requirements.

14. Exterior of Building and Landscaping:

- a. Provide landscape as necessary or required by city ordinance.
- b. Parking areas to be paved and striped and complying will all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
- c. All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d. Ensure all exterior walls, windows, roof, walkways, and parking areas are in good repair.

15. Signage:

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

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

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

- a. Mechanical/HVAC plans
- b. Electrical and data plans
- c. Reflected ceiling plan
- d. Door, hardware, and finish schedules
- e. Plumbing plans
- f. Site plans with parking indications
- g. General construction drawings with dimensions.

- h. Millwork drawings
- i. Materials list including, but not limited to:
 - 1) Paint and finishes
 - 2) Ceiling
 - 3) Flooring & Base
 - 4) Laminate

18. Building Final Inspections and Permits: Lessor to secure all final inspections. Furnish building occupancy or use permit(s) to Lessee.

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