

**RFP No. 455-013**

**REQUEST FOR PROPOSAL (RFP)  
FOR THE LEASING OF AN OFFICE FACILITY**

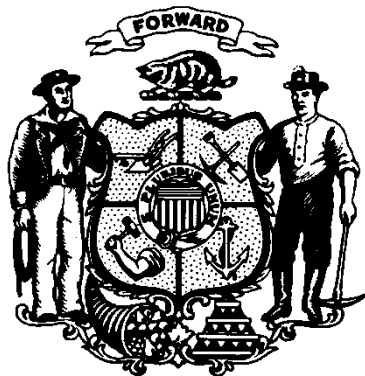
**TO BE OCCUPIED BY THE**

**State of Wisconsin**

**DEPARTMENT OF JUSTICE (DOJ)**

**WITHIN THE GREATER MILWAUKEE AREA**

**Issued: October 1, 2020**



**Proposals Due by: 2:00 PM, November 4, 2020**

**PREPARED BY:**

**STATE OF WISCONSIN**

**DEPARTMENT OF ADMINISTRATION**

**DIVISION OF FACILITIES DEVELOPMENT & MANAGEMENT**

**101 EAST WILSON STREET, 7TH FLOOR**

**MADISON, WISCONSIN, 53707-7866**

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## I. PROJECT OVERVIEW

### A. PROJECT SCOPE

The State of Wisconsin's Department of Administration (DOA) is seeking a 10-year lease with three 5-year renewal options for a facility of approximately 13,600 useable square feet of office, storage, and garage space for the Department of Justice (DOJ). DOJ will require secured 24/7 on-site parking for 45 staff vehicles and 2 trailers, as well as an additional 10 unsecured parking stalls for visitors. The facility may be existing or newly constructed; and shall be located in the greater Milwaukee area (preferably within the boundaries described in Appendix 4, Exhibit A(1)) and meet all of the location requirements defined in Appendix 1, paragraph 2. Where the border of the preferred area described in said Exhibit A is a street, the preferred area includes properties on both sides of the street along such border.

## II. SELECTION AND AWARD PROCESS

### A. SCHEDULE

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

RFP Posted	October 1, 2020
Proposers' Questions due to DOA by 2:00 PM CT	October 14, 2020
Responses to Proposers Questions Posted	October 21, 2020
<b>Proposals Due By 2:00 PM CT (Due Date)</b>	November 4, 2020
Initial Evaluations of Proposals & Property Tours	Approx. 2-3 weeks
Request for Revised Proposals from Short-listed Proposers	Approx. 1 week
Revised Proposals due	Approx. 1 week
Possible Interviews with Selection Committee	Approx. 2 weeks
Final Evaluation	Approx. 1 weeks
Letter of Intent issued to selected proposer & Lease Negotiations	Approx. 2 weeks
State Building Commission Approval (target)	February 2021
Joint Committee on Finance Approval, if applicable	February 2021
Lease Execution (after SBC approval)	Approx. 1 week
Targeted Tenant Access Date	One month prior to Occupancy Date
Targeted Occupancy Date (existing facility)	July 1, 2021
Targeted Occupancy Date (new construction)	November 1, 2021

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

On or before 2:00 PM CT on October 14, 2020, proposers may submit: (i) requests for clarification of this RFP; and/or (ii) questions, in writing utilizing the form provided in Appendix 5. Submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Please reference the RFP #455-013 in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by October 21, 2020 on the following website:

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

**Solicitation of information from the State of Wisconsin, Department of Administration (DOA), Division of Facilities Development & Management (DFDM), or DOJ outside of this designated process will not be addressed and may result in disqualification of the Proposer.**

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

## **C. SELECTION AND AWARD PROCESS**

All proposals (Proposals) submitted in response to this Request for Proposal will be evaluated by a selection committee consisting of representatives of DOA and DOJ. The final selection will be made by the Secretary of the Department of Administration. **DOA reserves the right to independently identify suitable properties and directly solicit Proposals that meet the standards set forth in the RFP.**

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

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

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

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

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

Proposers must submit their Proposals by the Due Date and will be evaluated based upon the Proposal Submittal Requirements designated in Section III. Property tours may be scheduled and completed for those proposals meeting the general requirements of this RFP. Proposers may be asked for clarification and/or additional information before the completion of the initial evaluation. Following completion of the initial evaluation, the best Proposals will continue onto Part Two.

**Part Two: Request for Revised Proposals**

The Selection Committee will ask any Proposers selected under Part One to submit a revised proposal ("Revised Proposal"), including any clarifications or additional information requested by the Selection Committee under Part One above. The Revised Proposals also represent an opportunity for Proposers to correct any previously submitted information and to provide more attractive proposal terms. Revised Proposals are to be submitted on or before 2:00 PM CT on the date set forth in the Selection Committee's request for a Revised Proposal and shall conform in all respects (including method and location of delivery) to the Proposal Submittal Requirements designated in Section III.

**Part Three: Evaluation of Revised Proposals**

The Selection Committee will evaluate all of the Revised Proposals. DOA and DOJ may request additional presentations, conduct site visits, and/or request additional information or clarification in order to evaluate the Revised Proposals. A short-list of Proposers will be developed based on the Revised Proposals.

**Part Four: Interviews**

Short-listed Proposers may be invited to an interview (in-person or virtual) 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 may include a list of questions to be addressed at the interview. Interviews will last for not more than 90 minutes and will provide for up to 60 minutes for presentation and up to 30 minutes for questions and answers.

**Part Five: Final Evaluation**

Final evaluations will be completed for all short-listed proposals by incorporating the Initial Evaluations, Revised Proposals, and interviews. The Selection Committee may ask for clarifications necessary to make a complete and full assessment. Based upon the final evaluation, the Selection Committee may recommend one or more proposals which best meet DOJ's needs to the DOA Secretary for review and selection. The Secretary may choose from any proposals submitted by the Selection Committee or determine no selection and send the RFP back to the Selection Committee for additional information or further review. The Secretary may request clarification and/or additional information from the Proposers.

**Part Six: Letter of Intent**

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

Final lease execution will be contingent upon the approval by the State of Wisconsin Building Commission. Joint Committee on Finance approval may also be required.

### **III. PROPOSAL SUBMITTAL REQUIREMENTS**

#### **A. SUBMISSION**

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

- Submission of six (6) printed copies of the Proposal, which will serve as the official copies.
- Submission of one (1) electronic PDF copy of the Proposal via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov).
- Utilization of the attached Proposer's Response Sheet.

**Proposals are due on or before 2:00 PM CT on November 4, 2020 (Due Date)**

**Proposals received after the due date and time will not be accepted. Upon receipt, they will be marked late, remain unopened and be returned to the sender.**

Sealed copies of the Proposals shall be hand delivered to the drop box in front of the State of Wisconsin Administration Building located at 101 E. Wilson Street, Madison, WI, or delivered by U.S. Mail to the below address, and marked as follows:

State of Wisconsin, Department of Administration  
Division of Facilities Development & Management  
101 E. Wilson Street, 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866  
Attn: RFP #455-013, Milwaukee

Proposers must allow sufficient time for delivery of their Proposals by the date and time specified, no proposals received after that date and time will be accepted regardless of the date of posting. Please be aware that overnight couriers (such as UPS or FedEx) may not be able to deliver to this address due to COVID-19 related closures.

#### **B. FORMAT**

Proposals should be spiral bound, printed on single sided 8 ½"x11" paper, either portrait or landscape. For legibility purposes, plans, schedules, or other relevant proposal documents may be printed on 11"x17" paper.

#### **C. EVALUATION STANDARDS**

Proposals will be evaluated on the following standards:

1. Lease Terms and Conditions
2. Location Attributes and Site Information
3. Facility Details and Layout
4. Schedule (See Section II.A.)

#### **D. PROPOSAL CONTENT**

Proposals must meet at a minimum, the standards and requirements listed herein. **It is mandatory that**

**all proposers utilize the attached Proposer's Response Sheet (Appendix 6);** and include the specific information, plans/drawings, specifications, and schedules required for their response, as listed below:

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

1. A fully completed "Proposer's Response Sheet." Supply documentation if available, supporting each of the cost elements, as noted, other than the base building rate.
2. Information for each firm on the Proposer's Team, including the Company name, contact person, business address, phone number, email address and website (if applicable).
3. If this is a build-to-suit response, information on team members should also include number of years in business and relevant experience related to this type and size of project.
4. A rendering, sketch, and/or photo illustrating the exterior views of the building.
5. A site plan indicating parking, including number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and/or proposed landscaping.
6. Include with proposal a marked map with the proposed building location.
7. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture.
8. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (such as security and cabling costs) may also be required.
9. A construction schedule and timeline for tenant improvements (TI's) from the fully executed lease to tenant occupancy.
10. A list of the areas, systems or critical characteristics in the Program Requirements evaluation standards where the proposal fails to meet the minimum requirements.

#### **IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS**

##### **A. PROCURING AND CONTRACTING AGENCY**

DOA DFDM is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. The Department of Administration will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease will only be conducted with the DOA's designated contact.

##### **B. RESERVATION OF RIGHTS**

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

1. Cancel, withdraw, or modify the RFP;
2. 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> and all Proposers will be provided a chance to revise their Proposals;
3. Request submission of additional information from some or all Proposers following initial

- submission of Proposals and Revised Proposals;
- 4. Waive any irregularity or defect in any submission;
- 5. Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- 6. Reject all Proposals that are submitted;
- 7. 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; or
- 8. Directly identify potential sites and solicit RFP proposals.

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

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

1. State of Wisconsin Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts in your proposal may lead to disqualification.
2. The State of Wisconsin Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.
3. The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

## **D. MISCELLANEOUS**

### **1. Pre-development and Development Costs**

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

In addition, Proposers should be aware of the following:

1. The State of Wisconsin, DOA, and/or DOJ will not be liable for any costs incurred by proposers associated with the preparation of a Proposal or negotiation of a contract.
2. All Proposals, in their entirety, will become the property of the DOA upon submission.
3. Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development.
4. Proposers shall be solely responsible for all pre-development costs (including, without limitation: engineering, demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if new or remodeled facility proposed) and development costs associated with the project, if applicable;
5. Proposers shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
6. 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.

