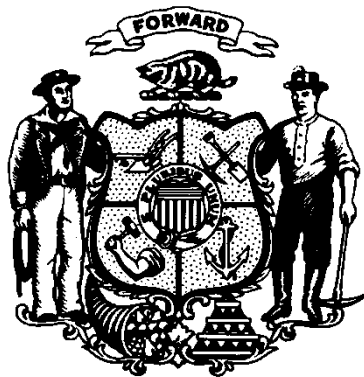


**RFP No. 435-004**  
**REQUEST FOR PROPOSALS (RFP)**  
**FOR THE LEASING OF AN OFFICE FACILITY**  
**TO BE OCCUPIED BY THE**  
**DEPARTMENT OF HEALTH SERVICES (DHS)**  
**AND THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)**  
**WITHIN MILWAUKEE COUNTY**

**Issued: March 22, 2021**



**Due date: April 26, 2021**

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

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## I. PROJECT OVERVIEW

### A. PROJECT SCOPE

The State of Wisconsin's Department of Administration (DOA) desires to lease two adjacent office suites (under the same lease) for use by the Department of Health Services (DHS) and the Department of Children and Families (DCF). DHS requires an estimated 46,600 usable square feet and DCF requires an estimated 2,400 usable square feet. Parking requirements include approximately 250 parking stalls for staff and visitors at or within five (5) blocks of the facility, three onsite 24/7 secured stalls for fleet vehicles, and code-compliant ADA parking, including one van-accessible stall, near the entrance to the facility. The existing or renovated single-tenant or multi-tenant facility must be located with Milwaukee County and more specifically as indicated on Appendix 1, Paragraph 2(a) and the Mandatory Area map located in Appendix 4, Exhibit B. The lease will have a 5-year Initial Lease Term (with an early lease termination provision) and two 5-year renewal options. See Appendix 8 for an explanation of DHS and DCF business functions.

## II. SELECTION AND AWARD PROCESS

### A. SCHEDULE

DOA will use the following process to request, receive, and evaluate proposals and select a Proposal:

Section Process	Date or Timeline
RFP Posted	March 22, 2021
Proposer's Questions Due to DOA	April 2, 2021
Responses to Proposer's Questions Posted	April 9, 2021
<b>PROPOSALS DUE BY 2:00 PM CT (DUE DATE)</b>	April 26, 2021
Initial Evaluations of Proposals & Property Tours	Approx. 2 wks.
Request for Best & Final Offer (BAFO) Letters from Short-listed Proposers	Approx. 1 wk.
BAFO Letters Due Date, if requested	Approx. 1 wk.
Final Evaluations	Approx. 1 wk.
Letter of Intent (LOI) Issued to Selected Proposer & Lease Negotiations	Approx. 2 wks.
Required Approvals – State Building Commission & Joint Committee on Finance	To be determined
Targeted Tenant Occupancy	November 2021
Target Lease/Rent Commencement Date	December 2021

### B. PROPOSERS QUESTIONS AND DOA RESPONSES

On or before 2:00 PM CT on Friday April 2, 2021, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Please reference RFP #435-004 in the subject line of the email. Written responses to properly submitted relevant requests will be posted by Friday April 9, 2021 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 the tenant Agency(s) 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 from DOA, DHS and DCF. 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 criteria set forth in this RFP.

While monetary terms of each Proposal will be strongly considered, the final selection may not be the lowest cost proposal, as the selection will be based on the proposal that best meets all of the RFP criteria. 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 the Proposer will involve the following five-part process:

### **1. Initial Evaluation of Proposals**

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

### **2. Request for Best and Final Offer Letters**

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

### **3. Possible In-Person Interviews**

Certain short-listed Proposers may be invited to an in-person and/or virtual interview with the Selection Committee. An invitation letter will be sent via email with the date, time, and method 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 presentations and up to 30 minutes for questions and answers.

### **4. Final Evaluations**

Final evaluations will be completed for all short-listed proposals incorporating the Initial Evaluations, BAFO Letters and in-person interviews. If necessary, the Selection Committee may ask for additional clarifications necessary to make a complete and full assessment. The Selection Committee generally recommends two proposals to the DOA Secretary for review and selection. Final selection authority is vested with the DOA Secretary.

### **5. Letter of Intent**

If a recommended proposal is selected by the DOA Secretary, a Letter of Intent (LOI) will be sent to the Selected Proposer. A LOI represents the State's interest in pursuing a lease with the Selected Proposer. Should the State be unable to achieve acceptable lease terms with the Selected Proposer, it reserves the right to cancel the selection and pursue the next highest rated proposal.

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

### III. PROPOSAL SUBMITTAL REQUIREMENTS

#### A. SUBMISSION

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

- Submission of four (4) printed copies of the Proposal, including the space plan
- Submission of one (1) electronic PDF copy of the Proposal and AutoCAD of space plan sent via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov),
- Utilization of the attached Proposer's Response Sheet (Appendix 6).

#### **Proposals are due by 2:00 PM CT on April 26, 2021 (Due Date)**

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

State of Wisconsin, Department of Administration  
Division of Facilities and Transportation Services (DFTS)  
101 E. Wilson Street, 7<sup>th</sup> Floor  
P.O. Box 7866  
Madison, WI 53707-7866  
Attn: RFP #435-004, Milwaukee

Proposers must allow sufficient time for delivery of their Proposals by the date and time specified. Proposals received after the due date will not be accepted. Upon receipt, they will be marked late, remain unopened and returned to the sender. Please be aware that overnight couriers (e.g., UPS, FedEx, etc.) 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 and folded to the equivalency of an 8 ½"x11" paper.

#### C. PRIMARY EVALUATION CRITERIA

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

1. Lease terms and conditions
2. Location attributes and site information
3. Facility Details and layout
4. Schedule – Targeted Occupancy

#### D. PROPOSAL CONTENT

The Proposal must meet at a minimum, the criteria and requirements listed herein, including the language of the State of Wisconsin's standard lease document (to be modified by the specific terms and conditions pertinent to this RFP – see Gross Lease Template Link in Appendix 7). **It is mandatory that all proposers utilize the attached Proposer's Response Sheet (Appendix 6);** and include specific information, such as plans/drawings, specifications, and schedules, as listed below:

1. A fully completed Proposer's Response Sheet. Supply documentation, supporting each of the cost elements, as noted, other than the base building rate.
2. Interior photos of the proposed space and common areas, along with exterior photos of the building and parking lot/ramp.
3. A site plan showing the location, number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and proposed landscaping.
4. Describe or show on plans the distance to the closest bus stop and frequency of bus service.
5. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture. See Exhibits for furniture typicals.
6. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and Lessor-provided tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (furniture, security, and cabling) may also be required. See Program Requirements in Appendix 1.
7. A construction schedule and timeline for tenant improvements from the fully executed lease to tenant occupancy.
8. A list of the areas, systems, or critical characteristics where the proposal fails to meet the minimum requirements of this RFP.

## IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

### A. PROCURING AND CONTRACTING AGENCY

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

### B. RESERVATION OF RIGHTS

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

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP 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;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted;
- 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; and
- Directly solicit proposals for submission to this RFP.

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

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

In addition, Proposers should be aware of the following:

- The State of Wisconsin, DOA, and/or the tenant agency(s) will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the Proposers;

- All Proposals, in their entirety, will become the property of DOA upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposers shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if a remodeled facility is proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

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

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

**3. Selection Non-Binding**

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

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

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

**5. Wisconsin Open Records Law**

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 9 of this RFP.

**6. State Law**

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

**C. STATE BUILDING COMMISSION (SBC) APPROVAL**

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

- State of Wisconsin Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development, and zoning efforts. Failure to consider and address local zoning and municipal planning efforts in your proposal may lead to disqualification.

- The State of Wisconsin Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.
- The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

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

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



## V. APPENDICES

### A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA

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

#### 1. Lease Terms and Conditions

- a. Lease Structure: This lease must be structured as a Full-Service Gross Lease with the Lessor providing any and all building and property management services.
- b. Lease Term: This lease will have a 5-year Initial Lease Term with two 5-year renewal options. Lessee, at Lessee's sole discretion, shall have the right to terminate the Lease during the initial and renewal terms by providing the Lessor with not less than 180-days written notice. This lease will not be terminated any sooner than the end of the fourth year.
- c. Lease Rental Rate: The quoted lease rate shall be applied to the total rentable square footage, as measured using Building Owners and Managers Association (BOMA) standards. The proposed rental rate must include base rate and estimates of all operating expenses, including but not limited to, all utilities, common area maintenance (CAM) charges, repairs and maintenance, real estate taxes, insurance, janitorial (both in-suite and common areas), snow removal and landscape maintenance, etc. Capital expenditures must not be considered operating expenses.
- d. Office Systems Furniture: Lessor to purchase and install all conference, office and systems furniture and amortize the costs over the Initial Lease Term.
- e. Cabling Costs: Lessor to perform all cabling costs, as specified by the Lessee and amortize the costs over the Initial Lease Term.
- f. Access Prior to Occupancy: Lessee/Tenant shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. Tenant and/or Tenant's vendors shall not interfere with Lessor's contractor nor cause an unreasonable delay to the Lessor's construction schedule.
- g. Move costs at Lessee's expense.

#### 2. Locational Attributes and Site Information

- a. The site location must be within a geographic area that is within the state of Wisconsin, County of Milwaukee.

**MANDATORY AREA** (either side of the following streets, except as noted)

South Side Boundary – Oklahoma Avenue

West Side Boundary – 76<sup>th</sup> Street

North Side Boundary – Good Hope Road

East Side Boundary – Milwaukee River (west side only)

- b. Location must be on a bus line with regular bus service several times a day, with at least one bus stop

within the immediate proximity of the location with an accessible sidewalk route to the building.

- c. The site should have access to major roads, easily located with minimal turns, and readily visible.
- d. Proposals submitted must be for facilities located within the Mandatory Area.
- e. Provide information on Municipal water, sewer, police, and fire service.
- f. Provide information on Telephone, electric and natural gas utility, and internet service.
- g. Zoning must be compatible with this use.
- h. Proposer must obtain all necessary permits and governmental approvals.

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

- a. Quality and Flexibility of Building and Design:
  - 1. Initial space requirements indicate a need for two office suites, one containing an estimated 46,600 usable square feet and another suite containing an estimated 2,400 usable square feet (both suites include in-suite circulation). Efficiently designed floor plans often result in more cost-effective lease economics.
  - 2. Proposals will be accepted for single or multi-tenant buildings. If multi-tenant, the office suites must have an identifiable and secured separate entrance(s) either from the building interior or exterior.
  - 3. Proposals will be evaluated on the adequacy of the design to address program requirements as set forth below in Summarized Room Requirements.
  - 4. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project proceeds. Redrawing of the design may be necessary to refine it to the needs of the Department of Health Services and the Department of Children and Families.
  - 5. The Premises must be completely ADA accessible to staff and customers.
- b. Safety and Accessibility Requirements:
  - 1. There must be adequate building and parking lot lighting and security for safe occupancy by staff and visitors 24/7. Lighting must provide optimal viewing capability at night or low light for camera systems.
  - 2. The facility must have a Lessor-provided security system. The system shall utilize Software House iStar Ultra SE controllers and add-on boards as appropriate for the specific installation. Controllers shall be fully integrated with the existing Software House CCure 9000 system with the compatibility to be upgradeable to Software House CCure 9000 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. Wisconsin State Capitol Police shall retain control of the access management and CCTV/security camera systems covering the entirety of the leased space, with DHS and DCF managing local access. Card readers shall be compatible with existing 125 KHz proximity access

cards. Each reader shall be HID multiclass SE readers for each individual door application. System must be compatible with the Lessor-supplied PA system. PA system speakers to be installed in open office areas, private offices, and conference rooms (enclosed rooms to include volume controls). Refer to Section V, Appendix 3 – Summarized Room Requirements for specific door lock/card reader locations.

3. All exterior doors must have a card reader. All exterior entrances, loading dock and secured parking will be monitored with a CCTV camera system. Additionally, select interior areas will require CCTV coverage and/or card readers on doors, including (but not limited to) interior entry areas, security screening area, customer service areas, customer waiting areas and MDF/IDF rooms as determined by the tenant.
4. Openings such as skylights and roof hatches must be secured. Skylights or roof hatches that are operable must be tied into the alarm system with contact sensors.
5. The security system will also include duress button locations as noted in Appendix 3.
6. 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, 351 through 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.

c. Connectivity:

The office must be wired minimally with CAT6E wiring for computer networking connections. The Lessor is responsible to work with the tenant's telephone service provider to ensure proper entrance cable can be brought into the building. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room (DMARC) in the building. Fiber from a tenant specified Internet Service Provider (ISP) and Cable Provider are to be installed into the DMARC by the Lessor. Tenant shall be responsible for the monthly service charges. The DMARC must be a separate room from any LAN/Data closet and must be keyed separately from all other doors and with an access card reader. Redundant service to the building is required. Lessor will be responsible for all communication (data cabling) conduit, paths, and raceway for cabling. In the event that new cabling is utilized, CAT6E is required. Cabling shall include fiber to the building and both fiber and CAT6E between communications closets, and CAT 6E to all desktops, printers, multi-function devices and conference rooms.

Cellular and Wi-Fi: A multi-carrier cellular repeater may be installed with antennas spaced throughout the building with carriers and specific antenna locations to be specified by the tenant upon review of the building map. Wi-Fi access points are to be used throughout the building, so CAT6E connection shall be required in the ceiling at locations to be specified by the tenant upon review of the building map. Tenant shall retain ability to mount rooftop equipment, with Lessor coordination.

d. Parking:

1. Approximately 250 parking stalls for staff and clientele, located at and/or within five (5) blocks of the facility, code-compliant ADA parking including one van-accessible stall near the entrance to the facility and three onsite, secure 24/7 stalls for fleet vehicles monitored by CCTV camera

system.

2. Signage for Handicapped designated parking stalls to be provided and installed by proposer.
3. Location must have a loading dock with sufficient loading and unloading, including use by semi-trailers. Loading dock must have pneumatic dock levelers. Dock entrance to have an intercom with video screen, connected to security desk and mail room.
4. The facility should have short-term parking for loading/unloading of passenger and delivery vehicles at both the main entrance and at the loading dock.

e. Design Services:

1. The successful proposer will provide architectural and space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan.
2. The proposer will provide to the Lessee one paper and one electronic (AutoCAD) copy of the space plan, as well as 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.
3. Tenant representatives will collaborate with the selected proposer to finalize drawings and specifications.

f. Building Sustainability:

Incorporation of sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality is encouraged. The State of Wisconsin sustainability guidelines are located at:

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

g. Schedule – Proposer’s ability to meet Targeted Occupancy Date

## B. 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

Ref #	Description	Current Qty	Unit SF	Total SF	Comments
<b>DEPARTMENT OF HEALTH SERVICES (DHS)</b>					
<b><i>Division of Medicaid Services (DMS)</i></b>					
<b><i>Milwaukee Enrollment Services (MILES)</i></b>					
<b>1.00</b>	<b>Director’s Office</b>				
1.01	Director	1	144	144	Private Office
1.02	Deputy Director	2	120	240	Private Office
1.03	Program & Policy Analyst Supervisor	1	64	64	Workstation
1.04	Human Services Program Coordinator	3	49	147	Workstation

Ref #	Description	Current Qty	Unit SF	Total SF	Comments
1.05	Program & Policy Analyst	2	49	98	Workstation
1.06	Program Assistant – Confidential	1	49	49	Workstation
1.07	Secretary – Confidential	1	49	49	Workstation
1.08	Filing	1	30	30	
1.09	Copier/Printer/Support	1	64	64	
1.10	Ergonomic Equipment lab	1	64	64	
1.11	Conference Room – Medium	1	250	250	10 – 15 people
	<i>staff count</i>	11		1,199	

<b>2.00</b>	<b>Quality &amp; Training Section</b>				
2.01	Section Chief	1	96	96	Workstation
2.02	Health Care Supervisor -Unit	2	64	128	Workstation
2.03	Human Services Program Coordinator	20	49	980	Workstation
2.04	Filing	1	195	195	
2.05	Copier/Printer/Support	2	64	128	
2.06	Conference Room – Small	1	150	150	4-6 people
2.07	PC Training Room	1	1600	1600	50 computers
	<i>staff count</i>	23		3,277	

<b>3.00</b>	<b>Project Management Section</b>				This group can be split if needed
3.01	Section Chief	1	96	96	Mgrs. Adjacent to Director's office (1.00), Workstation
3.02	Health Care Supervisor – Unit Sup	2	64	128	Mgrs. Adjacent to Director's office (1.00), Workstation
3.03	Income Maintenance Specialist – Adv	30	49	1,470	Workstation
3.04	Fair Hearing Room	3	150	450	adjacent to Waiting area (6.08)
3.05	Filing	1	60	60	must be secured
3.06	Copier/Printer/Support	1	64	64	
3.07	Conference Room – Small	1	150	150	4-6 people
	<i>staff count</i>	33		2,418	

<b>4.00</b>	<b>Long Term Care &amp; Elderly, Blind &amp; Disabled Section</b>				
4.01	Section Chief	1	96	96	Workstation
4.02	Office Operations Associate	1	49	49	Workstation
4.03	Health Care Supervisor - Unit Sup	2	64	128	Workstation
4.04	Income Maintenance Specialist	36	49	1,764	Workstation
4.05	Filing	1	150	150	cabinets must be locking or stored in a secure room
4.06	Copier/Printer/Support	2	64	128	

Ref #	Description	Current Qty	Unit SF	Total SF	Comments
4.07	LTC/EBD Waiting Area	1	100	100	separate from central waiting area (6.08)
4.08	LTC/EBD Customer service counter	1	200	200	
4.09	Conference Room - Small	1	150	150	
	<i>staff count</i>	40		2,765	
<b>5.00</b>	<b>Customer Care Section</b>				
5.01	Section Chief	3	96	288	Workstation
5.02	Health Care Supervisor - Unit Sup	8	64	512	Workstation
5.03	Income Maintenance Specialist	182	49	8,918	Workstation
5.04	Copier/Printer/Support	4	64	256	
5.05	Conference Room - Small	4	150	600	
5.06	Conference Room - Medium	1	250	250	10 - 15 people
	<i>staff count</i>	193		10,824	
<b>6.00</b>	<b>Special Operations Section</b>				
					Adjacent to public
6.01	Section Chief	1	96	96	Workstation
6.02	Health Care Supervisor - Unit Sup	2	64	128	Workstation
6.03	Income Maintenance Specialist	7	49	343	Workstation
6.04	Office Operations Associate	7	49	343	Workstation
6.05	Hotel stations	4	36	144	Workstation
6.06	Copier/Printer/Support	2	64	128	(1) behind counter (6.09)
6.07	Customer Check-In	1	200	200	must allow for 4 staff
6.08	Waiting Area	1	2,000	2,000	adjacent to Check-In (6.07)
6.09	Customer Service Counter	1	400	400	adjacent to Waiting area (6.08), seats 4
6.10	Customer Self-Help Area/Welcome Center	1	1,000	1,000	Adjacent to Waiting area (6.08), 10 tablet carts, 15 carrels, 25 phone stations
6.11	Customer Counseling stations	5	72	360	Adjacent to Customer Service Counter (6.09), to be separate from staff space
6.12	Customer Mail/EBT Issuance Counter	1	150	150	adjacent to Mail/EBT storage (6.13) and Waiting area (6.08), public entrance and to the mail room (6.15)
6.13	Customer Mail/EBT Storage	1	150	150	adjacent to the Mail/EBT counter (6.12), public entrance and to

Ref #	Description	Current Qty	Unit SF	Total SF	Comments
					the mail room (6.15)
6.14	Customer Self-Scan area	1	100	100	adjacent to waiting area (6.08) and Document Processing (7.00)
6.15	Mail Room	1	1,200	1,200	adjacent to EBT Issuance (6.12), Document Processing (7.00) and loading dock
6.16	Conference Room - Small	1	150	150	one room adjacent to Self-Help/Welcome Center (6.10)
6.17	Secure Storage	1	100	100	
	<i>staff count</i>	21		6,992	

<b>7.00</b>	<b>Document Processing Unit – DXC/Gainwell Contract</b>				Adjacent to Special Operations (6.00) and Mailroom (6.15), create a secured suite
7.01	Supervisor	3	64	192	Workstation
7.02	Insurance Health Care Representative - Lead	3	64	192	Workstation
7.03	Insurance Health Care Representative	24	20	480	each staff station has small scanner
7.04	Scan Station - large	1	48	48	Workstation
7.06	Sorting Area	1	100	100	
7.07	Secure Storage/Mail Sort	1	350	350	must be adjacent to mail room (6.15)
7.08	Copier/Print/Support	1	64	64	
7.09	Conference Room - Small	1	150	150	
	<i>staff count</i>	30		1,576	

<b>DHS Division of Enterprise Services (DES) / DOA Division of Personnel Management (DPM)</b>					
<b>8.00</b>	<b>BITS, OFSRM, DPM</b>				
8.01	Human Resources Coordinator (DPM)	1	64	64	Create a secure HR suite, Workstation
8.02	Human Resources Assistant (DPM)	1	64	64	Create a secure HR suite, Workstation
8.03	Human Resources Leave Coordinator (DPM)	1	64	64	Create a secure HR suite, Workstation
8.04	IT Technical Services (BITS)	2	49	98	Workstation - should be adjacent to HR
8.05	Facilities Management Specialist (OFSRM)	2	49	98	Workstation - should be adjacent to HR

Ref #	Description	Current Qty	Unit SF	Total SF	Comments
8.06	HR Secured files	1	100	100	Create a secure HR suite
8.07	Visitor Security screening and queuing area	1	250	250	Located at front entrance
8.08	Security Control room	2	48	96	Located within SCS suite, secured
8.09	Security Rest/training room/area	1	200	200	Located within SCS suite, secured
8.10	Security Equipment IDF room	1	100	100	Located within SCS suite, secured
8.11	Copier/Printer/Support	1	64	64	
8.12	Conference Room - Small	2	150	300	seats 4 - 6, one to be part of HR suite, the other adjacent to HR
8.13	IT Storage	1	160	160	must be secure
8.14	Server Room	1	300	300	must be secure
8.15	Data/LAN Closet	6	100	600	must be secure
8.16	Photo ID station	1	48	48	Workstation
8.17	Facilities storage	1	200	200	key lock
	<i>staff count</i>	8		2,806	

<b>9.00</b>	<b>DHS Department-Wide Space</b>				
9.01	Large Meeting Room	1	2,000	2,000	up to 100 people, should be dividable
9.02	Conference Room - Medium	2	250	500	10-15 people
9.03	Conference Room - Large	2	400	800	20-25
9.04	Vending/Dining Area	1	600	600	
9.05	Kitchenette	3	200	600	
9.06	Storage	1	600	600	
9.07	Mother's/ Lactation Room	1	300	300	3 stations within
	<i>DHS total staff count</i>		359	5,400	

<i>DHS Sub-total SF</i>	37,257
Approximately 25% Circulation	9,343
<i>Estimated Usable SF (a)</i>	46,600

(a) - (excludes Common Area Load Factor, if applicable)



DEPARTMENT OF CHILDREN & FAMILIES (DCF)					
<b>Division of Early Care &amp; Education</b>					
<b>Milwaukee Early Care Administration (MECA)</b>					
<b>15.00</b>	<b>Administration</b>				
15.01	Hoteling Office	1	144	144	Private Office
15.02	Hoteling Workstation	2	64	128	Workstation
15.04	Storage Room	1	200	200	
	<i>staff count</i>	0			
<b>16.00</b>	<b>Authorization Services Unit</b>				Public access,
16.02	Child Care Subsidy Specialist	5	64	320	
16.04	DCF MECA Reception	1	200	200	Sign-in kiosk area, space for up to 2 staff
16.05	Customer Counseling stations	3	72	216	Adjacent to Customer Service Counter (6.09), to be separate from staff space
16.06	Copier/Printer/Support	1	100	100	
	<i>staff count</i>	6			
<b>17.00</b>	<b>Department-Wide Space</b>				
17.01	Kitchenette	1	200	200	
17.02	IT Storage Room	1	160	160	must be secured
17.03	Conference room - Medium	1	250	250	10-15 people
	<i>DCF total staff count</i>	6			
<b>DCF Sub-total SF</b>				1,918	
<b>~25% Circulation</b>				482	
<b>Grand Total SF</b>				2,400	

Building Support Space – Common to support building population	
Restroom – public access	Must be adjacent to entrance, central check-in and waiting area.
Vending Area	Building common area
Locker Rooms	Building common area
Loading Dock – building occupants only	Building common area

### C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

Following is a list, by room, highlighting specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture, and appliances to be provided by the Lessor. All AV equipment, TV's, whiteboards, projection screens and electronic queuing system to be provided by the Lessee. Please see Section V, Appendix 4, Exhibits C through Q for an adjacency diagram, sample layouts, equipment loads, etc. and Appendix 7, Schedule II CONSTRUCTION REQUIREMENTS for additional details and specifications.

1. Physical Security Control Suite (8.07-8.10): The SCS must be adjacent to the Self-Help/Welcome Center (6.10), MilES waiting area (6.10) and the main public entrance. The SCS suite shall be secured with a card reader. The SCS consists of the following areas:
  - a. Visitor Screening and Queuing area – this area should accommodate 2 queuing lines complete with an 8' discombobulation table, x-ray screening machine, walk-through magnetometer and 8' recombobulation table. Additional wand magnetometer space may be considered. This area will also accommodate (1) staff with counter and stool to monitor entrance and to sort employees from visitors. This area shall be outside of the SCS suite, but adjacent to the SCS functions.
  - b. Control Room – this room should accommodate (2) staff with 1 PC and 1 phone (VOIP) each, 1 MFD printer (2 data and electrical), radio chargers (electrical) to monitor the following systems: CCVE system, duress button system, access controls, emergency communications (911/Capitol Police), intercom communication with the loading dock. Door/door frame to be locking with a card reader and must withstand forcible attack. The SCS control room load should be on back-up redundant power.
  - c. Security Equipment IDF room – this room will house the iStar access control system, CCVE (Closed Circuit Video Equipment) network switch and recorder, intrusion detection system equipment and security camera. This room will be locking with a card reader. Environmental controls to be the same as Network data closets.
  - d. Rest/Training Room or Area – this room/area will accommodate up to (8) security staff for start/end of shift briefings, training and equipment checks. Staff lockers will also be located within this space. This room/area shall be adjacent to the control room and within the SCS suite.
2. DHS/MilES Long Term Care/Elderly, Blind, Disabled Customer Service Counter (4.07/4.08): This area shall have a separate entry/access and waiting area from the primary customer check-in and waiting areas. Waiting area shall accommodate up to (5) five customers. The service counter shall have two transaction windows to accommodate (1) one staff, and (1) ADA counter, with PC and phone (VOIP) (2 data and electrical) each, along with a duress button with connectivity to the Security Control Suite and paging system. Customers shall be able to exit directly from this area.

The LTC/EBD counter should be behind a barrier to prevent entry into the secured staff space. The barrier/wall shall be equipped with ¼" tempered, shatter-proof safety glass, commercial grade transaction window(s) with pass-thru sliding window(s) or pass-thru tray(s) which will allow staff to view both the sub-waiting area and have access to the visitor's paperwork.

Each transaction window shall be 48" w x 33" h with sliding pass-thru window below, OR 48" w x 42" h with pass-thru transaction tray below. The window(s) shall have a natural voice/secure air passage for voice transmission. There shall be a door next to the counter window with a card reader. All layout and window specifications shall be submitted to the tenant for approval.

3. DHS/MilES Customer Check-In (6.07): The Check-In desk should accommodate (4) staff, including (1) ADA station, with 1 PC and 1 phone (VOIP) each (2 data) and a duress button with connectivity to the Security Control Suite. Visitors are to be checked in at this location and then directed to the DHS waiting area for

service. Ensure that the location of the check-in desk allows for up to 50 visitors prior to being checked in. An electronic queuing system shall be used for visitors who are directed to the DHS waiting area. Behind the desk, include 10' of counter and locking cabinets below for storage. Hard surface flooring required.

4. DHS Waiting Area (6.08): The waiting area should accommodate up to 100 visitors with seating. A children's play area, with room for a small table and chairs, on soft surface flooring must be included. There will be (2) wall-mounted TV's that require (1) data each and electrical at each location. Additionally, there will be wall-mounted Monitors for an electronic queuing system that would require electrical and (1) data jack at each location.

This Waiting area should be adjacent to the MilES Customer Service Counter, MilES Self-Help/Welcome Center and MilES Fair Hearing Rooms.

5. DHS/MilES Customer Service Counter (6.09): This area should accommodate (4) staff, including (1) ADA station, each with a PC and phone (VOIP) (2 data, and electrical per station) along with an MFD (1 data and 20 amp electrical). Above each station will be a monitor connected to the electronic queuing system, which requires one (1) data connection and electrical at each monitor and paging system. Service counter must be secured from, but visible to the DHS Waiting area. Each station should have visual and acoustic privacy. This area must be adjacent to the MilES Self-Help Area.

The Customer Service counter should be behind a barrier to prevent entry into the secured staff space. The barrier/wall shall be equipped with ¼" tempered, shatter-proof safety glass, commercial grade transaction window(s) with pass-thru sliding window(s) or pass-thru tray(s) which will allow staff to view both the sub-waiting area and have access to the visitor's paperwork. Each transaction window shall be 48" w x 33" h with sliding pass-thru window below, OR 48" w x 42" h with pass-thru transaction tray below. The window(s) shall have a natural voice/secure air passage for voice transmission. There shall be a door next to the counter window with a card reader. All layout and window specifications shall be submitted to the tenant for approval.

See sample layout in Section V, Appendix 4, Exhibit D.

6. DHS/MilES Customer Self-Help Area (6.10): This area should accommodate up to 10 tablet carts each with tablet, 15 carrel stations with PC (electrical/data), 25 phone stations (VOIP) and 2 workstation each with PC and phone (VOIP) for staff monitoring/assistance (total of 52 spaces). Electrical required for tablet charging.
7. DHS/MilES Customer Self-Scan Area (6.14): This area should accommodate up to (3) scanning stations (1 ADA accessible) with PC and scanners (2 data and electrical each). This area should be adjacent to the waiting area (6.08) and the Document Processing Unit (7.00). See sample layout in section V, Appendix 4, Exhibit P.
8. DHS/MilES Fair Hearing Rooms (3.04): These rooms shall be adjacent to the DHS Waiting Area (6.08). Each room shall accommodate a PC and phone (VOIP) (2 data, and electrical per PC) and a duress button with connectivity to the Security Control Suite (8.08). Each room must have two separate entrance/exit points on opposite sides of the room. Sidelights and keyed locking door hardware are required. See sample layout in Section V, Appendix 4, Exhibit E.
9. DHS/MilES Customer Mail/EBT Issuance Counter (6.12): This area must be secured from the public but adjacent to the Customer Check-In (6.07). This area must accommodate (4) staff, including (1) ADA accessible stations, each with a PC (2 data, and electrical) and (2) central analog phone lines for the area. Above each station will be a monitor connected to the electronic queuing system, which requires one (1) data connection and electrical at each monitor and paging system. There must be a sub-waiting area to accommodate up to

20 visitors with seating. Staff area must be secured from the waiting area.

The Mail/EBT Issuance counter should be behind a barrier to prevent entry into the secured staff space. The barrier/wall shall be equipped with ¼" tempered, shatter-proof safety glass, commercial grade transaction window(s) with pass-thru sliding window(s) or pass-thru tray(s) which will allow staff to view both the sub-waiting area and have access to the visitor's paperwork.

Each transaction window shall be 48" w x 33"h with sliding pass-thru window below, OR 48" w x 42"h with pass-thru transaction tray below. The window(s) shall have a natural voice/secure air passage for voice transmission. There shall be a door next to the counter window with a card reader. All layout and window specifications shall be submitted to the tenant for approval. See sample layouts in Section V, Appendix 4, Exhibit F.

10. DHS/MilES Customer Mail/EBT Storage (6.13): The EBT storage room must have one full wall (approximately 15') of counter with cabinets below and open shelving above and must accommodate a small under-counter safe. Provide electrical and data at intervals above the counter. The room must be secured with a card reader and must be adjacent to the Mail/EBT Issuance Counter. See sample layouts in Section V, Appendix 4, Exhibit F.
11. DHS/MilES PC Training Room (2.07): This room must accommodate (50) PC workstations and (1) instructor workstation. There will be two (2) ceiling mounted projectors and monitors/screens connected to the instructor PC. Additionally, there will be a podium with HDMI/VGA/RCA connection, electrical and microphone. In ceiling speakers, wireless microphones, amplifier, Assistive Listening RF emitter system and remote audio input at the podium will be provided by the tenant. Each PC workstation will need (1) data and electrical. The instructor PC will need (2) data, and electrical. Tenant-provided whiteboards will be installed on perimeter walls. Include a secured room for storage of equipment, with keyed door locking hardware. Sidelights or window in doors are required. Location of room should be interior but if placed on an exterior wall with windows, room darkening shades are required. Room to be secured with a card reader on all entry doors. See sample layout in Section V, Appendix 4, Exhibit G.
12. DHS/MilES Document Processing (7.00-7.09): This room/area must accommodate room for 3 staff workstations, 16 scanning stations, a multi-function device (MFD), document sorting, secure storage/staging room and shred bins. Each scan station requires (1) data and electrical for a PC and scanner. The MFD requires (2) data and dedicated 20 amp electrical. This area must be adjacent to the DHS mail room (6.15). See sample layout in Section V, Appendix 4, Exhibit H.
13. DCF/MECA Reception/Customer Check-In (16.04): This area must accommodate 1 staff, including 1 ADA station. The station will contain a PC and phone (VOIP) (2 data, and electrical per station) and a duress button with connectivity to the Security Control Suite. Additionally, the area will have one (1) multi-function device (MFD) (2 data and dedicated 20 amp electrical). There will also be one wall-mounted electronic queuing system monitor that requires (2) data and electrical.