**2. Selection Non-Binding**

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the State to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

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

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

**4. Wisconsin Open Records Law**

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP. Please note that all prices within proposals are always open record 'after' the lease agreement is awarded and fully executed and will not be confidential after such time.

**5. State Law**

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

## **V. APPENDICES**

### **APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION STANDARDS**

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

#### **1. Lease Terms and Conditions**

- a. Lease Rate: The lease rate shall be quoted as a full-service gross rental rate based upon a 10-year initial lease term with three 5-year renewal options. The lease rate must be quoted with all components broken out separately on a rentable square foot basis (with a notation specifying whether such components are actual or estimated). The proposed rental rate must include a base building rate, construction build out rate, and all operating expenses, including but not limited to: building maintenance, common area maintenance (CAM), insurance, HVAC operations costs, snow plowing, landscaping, trash removal, natural gas, electricity, water and sewer, real estate and other taxes, and janitorial services. Utilities and real estate taxes will be subject to an annual reconciliation.
- b. Access Prior to Occupancy: DOJ is responsible for furniture and furniture installation. DOJ and/or DOJ's vendors shall have access to Premises during the period the Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. DOJ and/or DOJ's vendors shall not interfere with Lessor's contractor or cause an unreasonable delay to the Lessor's construction schedule.
- c. Occupancy Date: Provide timeline for completion of build out and occupancy certificate. Indicate your certainty of meeting the targeted occupancy date set forth in Section IIA above.
- d. Option to Purchase: If the proposal is for a single-tenant facility, please provide general Option to Purchase terms. Such option shall not to be exercised prior to the end of the 7<sup>th</sup> year of leasing.

#### **2. Locational Attributes and Site Information**

- a. The site should have ready access to major transportation routes in the area, as measured by travel times from the parking lot to major traffic corridors in the area at different times of day.
- b. Site must have municipal services and utilities services on or prior to term commencement. Provide information on current municipal services and utilities services for the site.
- c. Zoning must be compatible with proposed use on or prior to term commencement and proposer must obtain all necessary governmental approvals.
- d. For security and operational purposes, the location must have a low level of foot traffic and general public access. Locations in or immediately adjacent to residential areas will not be considered. High visibility or high traffic retail and commercial locations will not

- be considered.
- e. A facility located in an industrial or business park location is preferred. Other locations will be considered only if the siting of the facility allows for adequate privacy and access control as determined by a security review performed by the DOJ.
  - f. Preference will be given to facilities located within the preferred location detailed in Exhibit A. Other locations will be considered only if they are in compliance with all of the locational requirements listed in items a-e above.

### **3. Facility Details and Layout**

The building will be evaluated on the following:

- a. Quality and Flexibility of Building and Design:
  - i. The building will contain a mix of enclosed offices and open areas of systems furniture, evidence processing space, conference rooms, a training room, general & secured storage, other secured rooms, data/telecommunication rooms, staff break rooms and restrooms; all as more particularly outlined in the General and Summarized Room Requirements, Appendices 2 and 3.
  - ii. Proposals for single-tenant facilities are preferred. Multi-tenant facilities with limited shared spaces or co-location with other public safety organizations will be considered with inclusion of the co-tenancy provision in the lease and DOJ approval of existing and future co-tenants. Multi-tenant facilities must include exclusive use of at least two entrances and exits, with one of entrances providing direct access to a dedicated elevator, if any of the areas are not located on the ground floor.
  - iii. Interior walls to be gypsum board partitions, with proper sound insulation except where noted in the General and Summarized Room Requirements, Appendices 2 and 3.
  - iv. A single-story building is preferred but multi-story buildings will be considered if the evidence processing, evidence storage, laundry and garage areas are located on the ground level and DOJ has exclusive use of an elevator between floors.
  - v. Natural daylight will be provided to the greatest extent possible to the occupied areas of the building. Use of skylights is permissible.
  - vi. Interior climate control should be zoned to respond automatically to changing conditions.
  - vii. The garage area shall have at least one card-access garage entrance door large enough to accommodate passenger vehicles. The garage door must have a minimum width of 8 feet and height of 10 feet. Garage area shall also have at least one card-access exterior service door.
- b. Safety and Accessibility Requirements:
  - i. All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332,361-365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.
  - ii. Alarm systems: Lessor will provide digital alarm systems for intrusion, fire, smoke and carbon monoxide detection that will be monitored by the State Capitol Police

Department.

- iii. Fire protection: Building areas, including the IT equipment/telecom room and telecommunications and IT closets to have zoned pre-action fire protection systems. The evidence processing and evidence storage areas to have a clean agent (FM200) fire protection system as specified in Appendices 2 and 3.
- iv. Lighting and surveillance: Lessor must provide sufficient interior and exterior lighting to allow for security camera surveillance and safe entry and occupancy by staff 24/7/365. Security cameras must be placed according to a security plan provided by DOJ following a review of the property and floor plans. The security plan will include security cameras with monitored feed of the reception area, interview suites, all exterior entrance areas, and employee parking area; and monitored and recorded feed of the evidence processing and evidence storage areas. Lessor is responsible for electrical and data cabling and installation of security cameras provided by the DOJ.
- v. Security System: Lessor to provide a complete operating Card Access system. The card access system shall be fully compatible with the card access system located in various State Office Buildings and will be controlled by the Capitol Police CCure 9000 system, using an Ultra SE panel. The System shall include proximity card readers, controllers, wiring, and all other equipment necessary for the complete specified operation with the CCure 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 shall 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. Card access readers to be administered by DOJ on all DOJ controlled exterior doors and interior doors as noted in Appendices 2 and 3. Keying of interior doors to be as specified in Appendices 2 and 3. All interior and exterior locks must be rekeyed per a master keying design provided by DOJ. The system must be able to restrict access by doors and hours/shifts and must be able to provide reports of arrival and departure times. Lessor will provide at video telecom entrances and electronic door controls wired to the reception desk or available through a secure web portal for the main entrance.

c. Electrical and Data Cabling:

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

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

All electrical and data cabling shall be provided by the Lessor. All outlets, panels, connections, and cabling to be installed according to approved plan coordinated with the DOJ per the cabling and jack requirements in Appendices 2 and 3.

d. Parking:

- i. Provides secured off-street parking for 45 staff vehicles and 2 trailers to be located proximate to the main entrance or side employee entrance and separate from any public parking. Employee parking may be used for 24/7 parking of staff vehicles and trailers. All parking areas should be lit at night for safety. Unless the facility is located within a larger secured perimeter that is approved by the DOJ, the Lessor is required to provide security fencing around all of the employee parking area with a lockable gate with card access and potential for intercom system. See Section b above for additional security requirements.
- ii. Provide additional separate parking for at least 10 visitor vehicles proximate to the main entrance that meets the lighting and security standards under Section d(i) above.
- iii. Signage and demarcation of handicapped designated parking stalls, and any other designated/reserved parking are the responsibility of the Lessor.

e. Design Services:

- i. The Proposer will provide the architectural and/or space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan, consistent with DOJ's square footage requirements and best practices of efficient design, developed in coordination with DOA DFDM and the DOJ.
- ii. The Proposer will provide to the Lessee and the DOJ with both paper and electronic copies of the final contract and record documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee and DOJ.
- iii. The Proposer will provide the final space plan in AutoCAD format to Lessee and the DOJ.
- iv. DOJ representatives will collaborate with the selected Proposer to finalize drawings and specifications.
- v. Following completion of the project, Proposer will provide Lessee and the DOJ with costs of materials, labor and services in connection with the completion of the project for costs not included in the gross rental rate (not including any pre-development costs or development costs, as detailed under Section 4(B)1 of this RFP), which details may include the name of the supplier/provider, volume/number, type, cost (unit and aggregate), and any other details that Lessee or DOJ requires to meet documentation requirements related to the expenditure of state and federal funds.

f. Building Sustainability:

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

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

## APPENDIX 2 – GENERAL ROOM REQUIREMENTS

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

### List of Areas and Suggested Sizes

Name	Item	Quantity	Size	Total Sq. Ft.	Location	Key	Comment
<b>Offices and Workstations</b>							
Private office - Executive	101	2	144	288	Office area	Keyed lock	
Private office	102	34	120	4,080	Office area	Keyed lock	
Double office - Analyst	103	2	200	400	Office area	Keyed lock	Incl. 2 workstations of approx. 96 sq. ft. each
Digital forensic lab	104	1	200	200	Office area	Elec. card reader	
Workstations - Reception	105	2	64	128	Public area		Work area open to and able to view main entrance and reception area and accommodate two 64 sq. ft. workstations
Workstations - Analyst	106	2	64	128	Office area		
Workstations - Intern	107	4	36	144	Office area		
<b>Subtotal - Offices and Workstations</b>				<b>5,368</b>			
<b>Meeting and Training Rooms</b>							
Small conference room	201	1	240	240	Office area		
Training room/large conference room	202	1	720	720	Public area		Adjacent to reception and main door.
Taskforce/briefing room	203	1	320	320	Interior near garage	Keyed lock	
Wire monitoring room	204	1	200	200	Office Area	Elec. Card Reader	
<b>Subtotal - Meeting and Training Rooms</b>				<b>1,480</b>			

Name	Item	Quantity	Size	Total Sq. Ft.	Location	Key	Comment
<b>Common Office Areas</b>							
Reception lobby	301	1	100	100	Public area		Adjacent to main door and reception workstations
Visitor restrooms	302	2	75	150	Public area		
Kitchen and break room	303	1	260	260	Office area		
Work/copy/mail room	304	1	250	250	Office area		
Employee restrooms	305	2	75	150	Office area		
IT equipment/telecom room	306	1	200	200	Office area	Elec. card reader	Additional temperature controls
<b>Subtotal - Meeting and Training Rooms</b>				<b>1,110</b>			
<b>Interview Rooms</b>							
Soft interview room	401	1	150	150	Interview room suite	Elec. card reader	
Hard interview room	402	2	120	240	Interview room suite	Elec. card reader	
Detainee restroom	403	1	75	75	Interview room suite	Elec. card reader	
<b>Subtotal - Interview Rooms</b>				<b>465</b>			

Name	Item	Quantity	Size	Total Sq. Ft.	Location	Key	Comment
<b>Evidence and Garage Areas</b>							
Evidence storage	501	1	600	600	Garage area	Elec. card reader	Cement or reinforced ceiling, floor and walls, FM200 fire suppression.
Evidence processing	502	1	175	175	Garage area	Elec. card reader	Cement or reinforced ceiling, floor and walls, FM200 fire suppression.
Lockers and PPE storage	503	1	150	150	In/adjacent to garage		
Employee restrooms with shower	504	2	100	200	Adjacent to garage area		
Laundry area	505	1	150	150	In/adjacent to garage		
Vehicle processing	506	1	800	800	Garage area		
Firearms work and storage room	507	1	150	150	Adjacent to garage area	Elec. card reader	
Case file and equipment storage	508	1	400	400	Office or garage area	Elec. card reader	
<b>Total Evidence and Garage Areas</b>				<b>2,625</b>			
Total Admin & General				11,048			
Estimated Circulation				2,552			Approximately 22.5%
<b>Useable Sq. Ft.</b>				<b>13,600</b>			



## APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

The following is a list by room, highlighting the specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. Please see Appendix 7 for more details and specifications.