The Reception should be behind a barrier to prevent entry into the secured staff space. The barrier/wall shall be equipped with one (1) ¼" tempered, shatter-proof safety glass, commercial grade transaction window with pass-thru sliding window or pass-thru tray, which will allow staff to view both the entire waiting area and have access to the visitor's paperwork.

At a minimum, the transaction window shall be 48" w x 33" h with sliding pass-thru window below, OR 48" w x 42" h with pass-thru transaction tray below. The window shall have a natural voice/secure air passage for voice transmission. There shall be a door next to the Reception Counter with a card reader. All layout and

window specifications shall be submitted to the tenant for approval.

MECA must have a sub-waiting area to accommodate approximately 5 visitors with seating.

14. DCF Customer Counseling stations (16.05): This space shall allow for 3 virtual counseling stations with 2 chairs each. A display will be mounted to the back wall with telephone adjacent. Two (2) data ports are required at counter height in left corner as well as duplex electrical within 12 inches of each station. An additional electrical receptacle with duplex outlets and integrated USB and USBC shall be located at counter height in right corner of each station to allow for customer device charging.

This area can be accessed only by reception approval via a door release button from the MECA Reception/Customer Check-In, is secured, and should be adjacent to the MECA Reception/Customer Check-In area. This area should be secured, separate and restricted from staff areas.

15. IT Server Room (8.14/both DHS and DCF): (see section V, Appendix 4, Exhibit Q for equipment loads): This room houses the central network control equipment and contains equipment racks with the servers, routers, switches, and other miscellaneous Information Technologies equipment, supplied by the Tenant. Basic room requirements include:

- Server data room enclosure must have floor to deck wall construction.
- No windows
- Nine-foot ceiling height above floor
- No heat-generating support equipment in the space
- Electrical system with an isolated ground, dedicated neutral, and a grounding grid

a. HVAC

An Independent and redundant HVAC system is required to maintain temperature and humidity 24 hours a day, 7 days a week, including the following considerations.

- The size of the cooling load of all equipment to 70°F (+/- 2°F) as measured at the return air of the AC unit.
- The size of the cooling load of the building (lighting, power equipment, personnel, building envelope).
- Humidification should be maintained at 30% RH (+/- 5%) as measured at the return air of the AC unit.
- Appropriate plan for removal of water from AC condensation, either by gravity or pump
- Units should be designed and installed to eliminate single point of failure.

Air filtration media should be installed at air intake points. Media should be replaced on a regular maintenance schedule based on the manufacturer recommended filter lifespan.

Cold air delivery must be managed such that the required amount of air can be delivered to any necessary equipment location.

Hot air return must be managed to extract air directly to HVAC units without mixing with cold air delivery.

All infrastructure systems supporting machine space services must support continual monitoring.

b. Fire alarm and suppression systems:

- Must be designed specifically for use in server rooms. Must comply with all state and local building codes.

- Pre-action Fire Suppression systems must use chemicals that do not damage sensitive equipment.
- Suppression systems must not pose harm to building occupants.
- Firestopping at all raceways and electrical equipment, which penetrate the server room barrier surfaces, in a manner which maintains the surface rating or barrier intent (1-hour fire rating for all walls, doors and door frames).

c. Raised Floor

- All components must be clean and corrosion free.
- Minimum raised floor height of 16 inches or higher.
- Must allow for weight of server racks and lifting and moving equipment to support 1250 lbs. per square foot, in designated areas, coordinate location of equipment with occupant, approximately 55% of the floor area.
- Constant air pressure must always be maintained.
- Must remain obstruction free for proper air flow.
- Must be electrically grounded separate from building ground.

d. Doors:

- Server room door card access control must be maintained 24/7.
- All server room doors shall have an electronic card access system.
- Server room doors need to be 42 to 48 inches wide and at least 7 feet 6 inches high.
- Hinges on server room doors should have welded hinge pins, to prevent the removal of the door from its frame.
- Doors, walls, and door frames to be fire rated for one (1) hour.
- Any server room doors with physical key locks must be keyed separately from any other locks at the facility, including master keys.

## **POWER DISTRIBUTION REQUIREMENTS – IT SERVER ROOM**

All power distribution shall be installed in compliance with the latest version of the National Electric Code as published by the NFPA, and this document.

### **1. UPS systems:**

- a. UPS systems in the server room must be sized to meet current and anticipated future needs, with sufficient battery backup to allow for a controlled shutdown of equipment therein. See section V, Appendix 4, Exhibit Q for equipment loads.
- b. UPS systems must have bypass capability to allow for periodic maintenance.
- c. Must be approved for use with computer equipment UPS systems.

### **2. Sub-panels.**

- a. Panels must be sized to meet current and anticipated future needs. See section V, Appendix 4, Exhibit Q for equipment loads.
- b. Panels serving equipment in the Server room must be located within the Server room to minimize power runs to desired equipment and to prevent tampering.
- c. Only sub-panels serving equipment in the Server room should be in the Server room.
- d. Minimum short-circuit rating of 10,000 RMS amperes.
- e. Main circuit breaker, minimum capacity equal to 125 percent of the total connected load as called for in this package and shown on the approved floor plans plus 25 percent space capacity based on equipment loads. See section V, Appendix 4, Exhibit Q for equipment loads.
- f. Bolt-on type, 20 ampere, molded-case branch circuit breakers.
- g. Provide 20 percent spare breakers.
- h. Typed circuit directory card matching the installed circuit layout.

### **3. Power cable layout:**

- a. The power pathways must maintain a minimum separation from all data cable pathway in accordance with current ANSI/TIA-469-B Standards
- b. Equipment power cables should be the minimum required length and slack/strain management must be employed.
- c. Cables must be arranged to minimize air flow disruptions.
- d. Provide one isolated ground (IG) duplex receptacles, orange colored, NEMA 5-20R or equal on each perimeter wall.
- e. Provide general-purpose duplex receptacles, ivory colored, NEMA 5-20R or equal, at approximately every 5' intervals along the perimeter of the room, as allowed by code.
- f. Provide building wire, THHN/THWN insulation, solid or stranded copper wire for No. 10 AWG and smaller; stranded copper wire for sizes No. 8 AWG and larger. Provide minimum size of No. 12 AWG.
- g. Metal Clad Cable, 4 wire is permitted for IG circuits and 3 wire is permitted for general purpose.
- h. Provide compression type or set screw type fittings for all conduit unions.
- i. Type MC cable is allowed only if the cable contains **ALL** the conductors mentioned above including both the equipment grounding (EG) and isolated grounding (IG) conductors.

### **4. Grounding systems:**

- a. All Server room equipment must be grounded in compliance with installation instructions and state and local codes.
- b. Server room equipment grounds must be independent of all other building grounds (such as lightning protection systems).

- c. All metal objects must be bonded to ground including cabinets, racks, PDUs, HVACs, cable pathway, and any raised floor systems.
- d. Ground resistance should be < 1 Ohm.

#### **DATA DISTRIBUTION REQUIREMENTS – IT SERVER ROOM**

Data distribution requirements are determined by the Federal Telecommunications Recommendations (FTR) as set forth by the National Communications System (NCR). Note that FTR 1090-1997, Commercial Building Telecommunications Cabling Standard, incorporates TIA/EIA 568, Revision B, 2003 in its entirety.

##### **1. General**

- a. All data cable is to be a continuous run with no splices or butts and without kinks or sharp turns.
- b. Provide cable suitable for indoor installations, in a plenum environment.
- c. Distribution Racks should be modular steel units designed for telecommunications terminal support and coordinated with dimensions of units to be supported.
  - Wall-Mounting: Aluminum, hinged wall bracket with provisions for power strip mounting.
  - Floor-Mounting: Steel, freestanding, modular, with vertical and horizontal cable management channels, top and bottom cable troughs, and grounding lug.
- d. The server room must have a system to support overhead delivery of data connections to all equipment and cabinets/racks.
- e. The cable pathways must maintain a minimum separation from high voltage power and lighting in accordance with TIA/EIA 568 Standards (American National Standards Institute/Telecommunications Industry Association)
- f. All cable delivery pathways must be grounded.
- g. Data cable will be installed in neat symmetrical lines parallel to the centerlines of the building construction.
- h. Data cable must not be laid immediately adjacent to fluorescent light, A/C power lines of motorized devices in accordance with TIA/EIA 568 Standards (American National Standards Institute/Telecommunications Industry Association)
- i. Data cable must be installed to maintain the maximum separation from A/C power lines, six inches minimum in accordance with TIA/EIA 568 Standards (American National Standards Institute/Telecommunications Industry Association)
- j. Category 6E compliant data cabling will be used from the patch panel (typically located in network closet) to the furniture or wall faceplate.
- k. Comply with TIA/EIA-568-B performance requirements for Category 6E UTP cabling.

##### **2. Fiber:**

- a. Remote switches (network closets) must use fiber optic cable to interconnect the closets or home runs to the server room.
- b. All fiber installations must be labeled.
- c. Fiber optic cable shall have the following rated tensile load: 150-lb. maximum rated load.
- d. Comply with TIA/EIA-568, Latest Revision performance requirements.
- e. Install cables without kinks, sharp bends or loops, twists, or impact damage to the sheath.
- f. Install cables continuous and with sheath continuity.
- g. Use only a UL approved cable pulling compound. DO NOT use oil, grease, or similar substances to facilitate the pulling of cable.
- h. Route cable on overhead cable tray to the fiber optic patch panel. Route cables inside the cable tray wherever possible, unless otherwise approved by the Engineer or Contracting Officer in writing prior to installation.
- i. Provide strain relief at the patch panels for cables, per the manufacturer's instructions.
- j. Terminate fiber strands at both ends with LC connectors.
- k. Replace fibers and terminations damaged during installation.
- l. Terminate multimode strands with multimode connectors.



- m. Provide the accessories and consumables required for the complete termination of fibers.
  - n. Do not use materials in fiber optic cable that contain hydrogen in quantities that will increase light attenuation.
  - o. All fiber runs will be tested to conform to specifications, with testing report(s) provided.
3. Fiber Innerduct
- a. Suitable for installation in plenum areas, with a 40-mm (1-1/2-inch) nominal inner diameter.
  - b. Provide corrugated innerduct with a polyethylene pull rope (minimum pull tension rating of 1,200 lbs., pre-installed for the installation of cable.
  - c. Provide each innerduct continuous and uniquely colored for identification.
4. UTP
- Provide horizontal Category 6E unshielded twisted pair (UTP) cable meeting the following requirements:
- a. Provide cable suitable for indoor plenum installation.
  - b. Provide cable with 4 twisted pairs of insulated copper conductors per cable, 24 AWG solid copper, fully insulated with retardant low-smoke thermoplastic material, plenum NEC CMP rated, and UL listed as such.
  - c. Comply with TIA/EIA-568-B performance requirements for Category 6E UTP cabling.
  - d. Copper jumpers must be CAT6E with Booted RJ45 connectors
  - e. All cable runs will be tested to conform to Category 6E specifications, with testing report(s) provided.
5. LAN/Data Closet (8.15 - shared by DHS and DCF): Each LAN closet shall have CAT6E (24 ports) and both Fiber and CAT6E connectivity to the DMARC. Each LAN closet shall not exceed 200 feet from any tenant programmed space. Each closet shall have independently controlled cooling and not to exceed 70 degrees when fully equipped. Each closet shall contain a minimum of three (3) network racks. Each rack shall have two (2) dedicated 20-amp circuits and one (1) dedicated 30-amp circuit with receptacle types as specified by tenant. Racks shall have a minimum of 4 feet of clearance on front and back sides. Each closet shall have 8 square feet of space for a cabinet with 4 feet clearance in front. Each closet is to be secured with a card reader. Coordinate final quantity and location of LAN closets with tenant.
6. IT Storage Room (DHS 8.13, DCF 17.02): These rooms shall be secured with a card reader, with a building key override, and must be keyed separately from any other locks. Provide room for 24" deep, floor to ceiling shelving, shelves every 24" in height, at least 8' in length. Provide duplex electrical outlets and two (2) data ports (4 total for the room) on two opposite walls. Data ports and electrical outlets shall be spaced no more than 16in apart.
7. Private Office: (both DHS and DCF) Each room will have a PC and phone (VOIP) (4 data (2 jacks/2 ports), and fourplex electrical outlets). Data and electrical locations must be on two opposite walls. All private offices are to be constructed on the interior of the space. Exceptions may also be made for existing offices. Executive hoteling office 15.01 may be constructed on exterior windows. Sidelights or window in doors and keyed locking door hardware are required. See sample layout in Section V, Appendix 4, Exhibit J.
8. Open Office Area: (both DHS and DCF) This area should allow for the installation of systems furniture along the exterior of the space to allow for maximum natural light. There must be sufficient electrical circuits and data/phone outlets to accommodate staff computers (1 PC and 1 phone (VOIP) per station). Standard electrical requirements for open office areas are four 20-amp circuits per every six (6) stations. Dedicated electrical circuits will be required for printers and copiers (or multi-function devices, MFD). Standard data/phone requirements are 2 data per station plus additional data/voice for printers, MFDs, etc., as required. Additional data cable must be installed in the ceiling plenum to optimize full building coverage of wireless access points as specified by the tenant. The workstations will be grouped by function and

supervisory locations throughout the entire office. Final approval of workstation furniture is required by tenant. Reference Section V, Appendix 3 (GENERAL ROOM REQUIREMENTS) for quantities, sizes, and adjacencies. See sample layouts in Section V, Appendix 4, Exhibit K.

9. Conference Room – Small: (DHS) These rooms should each contain 2 data and two duplex electrical on two opposite walls. At least one wall shall have additional blocking for a tenant – provided whiteboard and/or A/V equipment (including data and electrical) installed to tenant specifications. Sidelights or window in doors are required. See sample layout in Section V, Appendix 4, Exhibit L.
10. Conference Room – Medium/Large/Extra-Large: (both DHS/DCF) All conference rooms should each contain 2 data and 1 phone (VOIP) on two opposite walls. Additionally, in large and extra-large conference rooms, provide at least two floor mounted boxes below the primary table with duplex electrical and (2) data. A ceiling mounted wide-format projector and monitor/screen are required in each conference room with a capacity of 15 or more persons, to include floor mounted VG, HDMI, and Audio inputs below the primary table or podium and Assistive Hearing RF Emitter System. Walls shall have additional blocking for a tenant – provided whiteboard and display monitors. Sidelights or window in doors are required. See sample layout in Section V, Appendix 4, Exhibit M. Each room should have blocking up to 67 inches from the floor, a fourplex electrical outlet, and 4 data ports mounted at 70 inches from the floor on the front open wall (with no obstructions) greater than 96 inches in length for installation of a LED display. There must also be a low voltage ring installed beside the data ports at 70 inches from the floor with access and/or tubing to another low voltage ring directly below it at 15 inches from the floor and another at 40 inches from the floor within 24 inches of the main entrance to the room. A data port must be installed a minimum of 12 inches and a maximum of 36 inches from the main door at a height of 60 inches from the floor for use with conference room calendaring displays.
11. Kitchenettes: (both DHS/DCF) These areas will contain sufficient countertop with cabinets above and below, and a stainless-steel single compartment sink with hot and cold water. These areas shall have sufficient outlets and circuits to allow for two (2) each: refrigerator, microwave, and coffee maker (appliances to be provided by Lessor). Provide a water connection to the refrigerator(s) and coffee maker(s). Provide adequate ventilation. Sidelights or windows in doors are required, if enclosed.
12. Mail Room: (DHS 6.15) This room must be adjacent to the loading dock and the DHS/MiLES Document Processing area (7.00). The room must have approximately 56' of counter with cabinets below, some cabinets above and mail sorters, along with two work islands. Floor space for bins, carts, packages and one (1) multi-function device (MFD – 2 data and dedicated 20 amp electrical) is required. (2) data and electrical, at counter height, at various intervals, for a PC, phone (VOIP) and a postage meter. There will be two workstations for staff, each to contain a PC and phone (VOIP) (2 data, and electrical per PC). There should be a 6' double door and a 3' single door, both with card readers. See sample layouts in Section V, Appendix 4, Exhibit N.
13. Mother's/Lactation Room (9.07): (shared DHS/DCF) This room needs to be large enough for three (3) stations, consisting of a lounge chair and a small counter or table (or lounge chair with tablet arm) and up to (15) half or quarter height lockers for storage of staff supplies. The three stations shall be divided by a partition or curtain. Each station requires a duplex electrical outlet for a pump. The room shall contain approximately 7' of counter with cabinets above and below and a stainless-steel single compartment sink with hot and cold water. There should also be an electrical outlet and circuit for a full-size refrigerator (appliances to be provided by Lessor). Lighting shall be dimmable. This room is to be secured with a card reader and an "occupied" or "in use" signal (light). See sample layout in Section V, Appendix 4, Exhibit O.