### A. General:

- a. Flooring that is not new should be commercially cleaned and in like new condition. Walls must be freshly painted unless wall coverings are in very good condition. Tilework must be clean, unstained and in good repair.
- b. Hallway, laundry and storage area flooring can be vinyl sheet or tile, or similar. All exposed cement floors in the garage and evidence areas should be painted with epoxy in a color selected by the DOJ. Carpet is preferred in offices and conference rooms.
- c. The walls around all offices, conference rooms, the training room, restrooms and the kitchen/break room area must have effective sound attenuation. Drywall in the garage area should be covered to 8 feet high with fiberglass or poly wall panels for easy cleaning and to prevent damage.
- d. Doors to all offices and conference rooms must include full height sidelights adjacent to the doors or small windows in the doors.
- e. Areas of the building that are intended to be accessed by non-employees (identified as the public area and interview room suite in Appendix 2) must be separated from the work areas by a lockable doors equipped with electronic card readers.
- f. All furniture will be provided by DOJ and requires sufficient power and data service. The lessor shall provide cabling and power as directed by DOJ in accordance with Section 3c of Appendix 1.

### B. Building Exterior, Exits/Entrances and Parking:

- a. Exterior doors other than the main entrance will be a secure metal door with latch guards.
- b. All exterior doors must be access controlled and provide an electronic card-reader access system.
- c. The building should have an outdoor seating area for sitting and eating.
- d. Depending on window size, location and configuration, privacy and protective ballistic film may be required on windows and glass doors.

### C. General Cabling Requirements

- a. The building must be wired minimally with CAT6e wiring for all computer networking and voice cabling. RJ11 cabling is only allowable for door control or security systems where applicable.
- b. The lessor is responsible for installing optical fiber from the DOJ-specified Internet Service Provider from the lateral into the DOJ IT equipment/telecom room.
- c. All cables, terminations, support and grounding hardware will be furnished, installed and labeled per the DOJ specifications. 100 percent of the cabling shall be tested for opens, shorts, polarity reversals, transposition and presence of AC voltage. UTP voice, data and building control device horizontal wiring pairs shall be tested to TIA/EIA 568B

latest addendums.

- d. DOJ offices have two networks – the prime and the undercover network. Offices and common areas must be wired for both networks per DOJ specifications based on a review of the floor plan.
- e. The DOJ IT equipment/telecom room(s) must be within the DOJ area. All doors to rooms containing DOJ IT or telecom equipment must be equipped with electronic access control locks.
- f. WiFi access points are to be used throughout the building. CAT6e connection are required in the ceiling for the prime and undercover networks at locations to be specified by DOJ upon review of the floor plan. One WiFi access point will be required per every thousand square feet.
- g. DOJ must be able to mount rooftop equipment.
- h. The building should be wired for cable TV or satellite TV with access in the large and small conference rooms.

**D. Electrical, Data and Voice Cabling by Room:**

- a. Each room will have electrical outlets on at least 2 walls totaling at least 3 duplex electrical outlets per room.
- b. The garage area must have at least 2 duplex electrical outlets per wall, or the equivalent including floor receptacles, as well as at least 4 additional hanging outlets in locations designated by DOJ.
- c. Single offices must have a minimum of 3 data faceplates and 6 jacks (3 prime network data, 2 undercover network data, 1 voice).
- d. Double offices must have a minimum of 6 faceplates and 12 jacks (6 prime network data, 4 undercover network data, 2 voice).
- e. Each systems furniture workstation will have a minimum of 6 jacks (3 prime network data, 2 undercover network data, 1 voice).
- f. The digital forensic laboratory requires a minimum of 4 faceplates containing 8 jacks for the undercover network, at least 1 duplex electrical outlet per wall, and 2 faceplates containing 3 prime network jacks and 1 voice jack. Jacks and outlets should be concentrated on the walls with the counter.
- g. The small conference room requires at least 1 duplex electrical outlet per wall and a minimum of 4 prime network jacks, 1 undercover network jack, and 1 voice jack. An electrical outlet and data jack on at least one wall must be located for wall mounting of a television or monitor.
- h. The large conference/training room requires at least 3 duplex electrical outlets per wall and a minimum of 6 jacks (4 prime network data, 1 undercover network data, 1 voice) per wall. An electrical outlet and data jack on at least one wall must be located for wall mounting of a television or monitor.
- i. The taskforce office/briefing room requires electrical and data wiring consistent with the installation of five workstations. And an additional electrical outlet and data jack on at least one wall located for mounting a television or monitor.

- j. The mail/copy room must have 2 duplex electrical outlets per wall and 8 jacks (7 prime network, 1 voice) in locations suitable for 2 copiers and multiple countertop devices.
- k. The evidence processing room must have electrical outlets as required for two drying cabinets and a fume hood along with at least 3 additional duplex outlets, and 3 prime network jacks and 1 voice jack.

E. Cabling and Jack Requirements:

- a. The lessor will provide for cable management. Cables should be in rack mounted cable management trays.
- b. All new data/voice outlet faceplates will be Panduit Mini-Com Sloped Executive Faceplates of the single gang faceplate size part# CFPSE4EIY, electric Ivory in color unless otherwise approved by DOJ.
- c. Cable support devices must be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches. All cables shall be neatly bundled, labeled on both ends and secured with hook and loop fasteners (i.e. Velcro)
- d. Cables should not be installed within 4-feet of transformers/motors. When running parallel to power conduits or fluorescent light fixtures maintain a 1-foot separation.
- e. Machine generated labels must be installed on both ends of the cable, on the faceplate, and the patch panel.
- f. Structured cabling required to support wireless access points (WAP) equipment will terminate in a Panduit PAN-CBX2 biscuit and in the Server/Telecomm Room.
- g. Cable and jack colors shall be as specified:
  - Prime network data cable color (blue, Category 6 Plenum rated) and jack color (orange, Panduit Mini-Com Module, Category 6, UTP Jack Module part# CJ688TGOR)
  - Voice cable color (white, Category 6 Plenum rated) and jack color (white, Panduit Mini-Com, Category 6, UTP Jack Module part# CJ688TGWH)
  - Undercover data cable color (purple, Category 6 plenum rated) and jack color (purple, Panduit Mini-Com, Category 6, UTP Jack Module part# CJ688TGGR)

F. Wireless Cellular Service:

- a. Lessor will provide a multi-carrier cellular repeater installed with antennas spaced throughout the building. The service carriers and antenna locations will be specified by DOJ based on a review of the floor plan.

G. Entrance/Vestibule/Reception Lobby:

- a. The main entrance and reception area should be proportioned to accommodate two reception workstations (item 105) of approximately 64 square feet each and a waiting area (item 301) with seating for 4 visitors.
- b. The main entrance should be located near the visitor parking, visitor restrooms (item 302) and the training room (item 202).
- c. Entrance to the lobby/vestibule will accommodate two [36" x 84"] doors in series and

comply with all ADA and IBC space requirements. The door will have an electronic card reader access and latch guard as well as access controls from reception workstations. Main entrance must be equipped with video intercom.

- d. The vestibule must be locked and access-controlled to allow staff to view visitors before unlocking interior door.
  - e. Reception workstations must have panic buttons installed triggering an audible alarm and notification to police.
- H. Employee/Visitor Restrooms (items 302 and 305): Provide four unisex single occupancy restrooms. All must be ADA compliant. All restrooms shall have toilet(s), sink(s), hand dryer(s), TP dispenser(s), soap dispenser(s), mirror and ADA compliant accessories. ADA water fountains will be positioned adjacent to at least two of the restrooms. At least two restrooms should be accessible from the reception area and larger training/conference room without passing through other work areas. The location of other restrooms for employees should be convenient to common work areas.
- I. Private Single and Double Offices (items 101, 102 and 103): Offices should be situated to maximize natural light in common areas and open workstations. Offices will be proportioned to accommodate either a “U” or “L” shaped desk configuration and two guest chairs. Double offices should be configured to be able to fit two workstations of approximately 96 sf each. Doors to offices shall have keyed locks.
- J. Work Stations (items 106 and 107): The general office space will be located in non-public areas of the building (behind access-controlled doors) and should be proportioned to accommodate two workstations of approximately 64 sq. ft. and four workstations of approximately 36 sq. ft. and associated circulation space.
- K. Digital Forensic Laboratory (item 104): Must be situated next to one of the double offices and configured with seating-height laminate counters on two walls (open below).
- L. Large Conference/Training Room (item 202): The training room/large conference room will be approximately 720 square feet, roughly square in shape to accommodate meeting and training configurations and located adjacent to the reception/waiting area. The conference room should be separated from areas (other than reception and restrooms) by electronic access-controlled doors. Provide pulls on all doors.
- M. Small Conference Room (item 201): The conference room will be approximately 15’ x 16’. Provide pulls on all doors. Room may be located adjacent to work areas or near larger conference room.
- N. Task Force/Briefing Room (item 203): The briefing room will be approximately 16’ x 20’ and should be proportioned to accommodate 5 workstations of approximately 64sf, although it will initially be configured as a meeting room. Provide pulls on all doors. Room should be located in the office area near or adjacent to the vehicle processing area.

- O. Wire Monitoring Room (item 204): Should be located adjacent to work areas in an interior room, wired per DOJ specifications.
- P. Kitchen/Break Room (item 303): The kitchen and break room must have at least five linear feet of countertop with cabinets above and below, double-basin stainless steel sink with garbage disposal, full-size refrigerator, coffee maker, microwave, dishwasher, oven/stovetop, high volume exhaust hood vented to the outside, microwave, and bottle filler with adjacent break area with seating and tables for at least 12. It is preferred that this area have natural light. This room shall have sufficient electrical outlets and water lines for all listed appliances, as well as electrical outlets for 2 vending machines. Cabinets and countertops will meet ADA requirements. Appliances to be provided by the lessor.
- Q. Work Room/Copy/Mail Area and Office Storage (item 304): This room/area must have a minimum of five feet linear counter workspace, under and over surface cabinets, a worktable, and at least 55 mail slots. The copying area should be adjacent to the reception or common areas and have adequate room for 2 commercial copy/print/scanners and color printer. Storage area for supplies can be part of the main workroom or a separate storage room.
- R. Secure Case File and Equipment Storage (item 508): Secure storage room(s) shall have electronic access-controlled doors and can be a single room or multiple rooms and can be located in either the office and/or the garage areas.
- S. IT Equipment/Telecommunications Room(s) (item 306):
- a. DOJ prefers a single, secure temperature-controlled room for IT equipment, security and alarm systems, voice and data panels, and computer controllers, but multiple rooms are acceptable with adequate HVAC systems and controls.
  - b. Room(s) will contain the punch down blocks for the telephone lines, the wiring panels and computer controllers, etc.
  - c. Provide adequate and appropriate HVAC with separate temperature controls, or a stand-alone unit for this room. The temperature must be maintained below 80 degrees Fahrenheit with a 50% humidity level (+/-10%), 24/7/365.
  - d. Room must be configured to accommodate 3 DOJ-provided four-post computer racks with sufficient room to access the racks from all sides. One 7-foot high standard TIA 19" equipment rack must be installed in the IT equipment room. The IT equipment room must have a minimum of two 120 v20 AMP and two 208v 20 AMP electrical circuits per rack.
  - e. A location that minimizes the distance of the cable runs is desirable.
  - f. All rooms containing computer, telecom, network, security or fire system panels or racks must have electronic-access controlled doors and be served by VESDA smoke detectors and pre-action sprinklers.
- T. Detention/Interview Suite: The Interview Suite requires a separate entrance from either the outside parking area or the garage and must be separated from other areas by an electronic access-controlled door.

- a. Soft interview room (item 401): The soft interview room must be co-located with the two hard interview rooms and the detainee restroom located adjacent to an exterior door other than the main entrance. The interview rooms and detainee restroom must be separated from the rest of the office with a door with an electronic lock and card reader. The room should accommodate a soft seating couch or chairs and a small meeting table and chairs for four. The room should be soundproofed to prevent voices from being heard between rooms and wired for video and audio recording using DOJ-provided equipment. No sidelight or door window. Must have electronic locks with an access card reader and panic button installed in the hallway near the room triggering an audible alarm and notification to police.
  - b. Hard Interview Rooms (item 402): The two hard interview rooms must have floor-to-deck walls and room for a small meeting table and chairs for four. Lessor must provide and install a detention bench (at least 24" long) secured to the floor. Rooms should be soundproofed to prevent voices from being heard between rooms and wired for video and audio recording using DOJ-provided equipment. No sidelight or door window. Must have electronic locks with an access card reader and a panic button installed in hallway near the room triggering an audible alarm and notification to police.
  - c. Detainee Restroom (item 403): The detainee bathroom is a single occupancy, ADA-compliant restroom located in the interview suite adjacent to the hard and soft interview rooms with toilet, sink, hand dryer, TP dispenser, soap dispenser, steel mirror and ADA compliant accessories.
- U. Evidence Storage Room (item 501): The Evidence Storage Room must be on the ground level and adjacent to the vehicle entrance/garage area, in the interior of the building when possible. Evidence rooms located on exterior walls may require additional lessor-provided caging or reinforcement depending on the composition of the wall. The Evidence Storage Room must share a common wall with the Evidence Processing Area. Lessor-provided pass-through lockers (consistent with the specifications set forth in Exhibit B) will be installed in the wall between the evidence processing and evidence storage rooms (sizes, quantities and configuration to be determined by DOJ).

The room must be separated from other areas by floor-to-deck walls or a fully enclosed heavy-duty cage, preferably concrete with a concrete floor, and an in-floor drain. If a poured concrete floor is not available, the floor load will have to be evaluated. The evidence storage room must be able to be wired for unrestricted video recording of entire area.

The lessor will provide a manually operated high density storage system for evidence, leaving sufficient room to accommodate DOJ-provided 36 sq. ft. workstation, refrigerator, and chest freezer.

The evidence storage and evidence processing rooms will be served by a separate HVAC system and a clean agent (FM200) fire suppression system per DOJ's requirements. All doors to the Evidence Storage Room must have electronic access control locks and readers.

- V. Evidence Processing Room (item 502): The Evidence Processing Room must be on the ground level and adjacent to the vehicle entrance/garage area and include a floor drain. The evidence storage and evidence processing rooms will be served by a separate HVAC system and a clean agent fire suppression system per DOJ's requirements. The evidence processing room must be able to be wired for unrestricted video recording of entire area.

Provide safety shower and eye wash station in or adjacent to vehicle processing and evidence processing areas. Must include exhaust ventilation and plan approved by DOJ to address safety concerns related to potential spills. All doors to the Evidence Processing Room must have electronic access control locks and readers. The evidence processing area must include a minimum of 10 linear feet of stainless steel countertop, 30 cubic feet of over and/or undercounter cabinets or shelves, plumbing and electrical hookups to install a 48 inch exhaust hood and double evidence drying cabinets provided by DOJ, and a stainless steel sink with touchless faucet and hot and cold running water.

- W. Employee Restrooms with Shower (item 504): Provide two unisex single occupancy restrooms with showers accessible from Vehicle Review/Processing area and adjacent to Lockers and PPE Storage Area, near evidence processing and equipment storage areas. All restrooms must be ADA compliant. All restrooms shall have toilet(s), sink(s), hand dryer(s), TP dispenser(s), soap dispenser(s), mirror and ADA compliant accessories.
- X. Lockers and PPE Storage (item 503): Provide space for at least 30 lockers (3 ft. high each) adjacent to restroom/shower and laundry areas for storage of personal protective equipment and clothing.
- Y. Laundry Area: Area must be located near the evidence processing area and showers and must include a large slop sink with hot and cold water and drain. Laundry and wash areas can be open to garage or vehicle processing areas. The area must be equipped with electrical outlets and water and exhaust connections to connect a DOJ-provided extractor (commercial washer) and dryer. The exhaust ventilation plan for the area must be approved by DOJ to address safety concerns related to potential spills.
- Z. Firearms Storage and Work Area (item 507): Room must be equipped with a 48"X72" locked cage to store ammunition and firearms and a work area that includes 6 linear feet of standing-height countertop for repairing and maintaining firearms and under counter cabinets for storage. This room requires an electronic access-controlled door and should have separate humidity controls if possible.
- AA. Vehicle Review/Processing (item 506): Garage area sufficient to park at least three vehicles for evidence unloading, equipment installation and vehicle processing. This area must include a floor drain and hose bibb to facilitate clean-up. Vehicles will not be left running inside. Must be equipped with a ground-level vehicle entrance and commercial-grade, card access garage door and opening large enough to accommodate a vehicle that is 90" high and 100" wide. Provide safety shower and eye wash station in or adjacent to vehicle processing and evidence processing areas.

## APPENDIX 4 – EXHIBITS

### EXHIBIT A(1) –PREFERRED AREA

#### Area Description

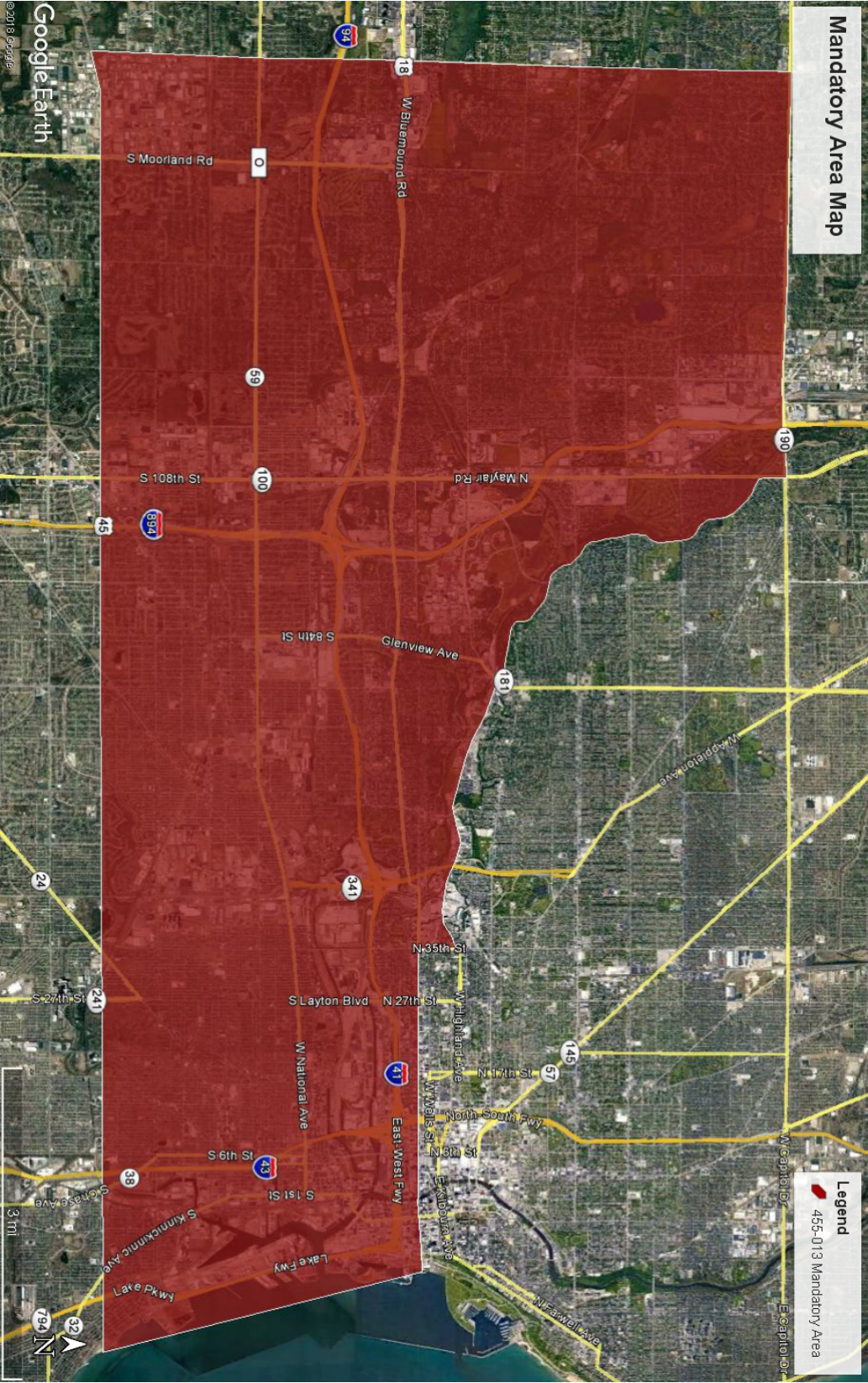
The Preferred Area is defined by the following boundaries:

- **East** of North and South Calhoun Road to Highway 190/West Capitol Drive,
- **South** of Highway 190/West Capitol to West State street/Menomonee River Parkway,
- **South/South-West** of West State Street/Menomonee River Parkway to North 35<sup>th</sup> Street,
- **West** of North 35<sup>th</sup> Street to West Wisconsin Avenue,
- **South** of West Wisconsin Avenue to Lake Michigan,
- **North** along the line of West Cleveland Avenue from Lake Michigan to South 6<sup>th</sup> Street, and
- **North** along West Cleveland Avenue from South 6<sup>th</sup> Street to South Calhoun Road.

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



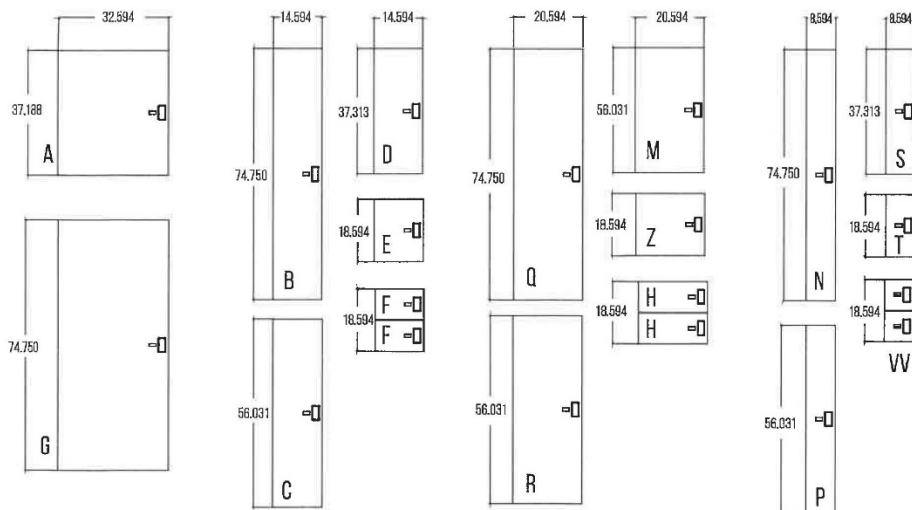
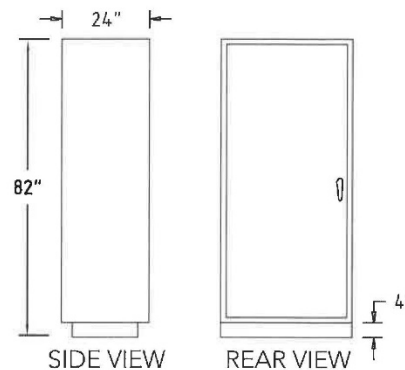
Exhibit A(2) –PREFERRED AREA MAP



## Public Safety

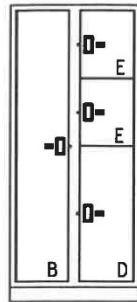
## EVIDENCE LOCKER FRONT DOOR CONFIGURATIONS

- All configurations available in Non Pass-Thru (N) and Pass-Thru (P) styles
- Refrigeration inserts can be added to “D” doors placed in the lower-right position
- Mail slots can be added to any door with a width greater than 20”
- Available in 32 colors
- Locker bases recommended, can be provided without base

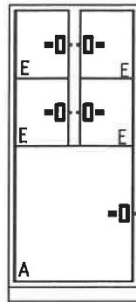


Storage Solved®

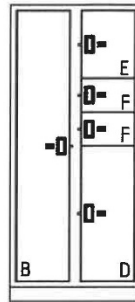
INFO SHEET EDL Front Door Configurations



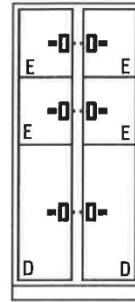
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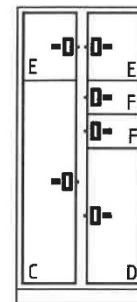
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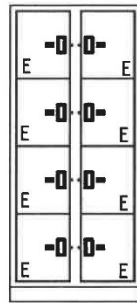
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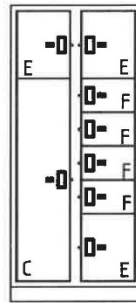
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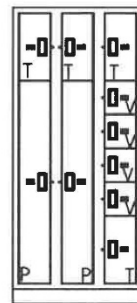
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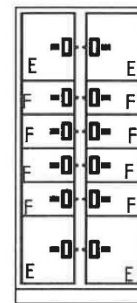
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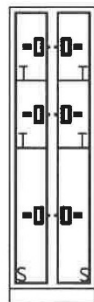
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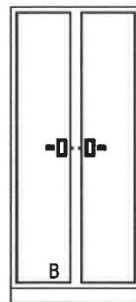
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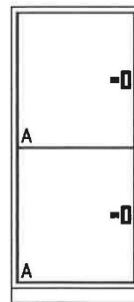
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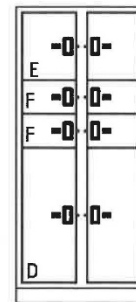
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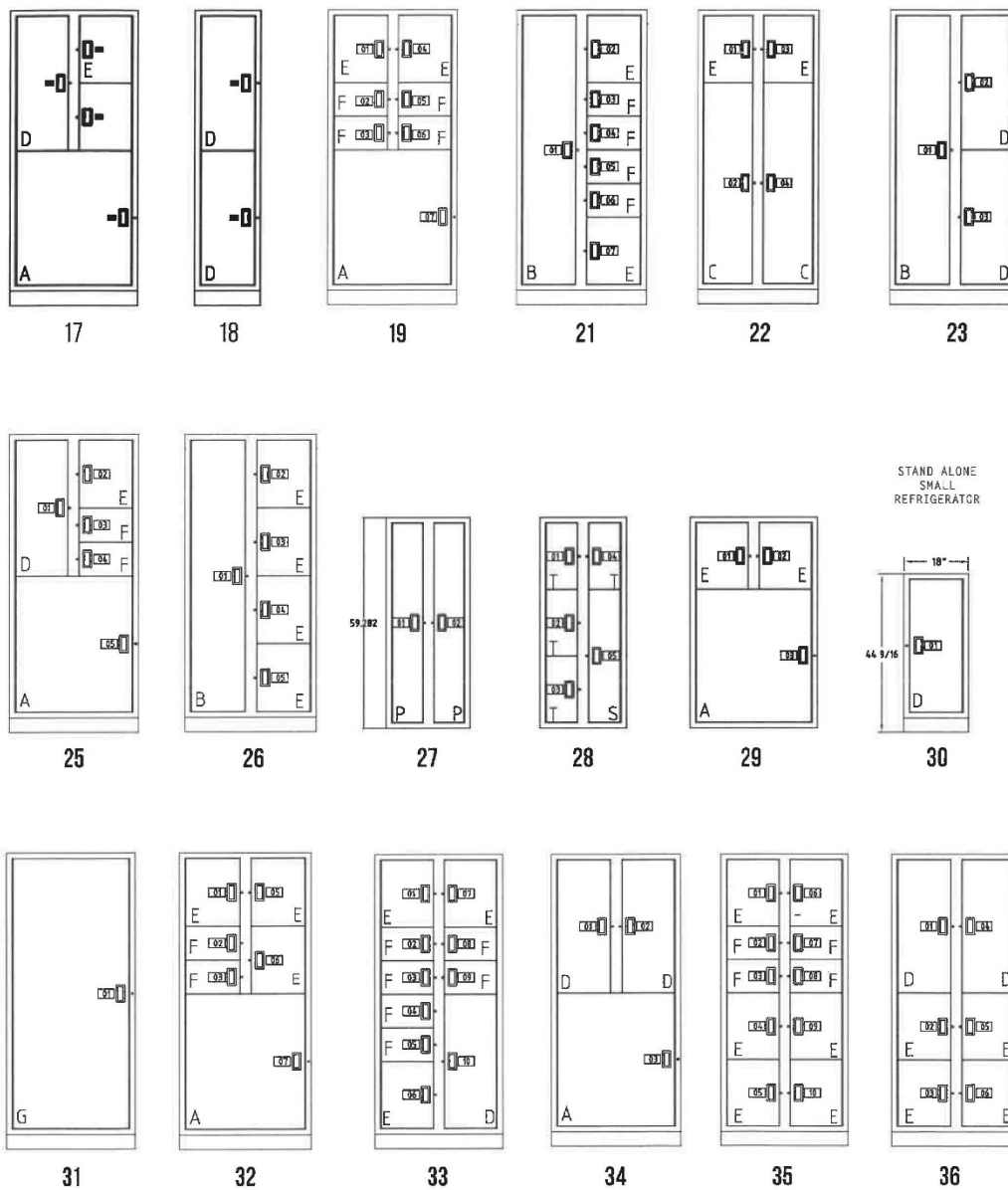
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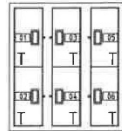