14. Employee Dining/Vending Area. (DHS 9.04) The Dining area shall be sized to adequately seat 50 staff at any one time. This room will contain 16 feet of counter with cabinets above and below and two stainless steel double compartment sinks with hot and cold water. The room should also have adequate outlets and circuits to allow for up to four (4) microwaves and two (2) refrigerators (appliances to be provided by Lessor). Provide adjacent space with enough electrical and circuits for up to 4 vending machines. There will be one (1) wall-mounted TV that requires an RJ-6 connection, 1 CAT6E data connection, and electrical. This room shall be in the secured employee space, not accessible to the public or waiting areas. Sidelights or windows in doors are required.

**D. APPENDIX 4 – EXHIBITS A THROUGH P**

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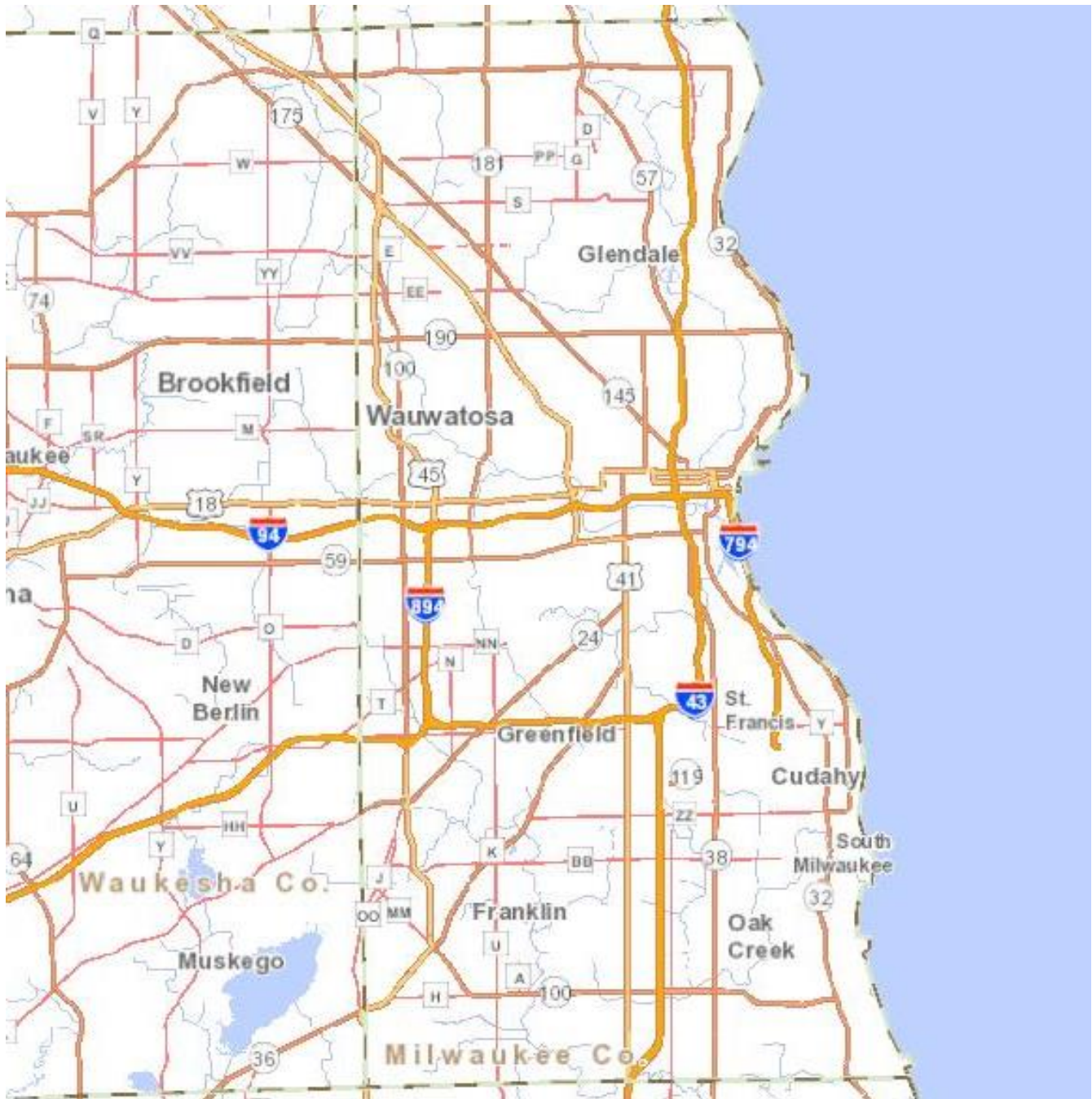
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**EXHIBIT A – MILWAUKEE COUNTY MAP**



**EXHIBIT B – MANDATORY AREA MAP**

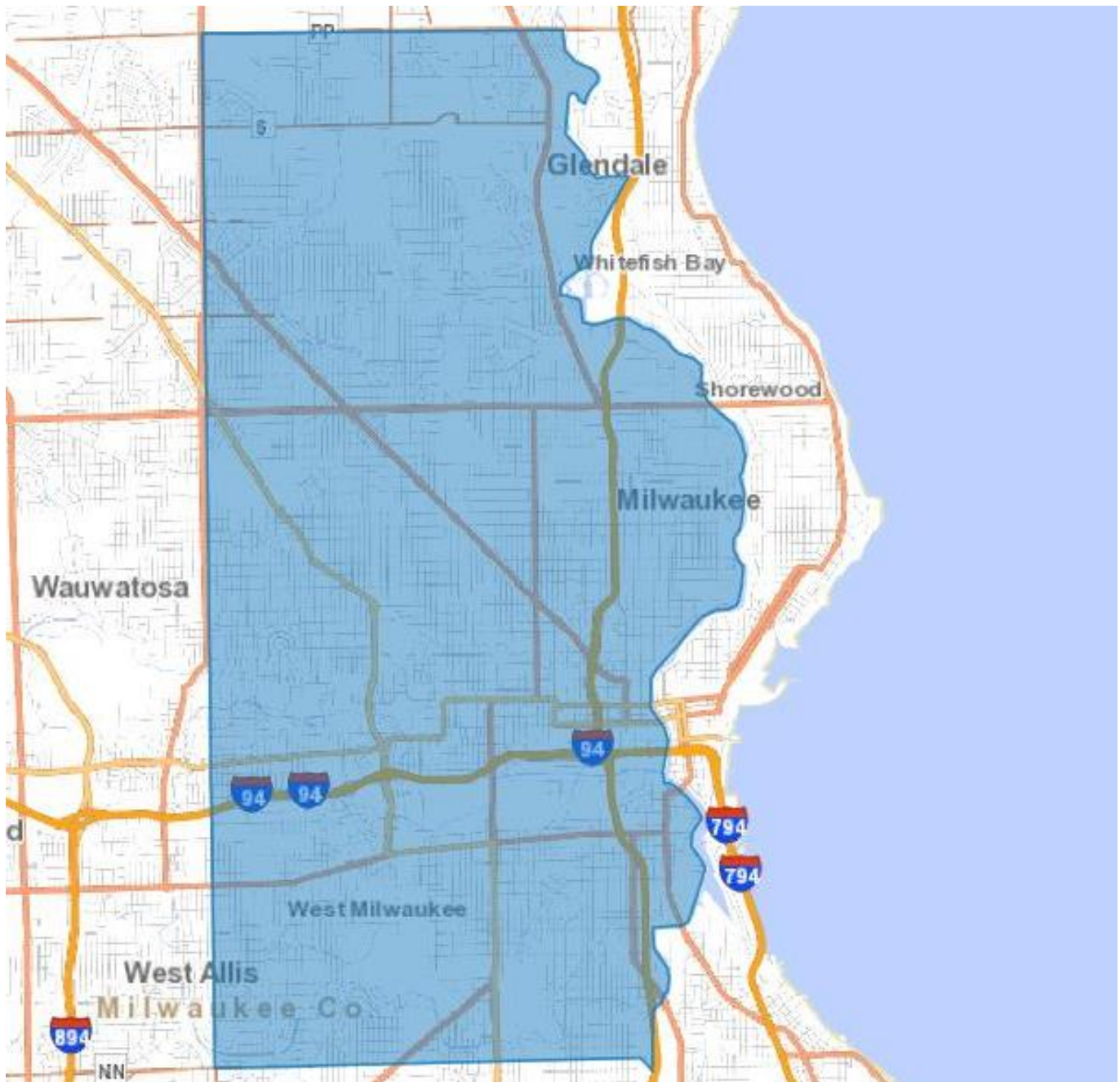
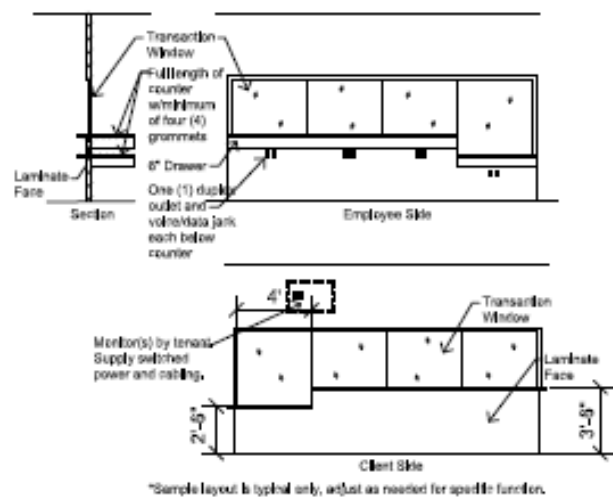


EXHIBIT C – SAMPLE SERVICE COUNTER



Customer Service, LTC, Mall/EBT Counter - Sample\*  
NTS

## 6.15 DCF/MECA Customer Counseling Sample

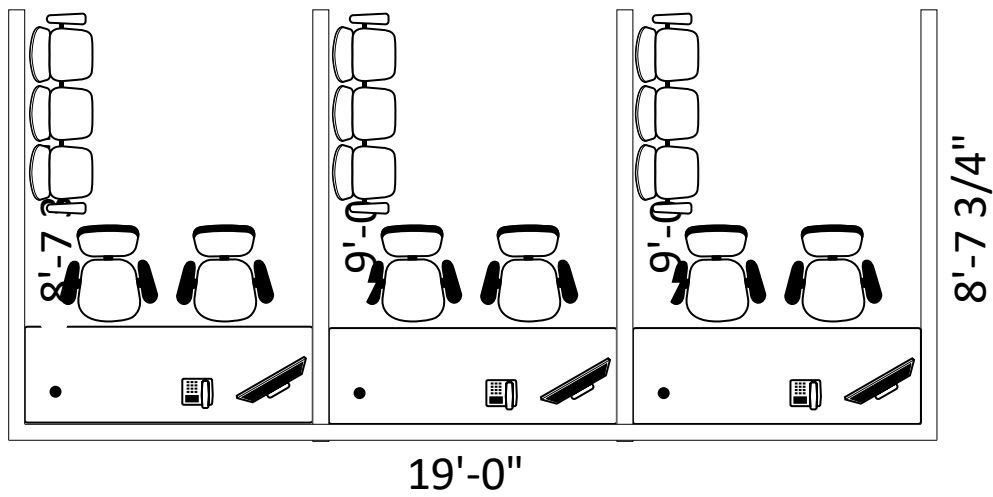
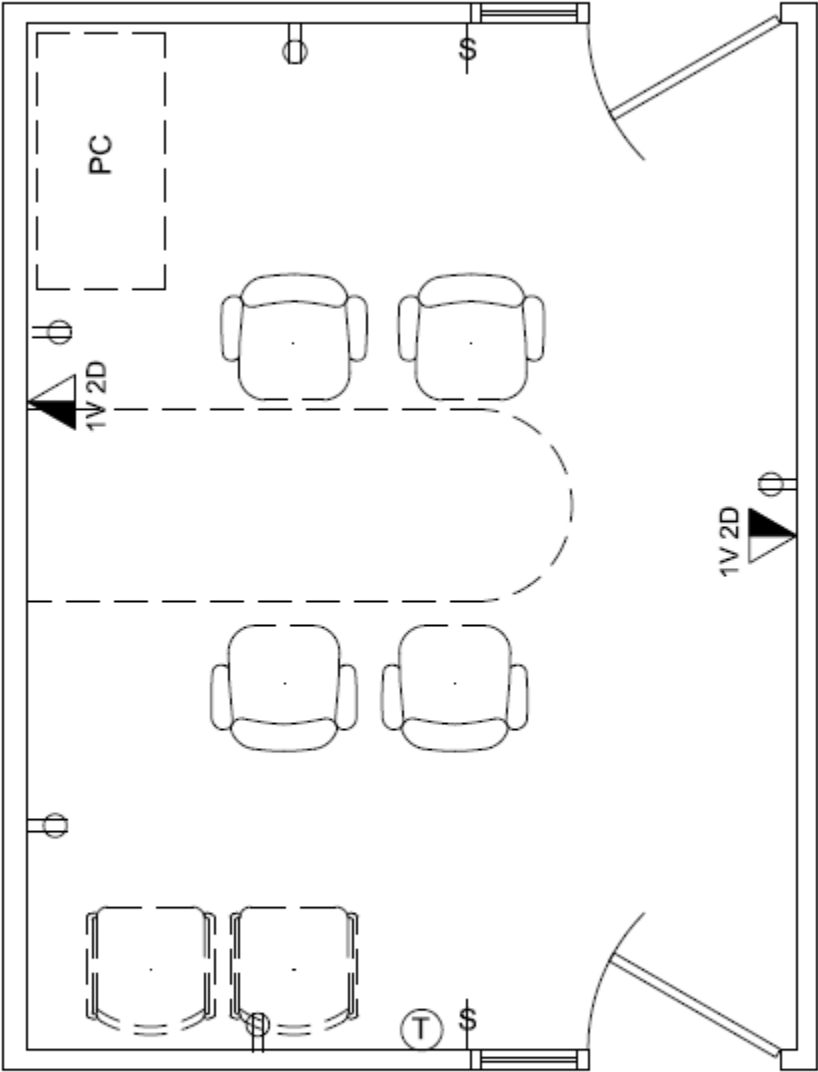




EXHIBIT D – SAMPLE HEARING ROOM

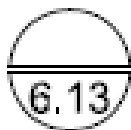
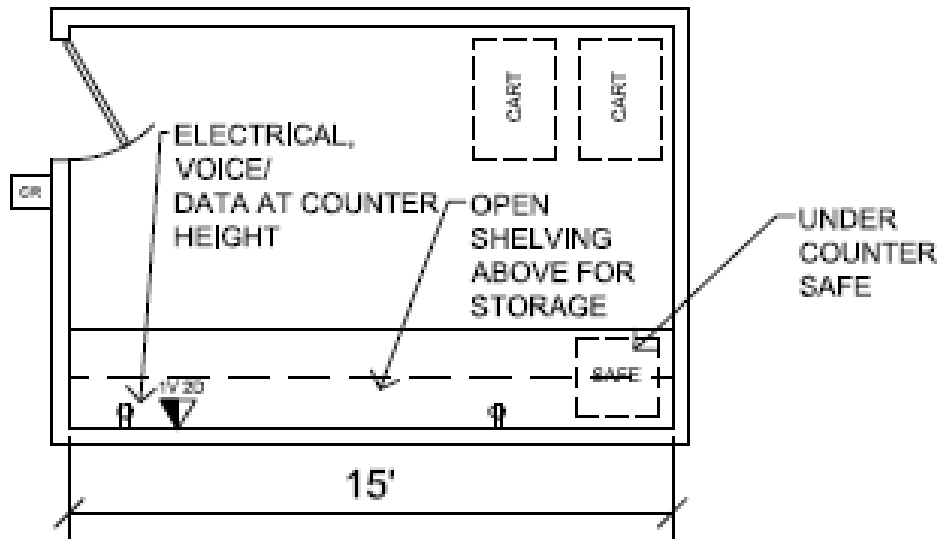