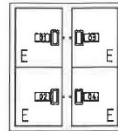
INFO SHEET EDL Front Door Configurations



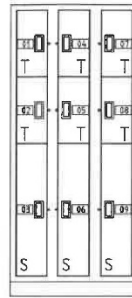
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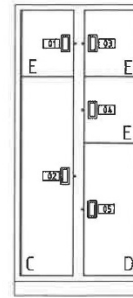
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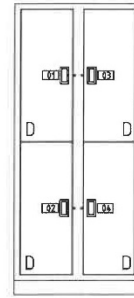
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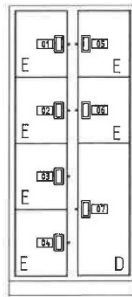
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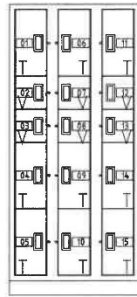
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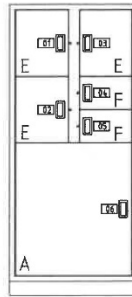
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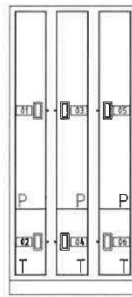
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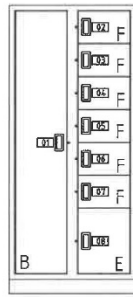
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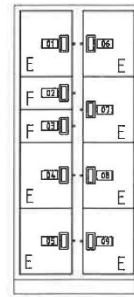
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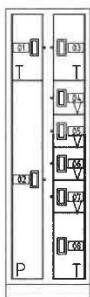
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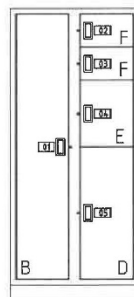
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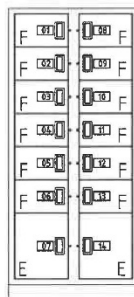
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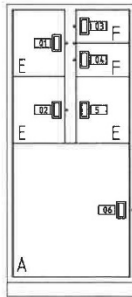
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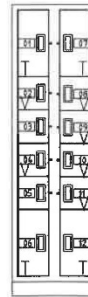
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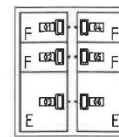
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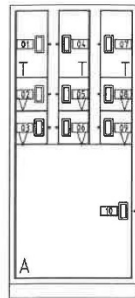
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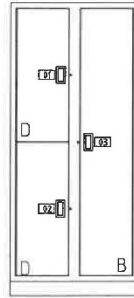
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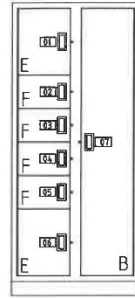
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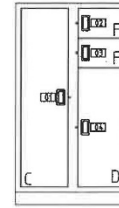
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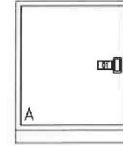
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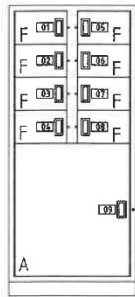
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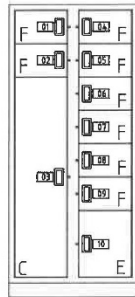
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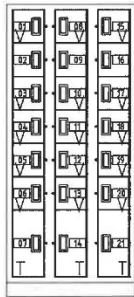
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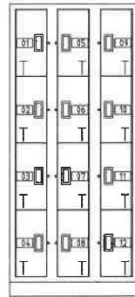
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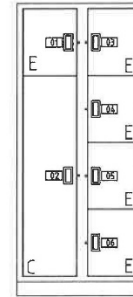
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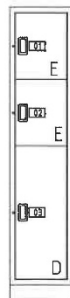
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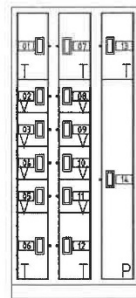
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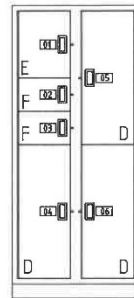
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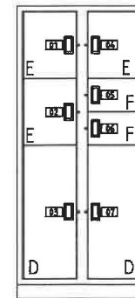
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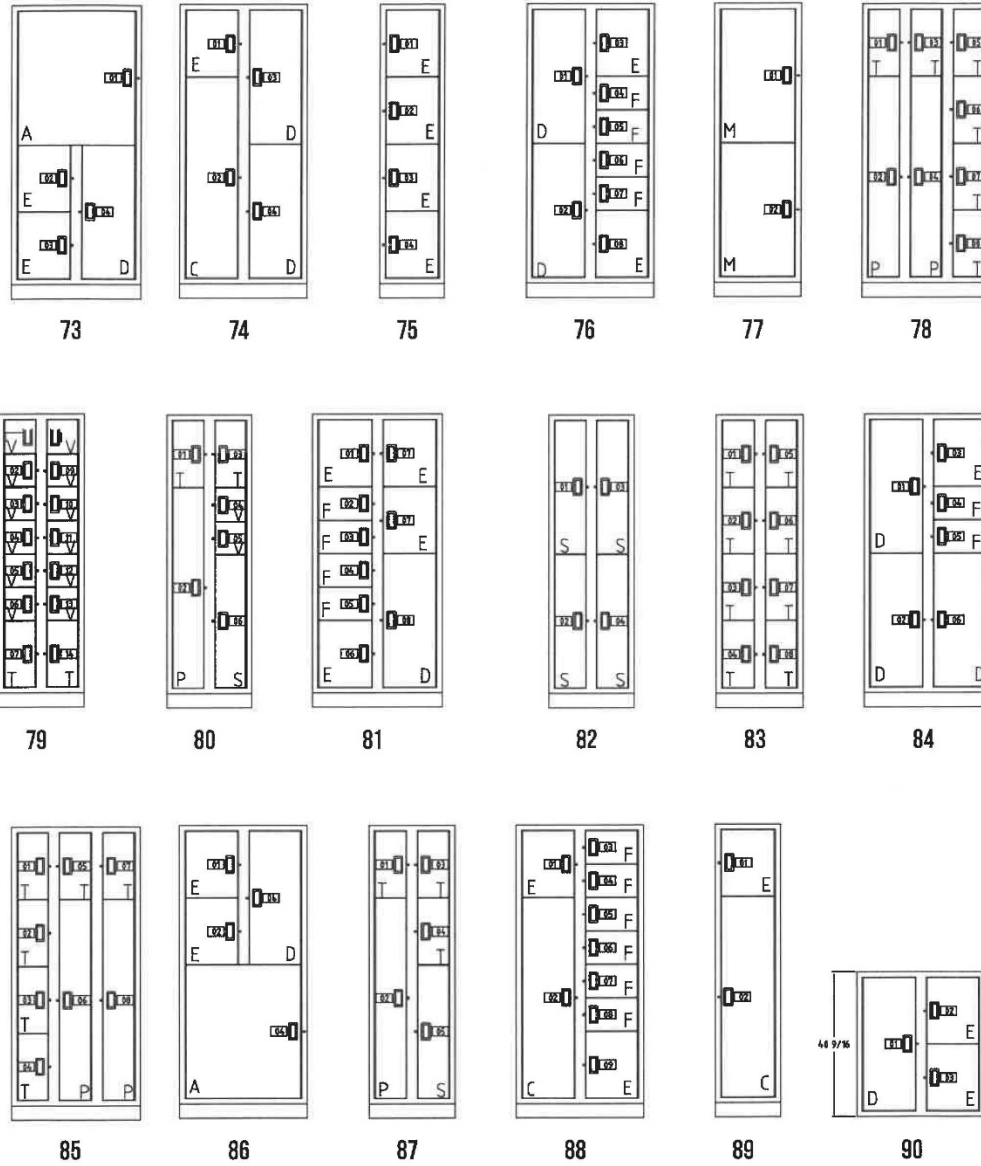