**Fair Hearing Room - Sample**

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3.04 NTS

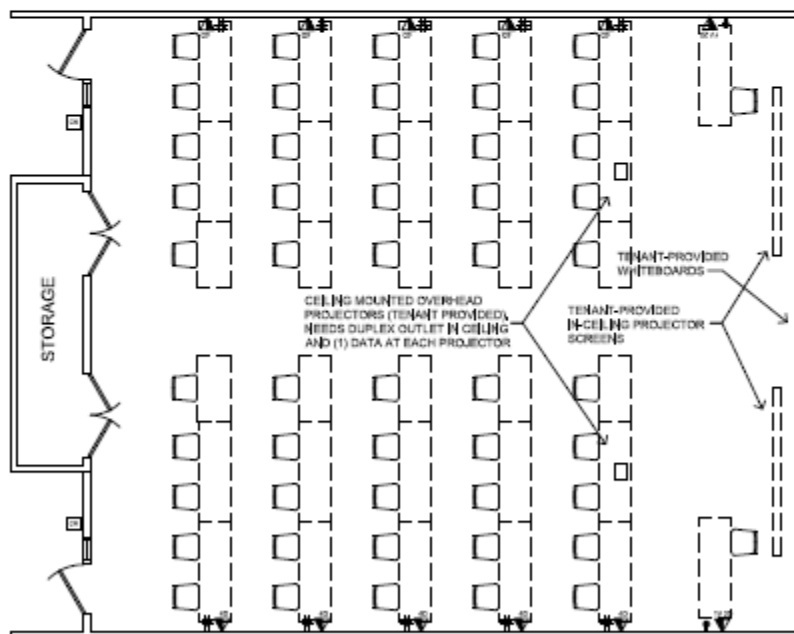
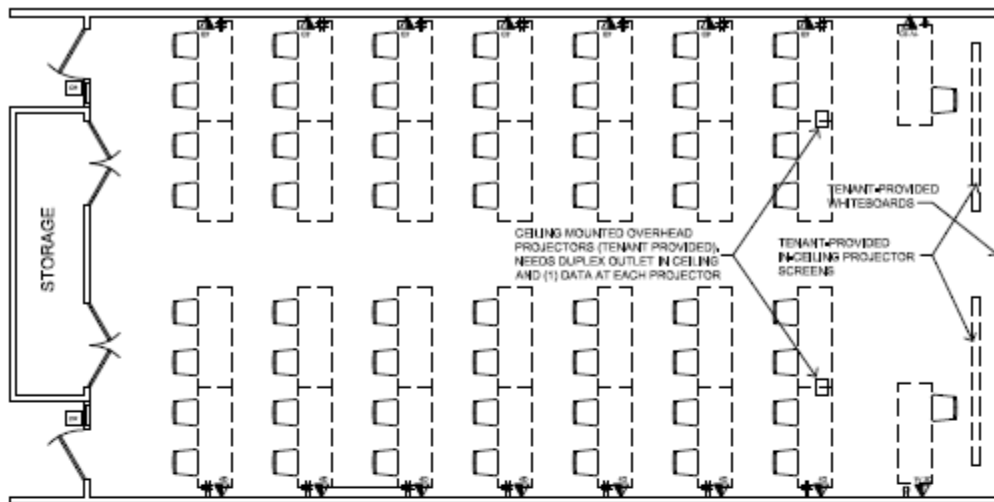
EXHIBIT E – SAMPLE CUSTOMER MAIL/EBT ISSUANCE AND STORAGE



Customer Mail/EBT Storage - Sample

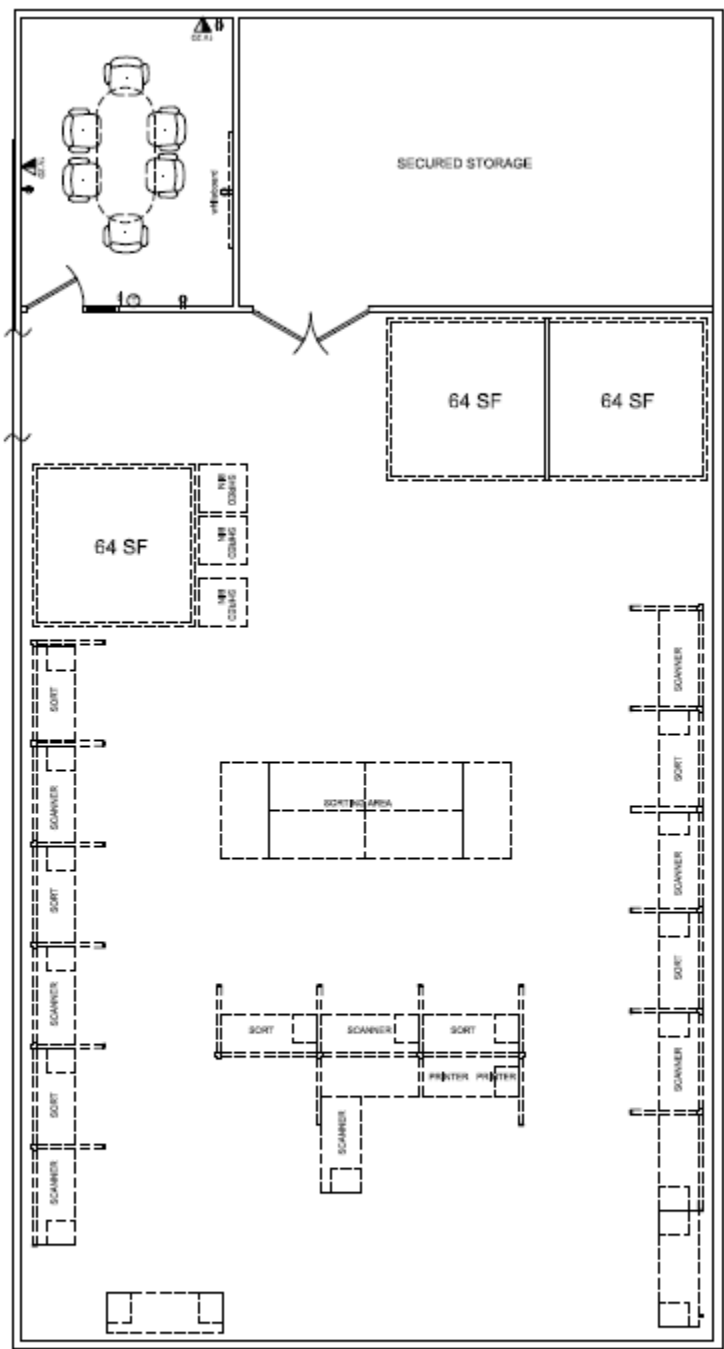
NTS

## EXHIBIT F – SAMPLE DHS TRAINING ROOM



2.07 PC Training Room - Sample  
NTS

EXHIBIT G – SAMPLE DOCUMENT PROCESSING AREA

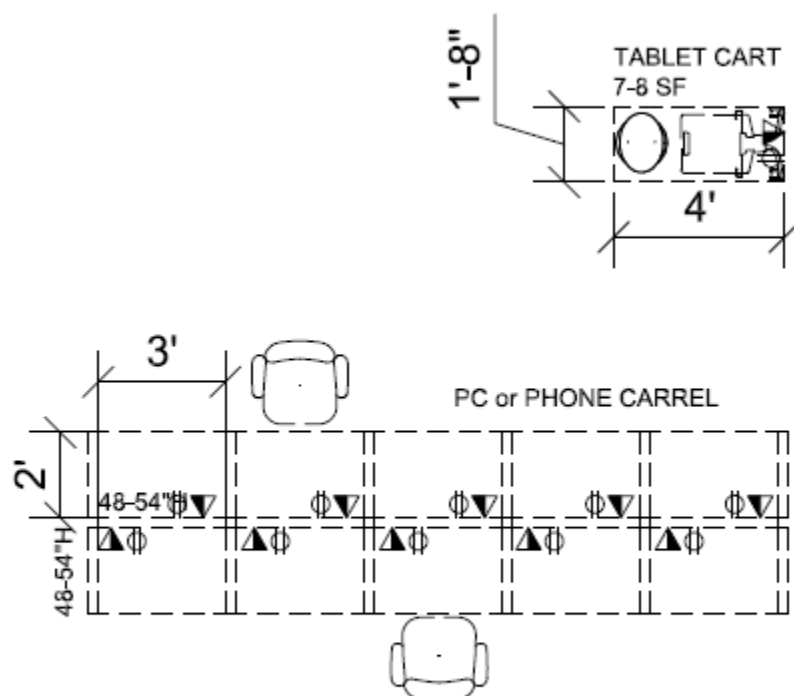


7.00

Document Processing - Sample

NTS

## EXHIBIT H – SAMPLE SELF-HELP TYPICALS

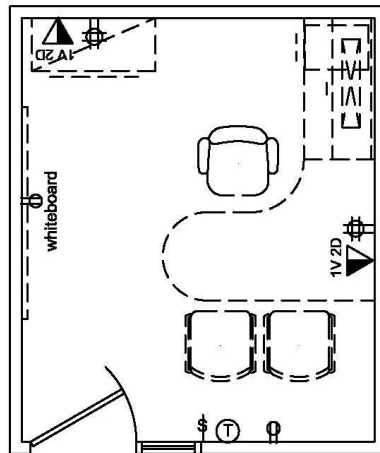


6.10

DHS/MiLES Self-Help Typicals - Sample

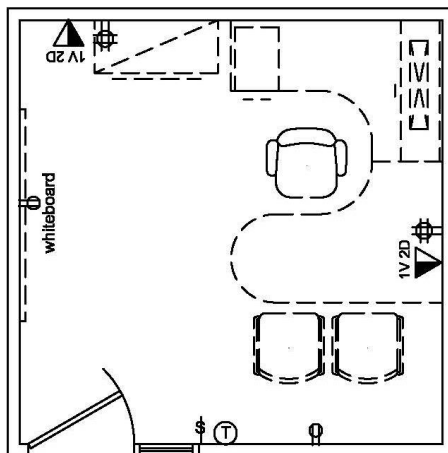
NTS

## EXHIBIT I – SAMPLE PRIVATE OFFICE



120 SF Private Office - Sample

1/4" = 1'-0"



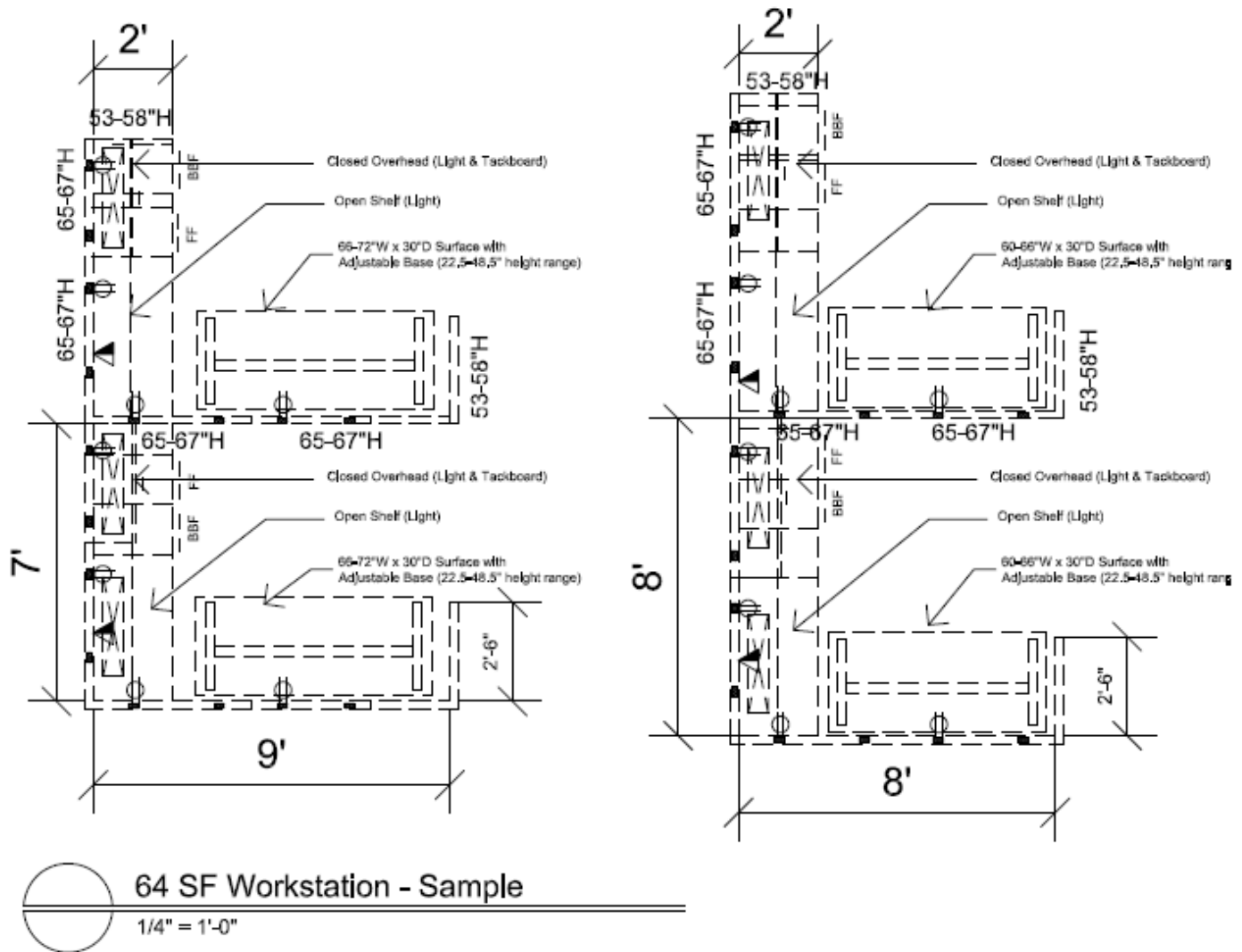
144 SF Private Office - Sample

1/4" = 1'-0"

## EXHIBIT J – SAMPLE WORKSTATIONS

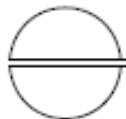
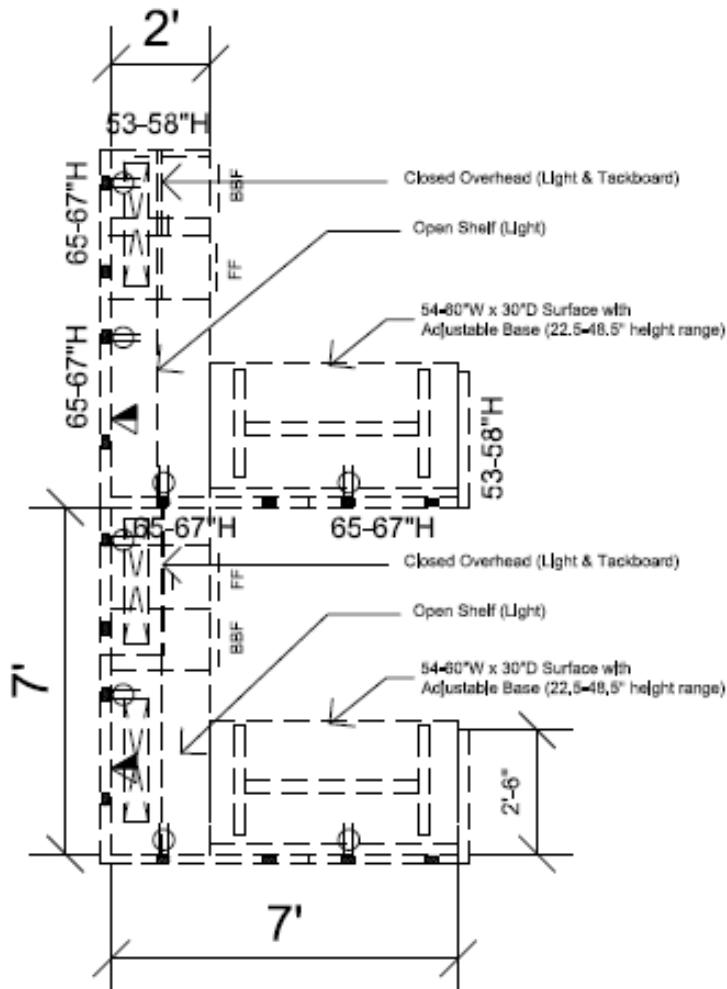
### WORKSTATION TYPICAL NOTES:

- ALL FILES/STORAGE TO BE KEYED ALIKE, PROVIDE MASTER KEYS
- ALL FILES TO BE FREESTANDING OR MOBILE
- OVERHEAD STORAGE TO INCLUDE A TASK LIGHT, AS NOTED ON TYPICAL
- ELECTRICAL TO BE A MINIMUM OF 10-WIRE
- PROVIDE KNOCKOUT IN RACEWAY FOR DATA CABLES
- PROVIDE DRAWER AND SHELVING DIVIDERS
- ALL PANELS TO BE TACKABLE OR PROVIDE A TACKBOARD SURFACE



WORKSTATION TYPICAL NOTES:

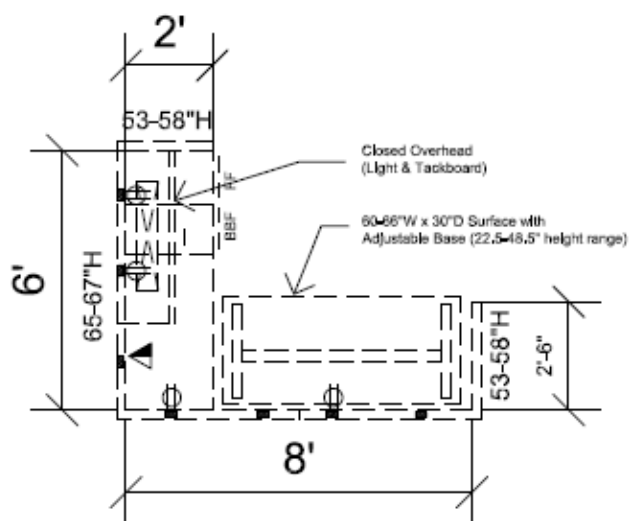
- ALL FILES/STORAGE TO BE KEYED ALIKE, PROVIDE MASTER KEYS
- ALL FILES TO BE FREESTANDING OR MOBILE
- OVERHEAD STORAGE TO INCLUDE A TASK LIGHT, AS NOTED ON TYPICAL
- ELECTRICAL TO BE A MINIMUM OF 10-WIRE
- PROVIDE KNOCKOUT IN RACEWAY FOR DATA CABLES
- PROVIDE DRAWER AND SHELVING DIVIDERS
- ALL PANELS TO BE TACKABLE OR PROVIDE A TACKBOARD SURFACE



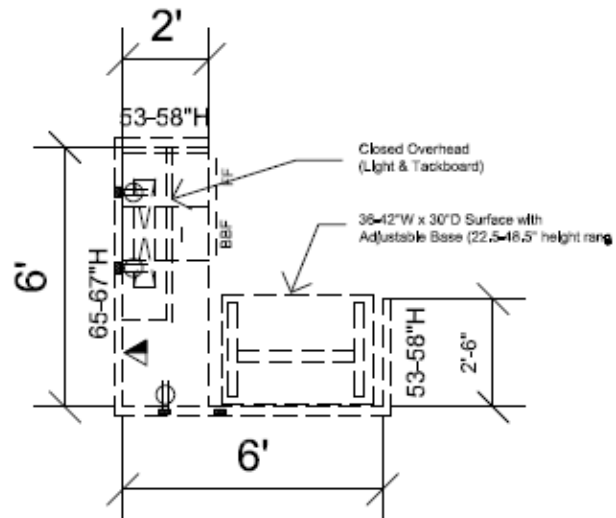
49 SF Workstation - Sample

1/4" = 1'-0"

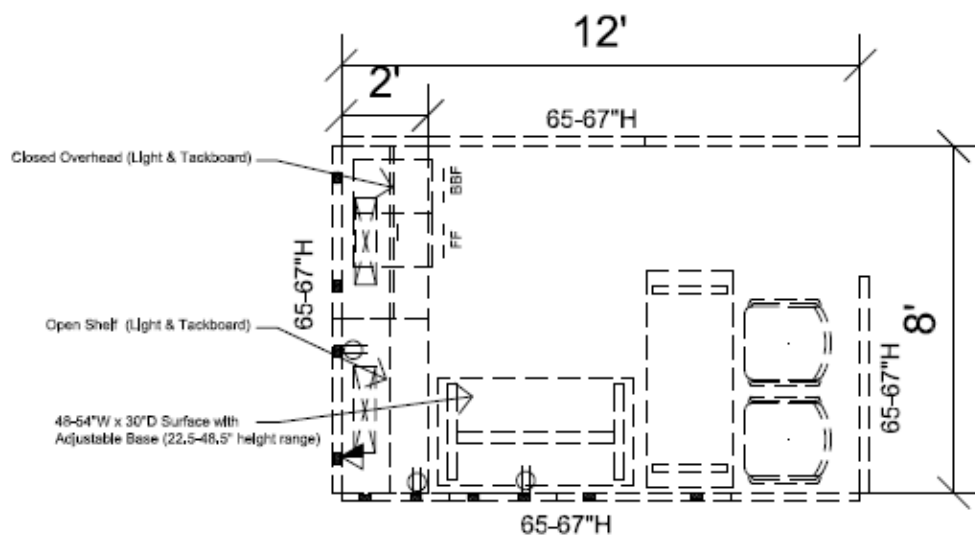




48 SF Workstation - Sample  
1/4" = 1'-0"

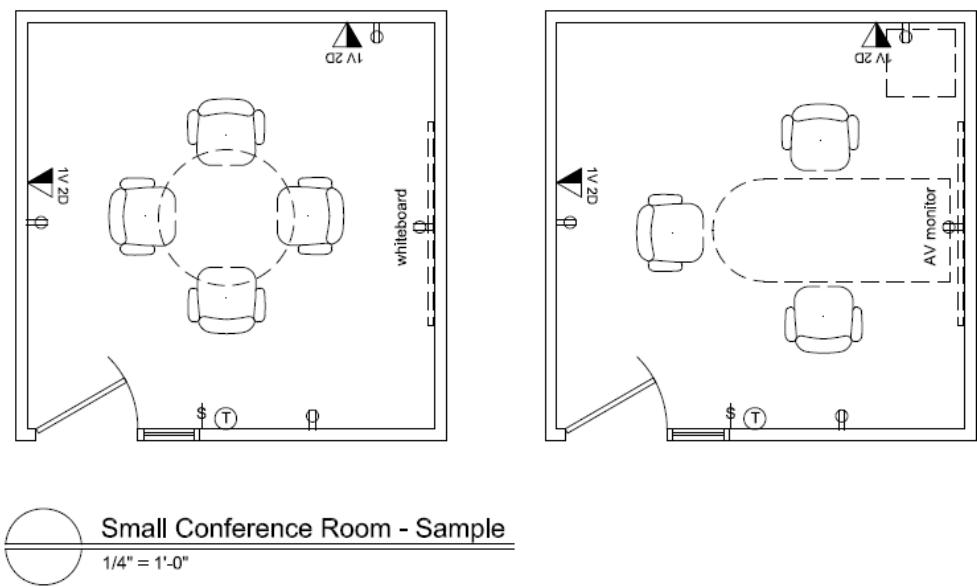


36 SF Workstation  
1/4" = 1'-0"

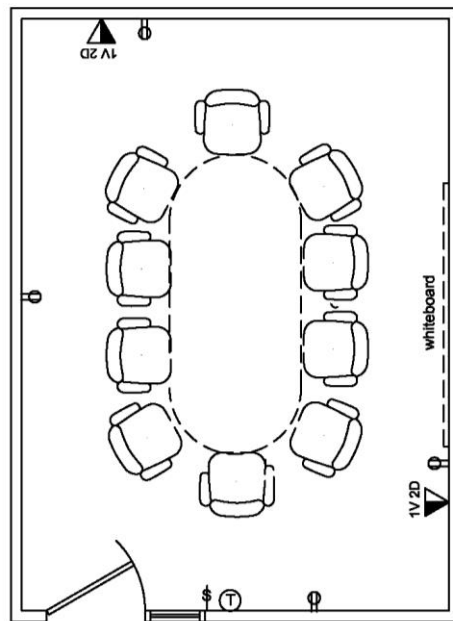



96 SF Workstation - Sample  
1/4" = 1'-0"

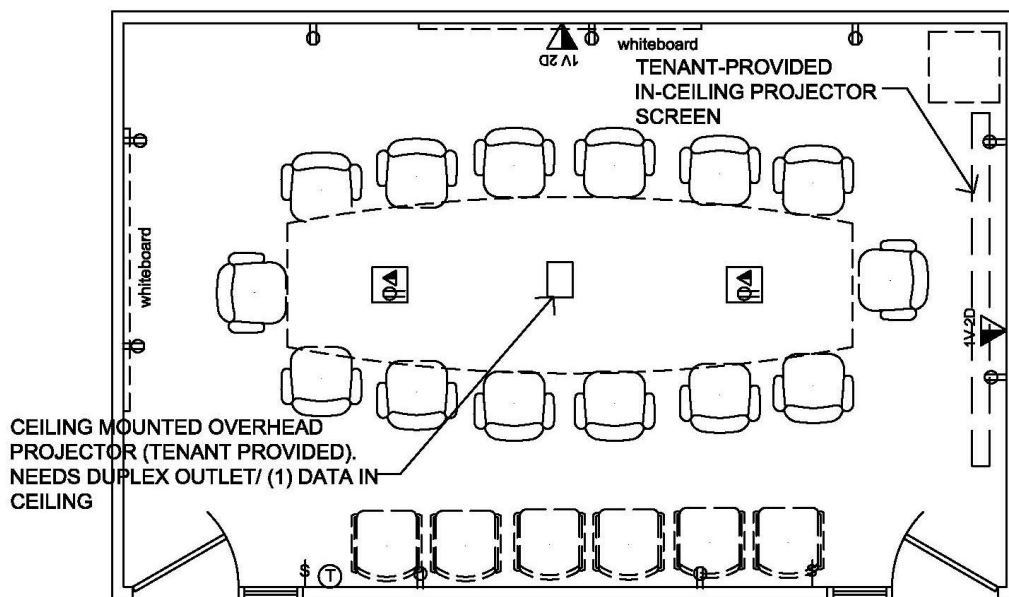
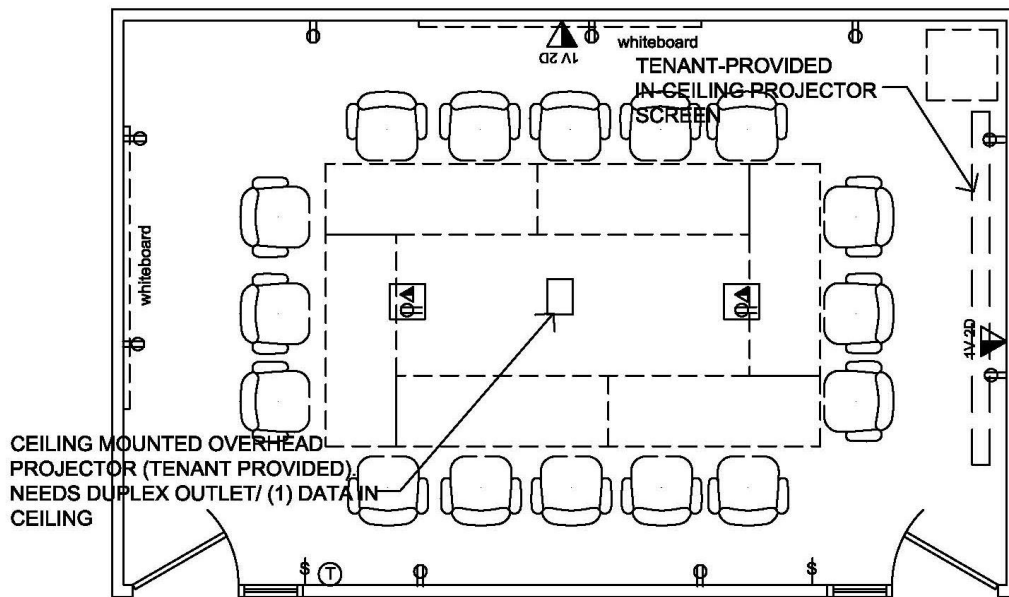
EXHIBIT K – SAMPLE SMALL CONFERENCE ROOM



## EXHIBIT L – SAMPLE MEDIUM -LARGE CONFERENCE ROOMS

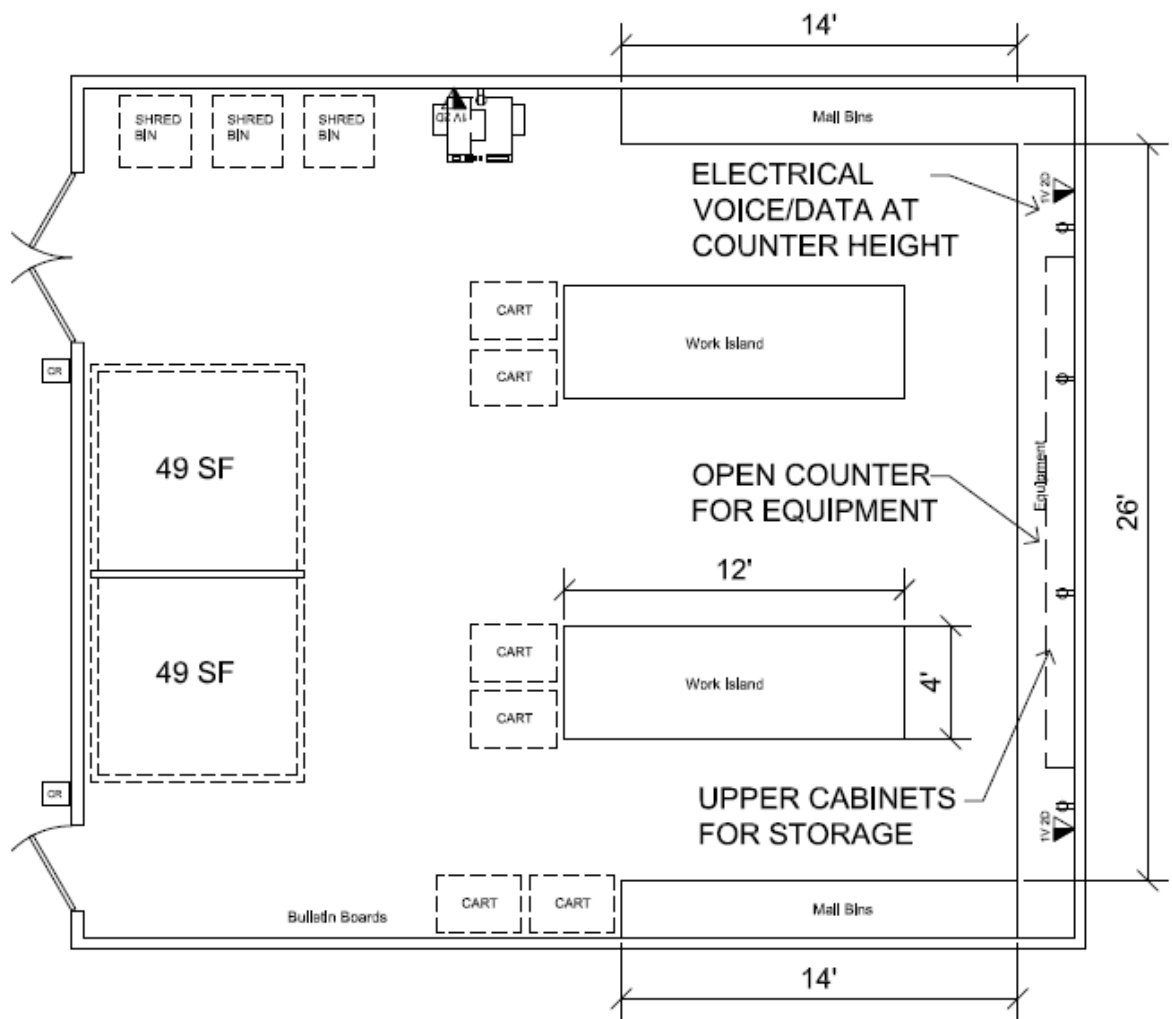


 **Conference Room MED - Sample**  
1/4" = 1'-0"

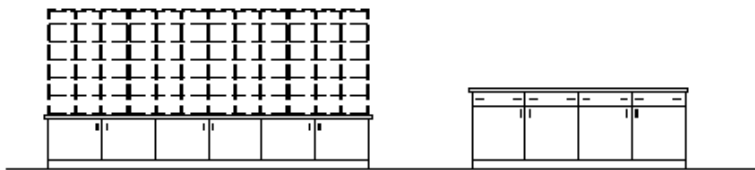


 **Conference Room LARGE - Sample**  
1/4" = 1'-0"

EXHIBIT M – SAMPLE MAILROOM

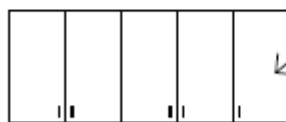
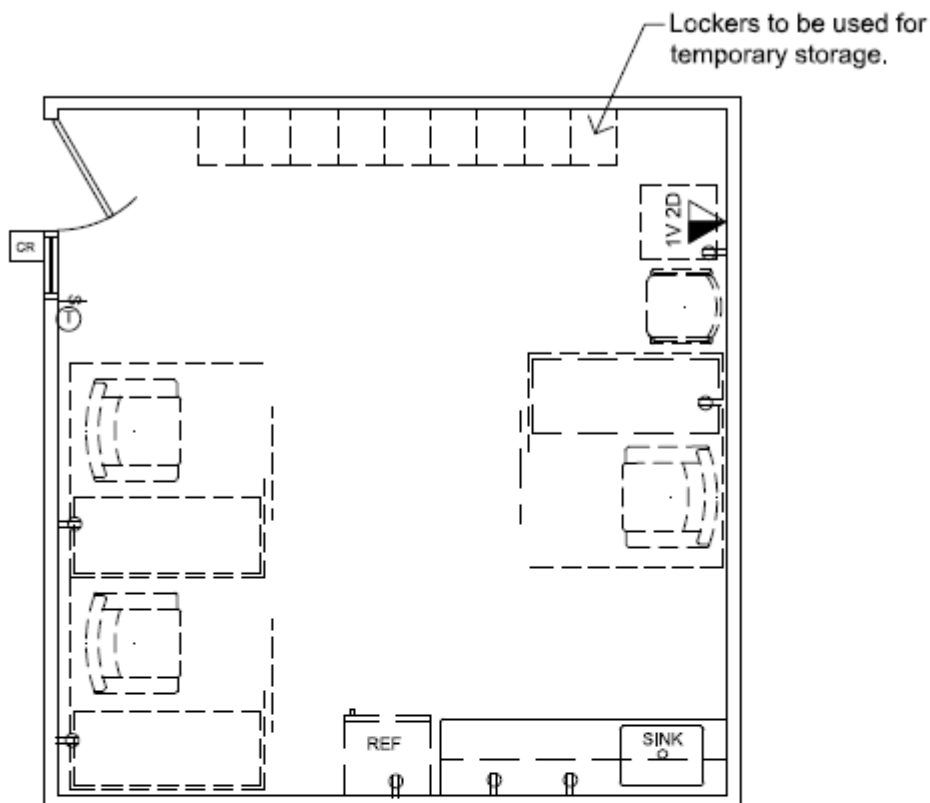