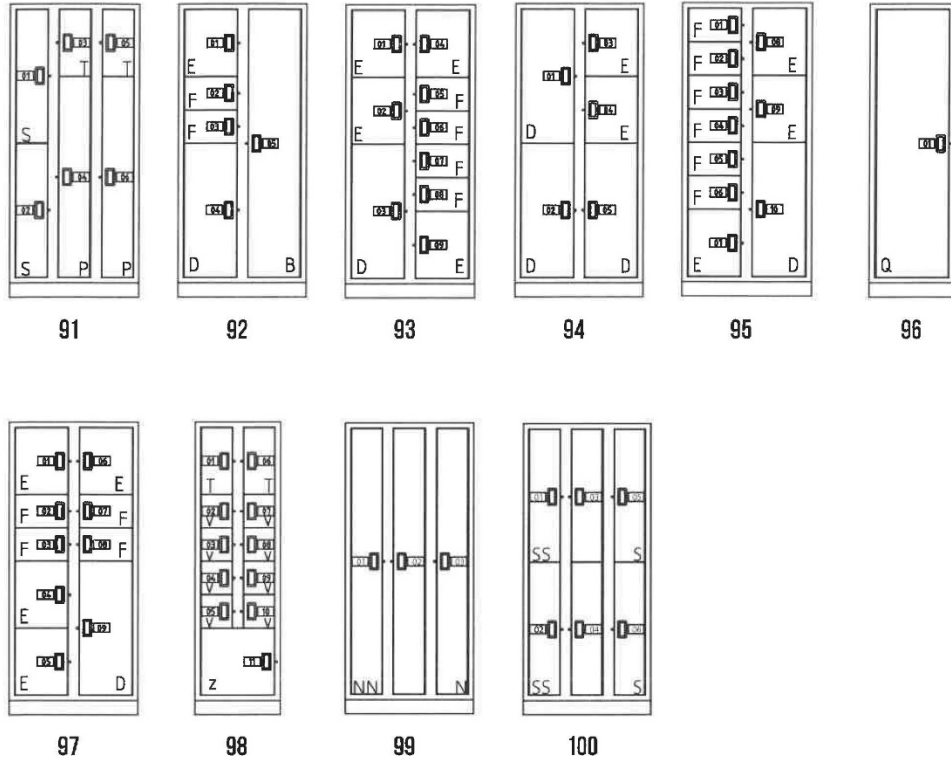
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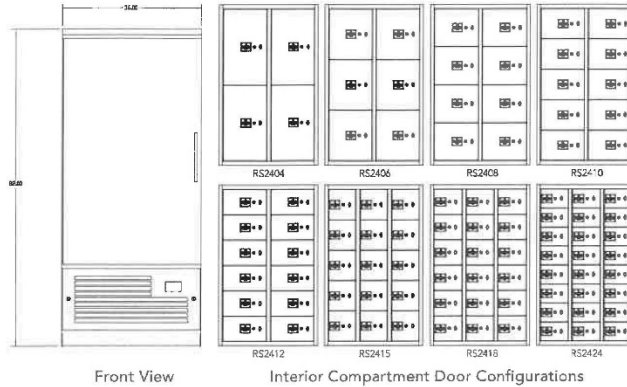
INFO SHEET EDL Front Door Configurations







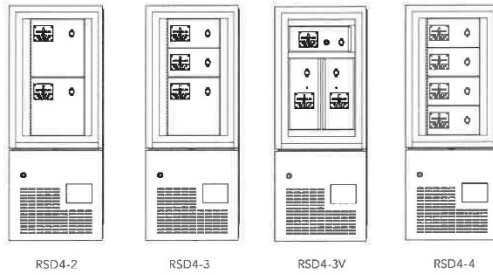
## REFRIGERATOR MODEL RS24



MODEL #	OPENING HEIGHT	WIDTH
EDRS2404PT	22-3/8"	11-3/4"
EDRS2406PT	14-7/8"	11-3/4"
EDRS2408PT	11-1/8"	11-3/4"
EDRS2410PT	8-7/8"	11-3/4"
EDRS2412PT	7-3/8"	11-3/4"
EDRS2415PT	8-7/8"	6-7/8"
EDRS2418PT	7-3/8"	6-7/8"
EDRS2424PT	5-1/2"	6-7/8"

- Depth: All compartments = 17-1/4"
- All dimensions shown indicate maximum size of evidence container that can be put into compartment.
- For non-pass-thru model number, replace PT with NPT

## SMALL REFRIGERATOR MODEL RSD4



MODEL #	OPENING #	INSERT WIDTH	INSERT DEPTH	INSERT HEIGHT
RSD4-2	1 & 2	8.55"	16.13"	8.13"
RSD4-3	1 & 2	8.55"	16.13"	4.06"
	3	8.55"	16.13"	8.13"
RSD4-3V	1	8.55"	16.13"	4.06"
	2 & 3	3.89"	16.13"	12.25"
RSD4-4	1, 2, 3 & 4	8.55"	16.13"	4"

Front Views (shown without main door)



Spacesaver Corporation  
1450 Janesville Avenue  
Fort Atkinson, WI 53538-2798  
1-800-492-3434  
www.spacesaver.com



KI  
1330 Bellevue Street  
P.O. Box 8100  
Green Bay, WI 54302-8100  
1-800-424-2432  
www.ki.com

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

### STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION REQUEST FOR PROPOSAL No. 455-013

Instructions: On or before 2:00 CT, October 14, 2020, Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA by October 21, 2020 on the following website:

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

**Solicitation of information from the State, DOA, or DOJ 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 6 – PROPOSER’S RESPONSE SHEET

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

### **RENTAL RATE PROPOSAL:**

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

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

B) Total rentable square feet (includes common area) \_\_\_\_\_

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

a) Net Building Rental Rate (NNN rental rate) \$\_\_\_\_\_/sq. ft.

b) Operating Expenses (sum of 1-6 below) \$\_\_\_\_\_/sq. ft.

1) Real Estate Taxes \$\_\_\_\_\_/sq. ft.

2) Insurance \$\_\_\_\_\_/sq. ft.

3) In-Suite Janitorial \$\_\_\_\_\_/sq. ft.

4) Common Area Maintenance (CAM) \$\_\_\_\_\_/sq. ft.

5) Premises’ Utilities Costs (heat, air-conditioning, electrical, etc.) \$\_\_\_\_\_/sq. ft.

6) All Other Operating Expenses (e.g., repairs & maintenance, etc., 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 Total Premises Build out Costs \$\_\_\_\_\_/sq. ft.  
\$\_\_\_\_\_

2) Estimated Cabling Costs \$\_\_\_\_\_/sq. ft.  
\$\_\_\_\_\_

d) Lessor Incentives Offered (sum of 1-2 below) Enter total allowance & reduction per sq. ft. \$(\_\_\_\_)/sq. ft.

1) Tenant Improvement Allowance \$(\_\_\_\_)/sq. ft.  
\$\_(\_\_\_\_)\_\_\_\_\_

2) Cabling Costs Allowance \$(\_\_\_\_)/sq. ft.  
\$\_(\_\_\_\_)\_\_\_\_\_

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

- Notes:**
- 1) The State requires a modified, gross lease with any and all operating expenses included in the Modified Gross Rental Rate and an annual reconciliation on certain operating expenses.
  - 2) Tenant Improvements above include Premises Build out costs, furniture & installation costs & moving costs. Provide total costs for each expense type and provide the applicable rent per 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.

### III. TERMS AND CONDITIONS:

- |  |                                       |
|--|---------------------------------------|
| A) Length of Lease (Initial Lease Term)  | Ten (10) years                        |
| B) Annual Escalator, if any (shall not apply to Net Tenant Improvements)                           | 1.75%                                 |
| C) Renewal Options   | Three 5-yr. options                   |
| D) Modified Gross Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) | \$____/ sq. ft.                       |
| E) Pre-Tenant Access Date  | One month prior to Tenant Access Date |
| F) Tenant Access Date  | _____, 20____                         |
| G) Occupancy Date  | _____, 20____                         |
| H) # of Free Months of Rent Offered, if any (based upon Modified Gross Rental Rate)                | _____                                 |

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

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

**Second Renewal Term**

Year 16		N/A – costs fully amortized	
Year 17		N/A – costs fully amortized	
Year 18		N/A – costs fully amortized	
Year 19		N/A – costs fully amortized	
Year 20		N/A – costs fully amortized	

**Third Renewal Term**

Year 21		N/A – costs fully amortized	
Year 22		N/A – costs fully amortized	
Year 23		N/A – costs fully amortized	
Year 24		N/A – costs fully amortized	
Year 25		N/A – costs fully amortized	

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

**IV. SUBMITTED BY:**

**Proposer's Contact Information**

---

Company Name

---

Full Address (street and city)

---

Telephone Number (Office/Mobile)

---

Email Address

---

Contact Name

---

Signature

**Proposer's Agent Contact Information (if  
different)**

---

Agent/Firm Name

---

Full Address (street and city)

---

Telephone Number (Office/Mobile)

---

Email Address

---

Contact Name

---

Signature

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

Sample Lease link:

[https://doa.wi.gov/DFDM\\_Documents/GrossLeaseTemplate.pdf](https://doa.wi.gov/DFDM_Documents/GrossLeaseTemplate.pdf)

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

## SCHEDULE I

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

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

### Summer

76 Degrees (+/- 2<sup>o</sup>)

50% Humidity Level (+/- 10%  
5%)

### Winter

70 Degrees (+/- 2<sup>o</sup>)

25% Humidity Level (+/-

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 5<sup>o</sup> of the above temperatures.

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

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2016, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2016 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2016 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 new, high-efficiency type; gas-fired heating.
- b) All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning in order to maintain the humidity and temperatures as listed above.
- c) Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
- d) All new exterior walls and ceilings must meet minimum insulation code requirements.
- e) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- f) Provide space heating for airlocks and lobbies, if necessary.
- g) Change air-handling equipment filters quarterly.
- h) Provide automatic temperature adjustment capability for unoccupied modes.
- i) Provide separate venting/fans for restrooms.
- j) Provide an approved "Test and Balance" report, for newly constructed and/or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
- k) Placement of thermostats throughout the Premises must be coordinated with the installation of furniture to avoid having the thermostats blocked.
- l) Thermostat locations in all enclosed rooms to be above light switch.
- m) The use of non-tenant adjustable thermostats or locking thermostat covers.



3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors. Provide a minimum of 1 foot- candle security lighting for on-premises parking areas.
6. Provide a sufficient number of keys for both building and suite entrance doors.
7. Provide Water & Sewer and Heat & Air conditioning.
8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
9. Furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, starters, ballasts or transformers.
10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 361-365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.
11. Furnish building occupancy or use permit(s) if required.
12. Provide walk-off mats at each entrance. Replace as needed when worn.
13. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, paper towel and toilet tissue.
14. Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Proper disposal of materials shall comply with sections 16.15(3) and 287 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor and Lessee further agree to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

## **15. LESSOR PERSONNEL**

- 15.1. Identification. The Lessor shall provide a list of the names, dates of birth, and addresses of all Lessor's employees, contracted personnel, and subcontracted personnel (collectively, "Personnel") who will have any access to the Premises, specifying each such person's connection to the Lessor, the services that will be performed on the Premises by each person, and other particulars as the DOJ may require. The Lessor shall furnish all if the Personnel with a means of identifying themselves as agents, or employees of the Lessor assigned to perform services at the Premises and furnish the DOJ with Lessor ID's on these Personnel.
- 15.2. The DOJ reserves the right to refuse any person providing services who, in the sole opinion of the DOJ, would be undesirable; provided said reason is a lawful reason. A DOJ employee must be present on the premises at all times while any other non-DOJ personnel is on the premises.
- 15.3. Background or Criminal History Investigation. Before any Personnel is permitted on the Premises, the DOJ will have the right to require a fingerprint-based background check. The background check will be performed by the DOJ. DOJ holds the right to conduct periodic re-checks of Personnel. If any of the stated Personnel is not acceptable, to the DOJ in its sole opinion as a result of the background or criminal history investigation, the DOJ will require prompt replacement of the person.
- 15.4. Right to Approve Changes of Personnel. If there are any changes in Personnel, the DOJ must be given reasonable notice of any newly assigned Personnel so that the DOJ can perform a background check on the new Personnel before such Personnel is granted access to the Premises. Based upon the results of the background check, the DOJ shall have the absolute right to approve or disapprove a proposed change of Personnel. Any new Personnel cannot access the Premises until the DOJ informs Lessor that the background check has been completed with satisfactory results. DOJ shall provide the background check and notify Lessor in writing (or via email) of the background results within 72 business hours from when Lessor notifies DOJ in writing (or via email) of a change in Personnel. If, on more than one occasion, Lessor permits an employee to work on the Premises without identifying that person to DOJ or without following the procedures outlined above, and Contractor fails to implement a corrective action plan approved by the DOJ, the DOJ reserves the right to cancel this Lease.
- 15.5. Personnel Removal. Should the DOJ feel that the removal of Lessor Personnel is merited, Lessor and the DOJ will discuss the matter, and if both parties cannot mutually agree on an alternate resolution, the DOJ may direct the Lessor to remove or reassign Personnel; however, the DOJ's right to do so shall be a lawful reason and does not implicate the DOJ as a party to any of the Lessor's obligations in the Lease.
- 15.6. Notification of Personnel Removal. The Lessor shall inform DOJ by the close of business on the first business day following the day any Personnel that has access to the DOJ's information systems is terminated from employment.

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

AREA AND FREQUENCY INDICATION:

DAILY

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

ONCE-WEEKLY

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

SEMI-ANNUAL

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

17. Provide sufficient onsite parking, which is understood by the parties hereto to include 24/7 parking for staff and client owned vehicles.
18. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).

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

Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

19. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.
20. Upon Lessee's execution of the first renewal option under paragraph 5 of the Lease, Lessor will at Lessor's cost, repaint and re-carpet the Premises. Lessor shall complete the repainting and re-carpeting by a mutually agreed upon date, but not later than twelve (12) months from the date of Lessee's execution of the second renewal option. Lessor at Lessor's sole cost is responsible for moving Tenant's furniture and equipment to accommodate the repainting and re-carpeting of the Premises. Carpet and paint color selections must be mutually agreed to by Lessor and Lessee, in writing. Lessor shall maintain an attic stock of approximately 4% for any necessary replacements during the term of the lease.

If for any reason the Premises is not re-carpeted and/or repainted as provided herein, the Lessor shall provide the Lessee with a rent credit for these avoided costs. The credit shall be equal to the sum of \$6.00 per square foot for re-carpeting and \$1.75 per square foot for repainting, subject to annual increases of 1.75% beginning with the second year of the initial lease term. In the event, that Lessor partially re-carpets or repaints the Premises, as provided herein, the credit shall be reduced by any actual costs incurred. This credit shall be applied against Lessee's monthly rent beginning in the thirteenth month following Lessee's execution of the renewal option under paragraph 5 of the Lease. Lessor may not choose on its own to not perform the above work in order to avoid Lessor's obligation. The credit calculation above does not limit Lessor's cost of this work.

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

**23. (For Multi-Tenant Properties Only)**

During the term of the lease, lessor shall not allow any person or entity to use the property for any unlawful purpose or engage in illegal activities while on the premises. Lessor shall not allow any person or entity to engage in activities that are not compatible with general purpose office space and neighboring land uses or which will stigmatize the premises. Lessor shall promptly inform DOJ of any allegations, reports or investigations of conduct that would violate the use restriction above and will take all actions allowed under lease agreements and the law to remedy the situation.

DOJ will inform the landlord of any concerns regarding the conduct of other tenants or tenant's employees, clients, vendors or guests of other tenants that DOJ wants the landlord to address.

If the landlord fails to take reasonable action to remedy a violation of the use provision above within thirty days, DOJ may terminate the lease with 30 days prior written notice.

Lessor shall consult DOJ with respect to new prospective tenants for the building and shall not enter into leases with tenants whose businesses or proposed use of the premises is incompatible with DOJ's tenancy. Lessor must receive Tenant's written approval before entering into a new lease with other building tenants. DOJ shall exercise reasonable discretion in determining the compatibility of other prospective tenants.

## 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 & Management (DFDM) Master Specifications/Design Guidelines available at:

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

#### 1. Ceilings:

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

#### 2. Floors: All floors will be level

- a) Office, reception area, conference room, work/mail area (unless otherwise specified in the RFP: Carpet tile: 20 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
- b) Restrooms: Ceramic floor tile.
- c) Storage room, data/phone closet, vestibules, etc.: ceramic tile, vinyl tile or sheet goods.
- d) Vestibule/lobby: provide recessed mats similar to DecoGard "Pedi mat".
- e) Cove Base: Provide 4" vinyl cove base wherever carpet and vinyl flooring are used.

#### 3. Walls:

- a) All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b) All interior walls to be insulated for sound abatement.
- c) Walls to extend to finished ceiling unless otherwise specified in the RFP and for restrooms which should be finished to the floor deck.
- d) Provide expansion joints as necessary.

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

**4. Doors, door frames, hardware:**

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

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

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

**6. Heating, Air conditioning, plumbing and ventilation:**

**Lessor shall meet the following requirements:**

- a) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- b) Provide space heating for airlocks and lobbies, if necessary.
- c) Provide separate venting/fans for restrooms.
- d) Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.

7. **Electrical:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).
- a) Each enclosed room shall have a minimum one duplex electrical outlet every 12 lineal feet and a minimum of two data outlets unless otherwise specified in the RFP.
  - b) Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
  - c) Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch-plates, faceplates, receptacles, card readers, etc.
  - d) The training/large conference and/or break room shall have sufficient outlets for a refrigerator, microwave, and coffee maker unless otherwise specified in the RFP.
  - e) Lessor to provide electric base feed connections for systems furniture power. Cables or “whips” to be provided by the furniture vendor.
8. **Lighting:** All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 and the National Electrical Code.
- a) All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
  - b) Provide 2' x 4' drop-in LED fixtures as described in the Department of Administrations, Division of Facilities Development and Management’s Division 26, Electrical – Master Specifications and Guidelines, Section 26 51 13. Interior Lighting Fixtures, Lamps, and Ballasts.
  - c) Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
  - d) Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
  - e) Provide adequate lighting in restrooms with light fixtures above the sinks.
  - f) Provide LED strip lighting below cabinets in conference room.
  - g) Each constructed space to have separate light switch.
  - h) Provide lighting at all exterior entrances/exits.
  - i) Provide adequate security lighting for on premise parking areas.
  - j) Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.
  - k) Lessor to furnish and install light bulbs, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited.
  - l) Occupancy sensors shall be used for restrooms, interview rooms, conference rooms and offices. (Occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control).
9. **Data Wiring unless otherwise specified in the RFP:**



- a) All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" junction box.
- b) Data shall be furnished and installed by the Lessor.
- c) Landlord shall run required data cable through cubicle furniture, provided by DOJ, and do final terminations.

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

- a) The kitchen/break area shall have at least 5' of linear countertop with cabinets above and below and a double-basin stainless steel sink of standard depth and height with splashguard. These rooms must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts. Cabinets and countertops will meet ADA requirements.
- b) Provide a coat closet with shelf and rod near the reception area and training room.
- c) Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts.

**11. Plumbing:**

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

**12. Accessibility and Safety:**

- a) All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
- b) **On-Line Electronic Access Control System:** Lessor shall furnish and install at the indicated locations the specified electrified and integrated door hardware and access control firmware for a completely operational access control and security site management system. System includes, but is not necessarily limited, to the following:
  - 1. System functionality to include ability to identify hours/shifts approved for employee entry by employee, restrict access to those not approved for entry during

hours/shifts not specified, ability to receive reports concerning staff arrival and departure times.

2. Hardware to include network control processors, reader controller panels, door position switches, remote card readers, keypads, special tools, operating manuals, and required cabling and accessories.
  - a. Provide the appropriate number of reader controller panels and I/O monitoring/control expansion interfaces as needed to handle the number of card readers, locking devices, door status devices, as shown on the approved floor plan/security drawing.
  - b. Provide manufacturer approved exit hardware, and remote [mullion, jamb, wall] mounted card readers, keypads, and display terminals that are functionally compatible with the specified access control equipment interfaces.
3. Access control system equipment to be installed and furnished by Lessor in an enclosure/station compatible with the manufacturer's requirements. This enclosure/station may include, but is not necessarily limited to, the network control processor, power supplies, terminal strips, wire ducts, keyed lock cylinder, integrated outlet for A/C power. NOTE: DOJ will provide standalone, desktop computer to access the system.

Enclosure to be located in the designated IT Equipment/Telecom room(s) with connection to the local area network for communication back to the central server host.

**13. Exterior of Building and Landscaping:**

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

**14. Signage:**

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

- 15. Fire Protection:** Provide the Premises with a fire alarm and detection system that complies with all State building codes, International Building Code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760, unless otherwise specified in Appendices 2 and 3. The fire alarm, detection and suppression systems shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
- 16. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration preliminary plans for review and signature and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:
- a) Mechanical/HVAC plans
  - b) Electrical, data/telephone, and lighting cut sheets
  - c) Door and finish schedules
  - d) Plumbing plans
  - e) Site plans with parking indications
  - f) General construction drawings with dimensions.
  - g) Cabinetry drawings
  - h) Materials list and samples including:
    - 1) Paint and finishes
    - 2) Ceiling
    - 3) Flooring

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

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 455-013

Department of Justice, Greater Milwaukee Area

The attached material submitted in response to RFP No. 455-013 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

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

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

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

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

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

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