6.15 Mail Room - Sample  
NTS

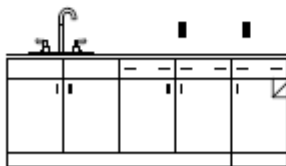


6.15 Mail Room - Sample  
NTS

## EXHIBIT N – SAMPLE MOTHERS LACTATION ROOM



Overhead cabinets with two (2) shelves and under-cabinet lighting on switch



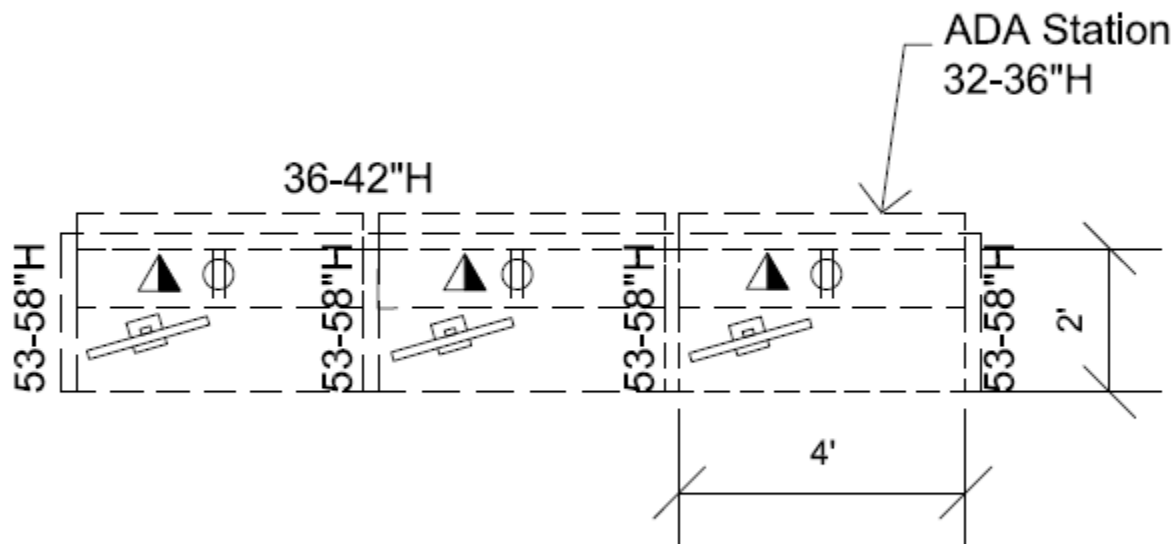
Base cabinets with two (2) shelves, drawers and laminate top



Lactation/Mother's Room - Sample

NTS

EXHIBIT O – SAMPLE SELF SCAN AREA



6.14

DHS/MilES Customer Self Scanning Area - Sample

NTS

# EXHIBIT P – IT SERVER EQUIPMENT LOADS

make	model	qty	RU	Total RU	volts	btu	Total BTU	amps	Total amps	watts	Total Watts	other
PowerWare	9155 UPS 15kva UPS	1.00	0.00	0.00	220.00	5582.00	5582.00	71.00	71.00	15620.00	15620.00	
APC	Smart UPS 3000	2.00	2	4.00	110	348.00	696.00	22.50	45.00	2700.00	5400.00	
APC	Smart UPS 2200	1	2	2.00	120.00	275.00	275.00	13.33	13.33	1600.00	1600.00	DCF 2200 VA
APC	Smart UPS 3000	1	2	2.00	120	348.00	348.00	22.50	22.50	2700.00	2700.00	
APC	NET9RM SurgeArrest Network	1	1	1.00	120		0.00		0.00		0.00	
dell	poweredge R710	1.00	2	2.00	220	5937.20	5937.20	3.95	3.95	870	870.00	Maximum Inrush Current 55 Amps per supply for 10 ms or less
cisco	2504 wireless controller	1.00	1.00	1.00	110	72	72.00	5	5.00	550.00	550.00	
Cisco	3900	1.00	4	4.00	220	495.00	495.00	7.10	7.10	540.00	540.00	
Cisco	Catalyst 4500	1.00	4	4.00	220	2720	2720.00	16	16.00	3520.00	3520.00	
Cisco	Catalyst 3550	1.00	1	1.00	110	375	375.00	1.6	1.60	110	110.00	
Cisco	ASA 5505 Adaptive Security Appliance	1.00	1	1.00	110	648	648.00	1.8	1.80	150	150.00	
NetGear	ProSafe GSM7212F	5.00	1	5.00	110	28.24	141.20	0.33	1.64	36	180.00	
Ibm	Thinkcenter 8115-MUA	1.00	0.00	0.00	110	768	768.00	2.05	2.05	225	225.00	
Ibm	Thinkcenter 8189-46u	1.00	0.00	0.00	110.00	683	683.00	1.82	1.82	200	200.00	
HP	HP Compaq 8200 Elite SFF PC	2.00	0.00	0.00	110	1916	3832.00	6.00	12.00	365	730.00	
HP	Compaq D530 CMT	2.00	0.00	0.00	110	971	1942.00	6	12.00	240	480.00	
HP	Proliant dl380	1.00	4	4.00	110	2812	2812.00	30	30.00	750.00	750.00	
Dell	Poweredge R805	7.00	2.00	14.00	110/220 Volts	2697.00	18879.00	55.00	385.00	700.00	4900.00	
Cisco	2800 Voice Gateway	5.00	2.00	10.00	110/220 Volts	612.00	3060.00		0.00	180.00	900.00	Eight (8) T1 VVWIC interfaces each

make	model	qty	RU	Total RU	volts	btu	Total BTU	amps	Total amps	watts	Total Watts	other
Adtran	2800 series Multiplexer	1.00	2.00	2.00	110/220 Volts		0.00	2.45	2.45	117.50	117.50	
Cisco	Catalyst 3750	1	1	1.00	100-240VAC	690.00	690.00	8.00	8.00	590.00	590.00	
Cisco	RPS 675	1	1	1.00	12 DC	1790	1790.00		0.00	525	525.00	
Cisco	Catalyst 4507R	1	4	4.00		2709.05	2709.05	49.58	49.58	475.97	475.97	
Cisco	2900	1	4	4.00	100 to 127/200	580.00	580.00		0.00	170.00	170.00	
HP	Proliant ML370	1	2	2.00	120.00	3530.00	3530.00	7.50	7.50	1035.00	1035.00	DCF
HP	Proliant DL360	1	1	1.00	120	2916.00	2916.00	7.12	7.12	854.00	854.00	
HP	Proliant DL380	1	2	2.00	120	3530.00	3530.00	7.08	7.08	850.00	850.00	
dell	poweredge R710	1.00	2.00	2.00	220	5937.20	5937.20	3.95	3.95	870	870.00	Maximum Inrush Current 55 Amps per supply for 10 ms or less
Raritan	Dominion KX416	1	1	1.00	110		0.00	15	15.00	1650.00	1650.00	
NetGear	Netgear ProSafe (GS748TNA)	1	1	1.00	110.00	375.54	375.54	1.00	1.00	110	110.00	
<b>TOTALS</b>				<b>Total RU:</b> 76.00		<b>Total BTU</b> 71323.19		<b>Total amps:</b> 581.64		<b>Total watts:</b> 21352.47		



E. APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION  
REQUEST FOR PROPOSAL No. 435-004

Instructions: On or before Friday April 2, 2021, Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to [doarealestateinfo@wisconsin.gov](mailto:doarealestateinfo@wisconsin.gov). Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website on or before Friday April 9, 2021: <https://doa.wi.gov/Pages/DoingBusiness/Current-Real-Estate-RFPs-and-RFIs.aspx>. **Solicitation of information from the State, DOA, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.**

\* \* \*

Contact Information: All fields must be completed by the Proposer submitting the form. Name  
(Please Print):

Proposer Team:

Company/Affiliation:

Email Address:

Telephone Number:

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

## F. APPENDIX 6 – PROPOSER’S RESPONSE SHEET

Proposed Building Address \_\_\_\_\_

Proposal Date \_\_\_\_\_

### RENTAL RATE PROPOSAL:

#### I. SQUARE FOOTAGE: As defined in Appendix 1, Paragraph 1(c) Program Requirements and Evaluation Criteria

- a) Total useable square feet (does not include common area) \_\_\_\_\_
- b) Load Factor (if applicable) \_\_\_\_\_
- c) Total rentable square feet (includes common area) \_\_\_\_\_

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

- a) Base Rental Rate \$\_\_\_\_\_/sq. ft.

- b) Estimated Operating Expenses (sum of 1-7 below) \$\_\_\_\_\_/sq. ft.

- 1) Real Estate Taxes \$\_\_\_\_\_/sq. ft.
- 2) Insurance \$\_\_\_\_\_/sq. ft.
- 3) In-Suite Janitorial \$\_\_\_\_\_/sq. ft.
- 4) Common Area Maintenance (CAM) \$\_\_\_\_\_/sq. ft.
- 5) Premises’ Natural Gas \$\_\_\_\_\_/sq. ft.
- 6) Premises’ Electricity \$\_\_\_\_\_/sq. ft.
- 7) All Other Operating Expenses (e.g., repairs & maintenance, etc.) \$\_\_\_\_\_/sq. ft.

- c) Total Tenant Improvements (sum of 1-2 below) \$\_\_\_\_\_/sq. ft.

Provide total costs and annual rent per rentable sq. ft.

- 1) Total Premises Build out Costs \$\_\_\_\_\_ \$\_\_\_\_\_/sq. ft.
- 2) Furniture & Installation Costs \$\_\_\_\_\_ \$\_\_\_\_\_/sq. ft.

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

- 1) Tenant Improvement Allowance \$\_(\_\_\_\_\_)\_ \$(\_\_\_\_)/sq. ft.
- 2) Furniture & Installation Costs Allowance \$\_(\_\_\_\_\_)\_ \$(\_\_\_\_)/sq. ft.

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

- Notes:
- 1) The State requires a full-service gross lease structure. Gross Rental Rate to include estimates of all operating expenses.
  - 2) Tenant Improvements above include Premises Build out costs and furniture & installation costs. Provide total costs for each expense type and provide the applicable cost per rentable square foot included in the annual Gross Rental Rate.  
Any cost of Tenant Improvements to be amortized, are to be amortized over the 5-year Initial Lease Term.
  - 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) with early lease termination option not sooner than the end of the 4 <sup>th</sup> year. | Five (5) years                       |
| B) Annual Escalator, if any (shall not apply to Net Tenant Improvements)   | 1.75%                                |
| C) Renewal Options   | Two 5-year options                   |
| D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs)  | \$____/rentable sq. ft.              |
| E) Pre-Occupancy Date  | One month prior to<br>Occupancy Date |
| F) Targeted Occupancy Date   | November 1, 2021                     |
| G) Proposed Occupancy Date, if different   | _____, 2021                          |
| H) Rent Commencement Date  | December 1, 2021                     |
| I) Proposed Rent Commencement Date, if different   | _____, 2021                          |
| J) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate)   | _____                                |
| K) Interest Rate to be used for Amortization of Tenant Improvements  | _____%                               |

III. TERMS AND CONDITIONS: (continued)

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

<u>Initial Lease Year</u>		<u>Base Rent</u>		<u>Estimated Operating Expense</u>		<u>Amortization</u>		<u>Estimated Annual Cost</u>
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								

<u>First Renewal Term</u>		<u>Base Rent</u>		<u>Estimated Operating Expense</u>		<u>Estimated Annual Cost</u>
Year 6						
Year 7						
Year 8						
Year 9						
Year 10						
<u>Second Renewal Term</u>						
Year 11						
Year 12						
Year 13						
Year 14						
Year 15						

**IV. SUBMITTED BY:**

**Proposer's Contact Information**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Agent/Firm Name

\_\_\_\_\_  
Full Address (street and city)

\_\_\_\_\_  
Full Address (street and city)

\_\_\_\_\_  
Telephone Number (Office/Mobile)

\_\_\_\_\_  
Telephone Number (Office/Mobile)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**G. APPENDIX 7 – SAMPLE LEASE LINK, SCHEDULES I AND II AND RFP #435-004**

**a) Gross Lease Template Link**

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

- b) Schedules I & II – the following schedules, after any necessary modifications, shall become exhibits and incorporated into the final lease document.
- c) RFP No. 435-004 – this RFP shall become an exhibit and incorporated into the final lease document.

## Schedule I

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

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

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

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10<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 HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
  - b) All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning in order to maintain the humidity and temperatures as listed above.
  - c) Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
  - d) All new exterior walls and ceilings must meet minimum insulation code requirements.
  - e) Provide perimeter heating for exterior walls if required to meet seasonal set-points.
  - f) Provide space heating for airlocks and lobbies, if necessary.
  - g) Change air-handling equipment filters quarterly.
  - h) Provide automatic temperature adjustment capability for unoccupied modes.
  - i) Provide separate venting/fans for restrooms.
  - j) Provide an approved "Test and Balance" report, for newly constructed and/or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
  - k) Placement of thermostats throughout the Premises must be coordinated with the installation of furniture to avoid having the thermostats blocked.
  - l) Thermostat locations in all enclosed rooms to be above light switch unless zoning does not allow.
  - m) The use of non-tenant adjustable thermostats or locking thermostat covers.
3. Install and maintain fire extinguishers according to any governmental building code and Underwriters Laboratories (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 designed lighting levels based on the Illuminating Engineering Society of North America (IES) lighting handbook (latest version). Also, refer to the Lighting section in Schedule II.
6. Provide keys for all of Tenant's staff and supervisors, as requested by Tenant.
7. Provide Water and Sewer & Heat and Air conditioning.
8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises.
9. Furnish, install, and replace during the term of this Lease and any extension thereof, light bulbs, LED tubes, starters, ballasts, or transformers throughout the Premises, including furniture task lighting.
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, towels, 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. Lessee shall retain the right to do background checks at any time and reserves the right to approve or disapprove permission to enter the Premises of any vendor, contractor, or others.
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 - Clean inside toilet bowls and urinals; and damp wipe walls.
- b) Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c) Offices - Vacuum upholstered furniture; and edge-vacuum carpet

#### SEMI-ANNUAL

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

#### PUBLIC HEALTH EMERGENCY CLEANING

In addition to the forgoing cleaning requirements, in the event that the federal, state, or applicable local government issues an order or declares a public health emergency in the geographic region encompassing the Premises to prevent the spread of a communicable disease, Lessor shall perform any applicable additional cleaning measures recommended by such authority(ies) to prevent the spread of a communicable disease, including, without limitation, changes to the frequency or scope of cleaning and the use of cleaning chemicals meeting particular standards. In addition, Lessor shall, in the event of such an order or declaration of a public health emergency, direct all of its staff and contractors (including, but not limited to, janitorial staff and contractors) to comply with any reasonable precautions recommended by such authority(ies) in order to prevent the spread of a communicable disease. The foregoing additional cleaning measures and precautions shall be required for the duration of the declared public health emergency or for the period specified in such order, and for such reasonable time thereafter as Lessee may request.

Lessee will reimburse Lessor for the reasonable out-of-pocket cost to Lessor of the additional cleaning above the base cleaning required under this Lease after receipt by Lessee of paid written invoices that detail the additional charges. Such invoices shall be submitted regularly by Lessor, but in no event more frequently than monthly, nor less frequently than every three months.

#### 17. Provide

- a) Approximately 250 parking stalls for staff and clientile, located at and/or within five (5) blocks of the facility, code-compliant ADA parking including one van-accessible stall near the entrance to the facility and three onsite, secure 24/7 stalls for fleet vehicles monitored by CCTV camera system.
- b) Signage for Handicapped designed parking stalls,
- c) Loading dock with sufficient loading and unloading, including use by semi-trailers. Loading dock must have a pneumatic dock levelers. Dock entrance to have an intercom with video screen, connected to a security desk and mail room.
- d) Space for short-term parking for loading/unloading of passenger and delivery vehicles at both the main entrance and the loading dock.

- 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.

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 second 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 first 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.

If for any reason the Premises is not re-carpeted and/or repainted as provided herein, the Lessor shall provide the Lessee with a rent credit for these avoided costs. The credit shall be equal to the sum of \$6.50 per square foot for re-carpeting and \$1.75 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 and integrated into the CCure 9000 building security system. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained, and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
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.

## Schedule II

**CONSTRUCTION REQUIREMENTS**

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

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

The following general construction requirements/specifications supplement those contained in the RFP. Minor modifications may be required during the design process.

1. Ceilings:
  - a. Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
  - b. All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall.
  - c. Finished Ceiling Height: Dependent upon room size and open area size. Ideal 8'6" to 9' (min. 8', max 12').
  - d. Attic stock: Provide approximately 4% of ceiling tile.
2. Floors: All floors will be level
  - a. Office, clerical areas, conference room, work/mail area (unless otherwise specified below): Carpet tile: 24 oz./sq. yd., level loop, manufacture standard composition materials for primary back with water resistant, mildew resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
  - b. Restrooms: Ceramic floor tile.
  - c. Storage room, data/phone closet, waiting areas, entries, 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 vinyl flooring and carpeting is used.
3. Walls:
  - a. All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
  - b. All interior walls to be insulated for sound abatement.
  - c. Walls to extend to finished ceiling except for restrooms which should be finished to the floor deck.
  - d. Provide expansion joints, as necessary.
  - e. All walls to receive painted finish of one primer coat and two finish coats of semi-gloss or eggshell with an orange peel finish.
  - f. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color.
  - g. Restrooms: Provide 48" wainscoting of ceramic wall tile or other hard washable surface.
  - h. Provide touch-up painting thirty (30) days after move-in.
  - i. The Lessor will hang/install bulletin boards, pictures, tack strips, whiteboards, 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, clerical area, from the hall into the waiting room and into the conference room and the main entry door shall have a window or sidelight window.
  - g. In addition to others listed, the door from the waiting area into the office area and all entrances shall have a card reader system.
5. Windows: It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.
  - a. All new exterior windows shall be insulated Low-E glass
  - b. All exterior windows shall have mini-blinds or shades.
  - c. Windows may be either fixed or operable.
6. Heating, Air conditioning, plumbing and ventilation:
  - a. 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.
  - 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. Break room shall have sufficient outlets for a refrigerator, microwave, and coffee maker.
  - e. Lessor to provide electric base feed connections for systems furniture power. Base feeds or "whips" to be provided by the furniture vendor.
8. Lighting
  - a. General Design
    - a. The lighting design shall be practical, energy-efficient, easy to maintain, and appropriate for the intended function of the space.

- b. In general, the designed lighting levels shall be based on the Illuminating Engineering Society of North America (IES) lighting handbook (latest version). The lighting designer shall use the IES recommended vertical and horizontal illumination levels for a given space. The lighting design for new and renovated buildings with windows and significant daytime occupancies shall comply with the DFD Daylighting Standards manual. The manual is available on the DFD website under Master Specifications/Design Guidelines, Daylighting, and entitled Daylighting Standards for State Facilities. These daylighting standards require careful coordination between the lighting designer and the architect.
  - c. The lighting design shall, as a minimum, meet the energy conservation requirements of the Wisconsin Department of Safety and Professional Services (SPS) Wisconsin Commercial Building Code SPS 360-366, including the Energy Conservation Code SPS 363. Note: some requirements in the code will be surpassed by DFD guidelines, such as lighting power densities required in the DFD Daylighting Standards for State Facilities.
  - d. Refer to the Architectural Life Safety Plans for Means of Egress illumination locations and routings.
  - e. It is the Lessor's responsibility to verify specific program or agency lighting requirements prior to design.
  - f. Provide detailed schedule on the drawings including light source, lamp color temperature mounting, poles, ballast/ driver, lamps, reflectors, housings, and colors.
- b. Interior Lighting
- a. Lighting of interior areas shall utilize LED light sources. Fluorescent luminaires may be used with the Lessee's consent to match existing installations. Incandescent or HID sources shall be used only for specific isolated applications, justified by program or usage, and approved by Lessee.
  - b. For ambient lighting design, utilize LED luminaires as much as possible (see DFD master specification section 26 51 13 for LED requirements). For ease of maintenance and lamp storage requirements, the lighting design should utilize a minimum number of different luminaire types.
  - c. Per the DFD Daylighting Standards for State Facilities guidelines, low-wattage task lighting shall be an essential component of the lighting design. The lighting designer, architect, user agency, and Lessee shall discuss and reach a common understanding as to the task lighting that will be provided. Lessee recommends task lighting be fixed where possible and utilize LED low-wattage lighting.
  - d. Consultants shall not specify a luminaire that may be proprietary. If there are not at least three manufacturers that can meet the luminaire requirement, then another luminaire shall be selected. Refer to guidelines on proprietary specifications in the DFD Policy and Procedures Manual for A/E's available on the DFD website.
  - e. Proper design provisions shall be made to ensure that adequate support for mounting of luminaires is present. Add luminaire mounting details to drawings, as appropriate.
- c. Exterior Lighting
- a. Outdoor lighting shall use Light Emitting Diodes (LED). A different lighting type may be used if needed to match existing lamps.
  - b. Circuits serving exterior LED luminaires shall be limited to 50% of the circuit capacity. Consultant shall take into account the factory inrush ratings and THD of each luminaire.
  - c. Exterior lighting shall typically be fed from panels in an adjacent building, and shall be controlled by a photocell, time clock, or campus-wide lighting signal system. Consult the User Agency for preference on exterior lighting control.
  - d. Outdoor lighting system design shall utilize full cutoff type luminaires which minimize the amount of source lumens which are emitted above the horizontal plane of the luminaire and which minimize light spill onto adjacent facilities. When specifying exterior luminaires, include the required distribution type of the luminaire and/or a 12-candle footprint description. Note:

consultant should refer to the International Dark-Sky Association webpage at [www.darksky.org](http://www.darksky.org) for outdoor luminaire recommendations and outdoor lighting design recommendations.

- e. The conductor size for outdoor lighting circuitry shall be a minimum of #8 AWG. For instances where the distance is less than 100 feet, #10 AWG shall be allowed.
- d. Lighting Controls
  - a. Lighting controls and switching shall be kept simple, inexpensive, and easy-to-maintain.
  - b. Architectural lighting control systems (scene lighting controls), or whole-building programmable control systems utilizing multiple control panels, shall be used only when necessary. These systems may be considered only for lighting control in lecture halls, auditoriums, and theaters, for switching of large areas, or for specific energy-saving requirements. Distributed Digital Lighting Control Systems may be considered for most dimming and scene lighting control applications for LED luminaires. Coordinate use with Lessee.
  - c. Coordinate local dimming controls for LED luminaires and requirements for 0-100% dimming with compatible 0-10V current sink dimmers. Distributed Digital Lighting Control Systems may be considered for most dimming and scene lighting control applications for LED luminaires.
  - d. Vacancy sensors shall be used as much as practical. Vacancy sensors require the occupant to turn the lights ON manually. Vacancy sensors shall typically be used for required automatic light shut-off control instead of central time-clock control or central energy-management system control. Consider their use in all classrooms, conference rooms, open office spaces, individual offices, and corridors. (Occupancy sensors shall still be used in spaces where vacancy sensors would create unsafe environments such as restrooms and stairwells). Use dual technology vacancy or occupancy sensors (passive infrared and passive acoustic sensing or passive infrared and ultrasonic sensing) to prevent nuisance tripping.
  - e. Daylighting/photo sensors shall be used to provide continuous dimming of lighting in day lit areas. Refer to DFD Daylighting Standards for State Facilities guidelines. Single offices enclosed by four walls with two or fewer luminaires and/or under 250 square feet, and spaces with a Lighting Power Density (LPD) less than 0.6 W/ sq ft are not required to have automatic daylighting controls. Single offices shall typically be provided with LED luminaires, continuous dimming, and vacancy sensor controls.
  - f. Consider digital timer switches for storage areas, closets, and rooms too small for occupancy sensors. Electrical and mechanical rooms shall utilize switches with no automatic shut-off for the safety of maintenance personnel. Selective luminaires in electrical/mechanical rooms shall be fed by emergency generator circuits or shall be provided with battery backup power when generators are not applicable to project.
  - g. For lecture halls and auditoriums, coordinate lighting design with the audio/visual technology requirements. Speaker/instructor area lighting, projection screen lighting, and note-taking lighting shall be considered.
  - h. Avoid using the BAS system to control interior lighting. Consult with the User Agency to determine if a BAS signal may be used to turn ON exterior lighting. Time controls shall be used in conjunction with contactors to turn OFF exterior façade and landscape lighting at times as required by the energy code.
  - i. Parking lot luminaires shall be provided with motion sensors for bi-level switching. Luminaires shall normally operate at a low level during nighttime hours but shall increase to 100% output when they sense motion. Motion sensor shall be selected based on pole/mounting height, coverage area and shall be suitable for operation in the ambient temperatures typically found for the intended installation. Luminaire shall be compatible with bi-level switching operation. Parking lot luminaires shall be provided with photo sensors for dusk-to-dawn ON/OFF control.
- e. Egress / Emergency / Night Lighting and Maintained Safety Lighting

- a. Emergency lighting shall be powered by circuits from a building's emergency (generator) system. Battery powered emergency lighting units shall be provided for egress illumination if an emergency generator system is not provided.
- b. In addition to the path of egress, emergency lighting shall be provided in Fire Command Centers, Fire Pump Rooms, Electrical Rooms, Generator Rooms, generator exterior enclosures, and Public Rest Rooms greater than 300 square feet.
- c. In addition, provide battery powered emergency lighting units in electrical rooms (both normal and emergency power distribution rooms), mechanical rooms, generator rooms and generator enclosures (or adjacent to generator enclosures if installation in the enclosure is not possible). This is a requirement in addition to a generator sourced emergency lighting circuit serving these spaces.
- d. It is the intention of Lessee that egress or emergency lighting be illuminated for those portions of a building that are in fact occupied. To prevent the illumination of egress or emergency lighting during times that an area is not occupied, Lessee recommends the use of occupancy sensors to provide automatic shut-off of this lighting. This may only be utilized if a UL924 emergency lighting control unit is utilized (see below).
- e. The preferred method of controlling emergency lighting is to use a UL924 emergency lighting control unit to bypass switching and turn emergency lighting ON automatically in a power outage situation. Unit shall be supplied from both normal and emergency power sources.
- f. Lighting shall be installed in an un-switched night-lighting mode only when necessary (such as security applications/ high rise).
- g. Exterior emergency illumination utilizing LED luminaires is recommended. Luminaires shall not be required to utilize multiple drivers. Single driver luminaires are acceptable to meet NEC 700.16.
- h. Refer to the Architectural Life Safety Plans for Means of Egress routing path and needed illumination locations.
- i. Means of Egress emergency illumination testing requirements shall be per IBC 1006.4 Submit Point by point photometric calculations meeting performance requirements of IBC 1006.4 at 100% final review.
- j. Incorporate Point by Point calculations on separate lighting sheets to Electrical Drawings in Final Review, Bid and Construction Documents. Additionally, calculations shall be recalculated utilizing project specific lighting fixtures once final shop drawings are approved. Calculations shall be available to inspectors.
- k. Night Lighting and Maintained Safety Lighting shall be defined as additional lighting not identified as part of the Architectural Life Safety egress path but deemed by design team as critical for illumination. These circuits shall be served from the legally required standby branch of the generator system.

9. Data Wiring:

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

10. Sound Masking System:

- a. The building is to include a sound masking system configured to reduce sound transmission and noise reduction coefficient. The intent of the system is to provide privacy for the staff working in the open office spaces and to cover the speech from one area affecting another. In order to achieve

this, the Proposer shall properly design and specify a sound masking system for the office spaces of the building.

- b. The sound masking systems shall produce a digital broadband sound spectrum, complementary to the speech spectrum that effectively covers speech levels. The Proposer shall investigate system types utilizing “white” or “pink” noise and coordinate with DFM.
- c. The system shall be UL listed and meet the ASTM E-1130 standards for speech privacy and sound uniformity.
- d. The sound masking system shall be zoned and provide individual control for each of the Agency groups within the building via a software interface. Sound masking will not be required in building mechanical rooms, storage rooms, and any rooms with recording equipment. Central equipment for this system will be located in the Communications Equipment Room(s).

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

- a. The break area shall have a 6'-8' counter of standard depth and height with splashguard with a single bay sink. Must also have upper and lower cabinetry with two adjustable shelves in each section with laminated fronts.
- b. Work/Mail rooms shall both have a countertop and upper and lower cabinetry, laminated fronts. Also provide mailboxes sufficient for existing staff in the Work/Mail room.

12. Plumbing:

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

13. Accessibility and Security:

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

14. 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:

- a. 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.
- b. 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.
- c. 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.



- d. 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.
- e. Access control system equipment to be installed and furnished by Lessor in an enclosure/station compatible with the manufacturer's requirements. This enclosure/station may include, but is not necessarily limited to, the network control processor, power supplies, terminal strips, wire ducts, keyed lock cylinder, integrated outlet for A/C power. NOTE: Lessee will provide standalone, desktop computer to access the system.
- f. Enclosure to be located in the designated IT/Telecom room(s) with connection to the local area network for communication back to the central server host.

15. 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.

16. Signage: Provide and install a comprehensive signage package including site, life, safety, accessibility, entrance, and way-finding signage for both building and the parking lot, which includes but is not limited to:

- a. A single, internally illuminated, monument-type building address identification sign by all public main entrance drives, in addition to directional signage. Proper signage is also required to clearly identify the use, proper traffic flow, and wayfinding of the parking lots. Signage shall include ADA signs, permit only signs, visitor only signs, etc.
- b. Signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street.
- c. 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.
- d. ADA compliant restroom signage utilizing Grade 2 Braille and pictographs
- e. Backlit, recessed general building directory or electronic directory centrally located in the visitor entrance building lobby.
- f. Miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

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

The fire alarm system shall be a stand-alone, fully addressable system comprised of smoke detectors, heat detectors, duct detectors, manual pull stations, and audio/visual signaling devices with voice communication capabilities. The main fire alarm equipment shall be located near the main electrical room. An annunciator panel shall be provided at the main fire department entrance to the facility. The system shall be interlocked to the Capitol Police System and the Emergency Address System so that operators at each facility are aware of any fire conditions.

18. 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. Furniture Plans and selection options

19. Materials list and samples including:

- a. Paint and finishes
- b. Ceiling
- c. Flooring

## H. APPENDIX 8 – EXPLANATION OF DHS BUSINESS FUNCTIONS

Below is a general description of the DHS Milwaukee Enrollment Services (MiES) program to be located at this facility.

There will be two state agencies, the Department of Health Service (DHS) and the Department of Children & Families (DCF), co-located at this location. The two primary programs that support Milwaukee County, the Milwaukee Enrollment Service (MiES DHS) and the Milwaukee Early Care Administration (MECA DCF), along with other programs as part of both agencies. Below is a general description of both DHS and DCF along with the Milwaukee County programs managed by the State.

To support economic prosperity and quality of life, the Department of Health Services exercises multiple roles in the protection and promotion of the health and safety of the people of Wisconsin.

The Department of Health Services (DHS) Milwaukee Enrollment Services (MiES) is to be located at this proposed site. Milwaukee Enrollment Services (MiES) manages all aspects of Income Maintenance programs within Milwaukee County.

Miles oversees a caseload size of more than 196,000 cases (as of July 2013) for Food Share, Medicaid, and Child Care programs at four location.

Two of the locations will be consolidated to this proposed site.

Services for MiES include the following:

- Walk-in customer service and case-specific troubleshooting for customers
- Self-help area for customers to manage their caseload using ACCESS
- Temporary & replacement issuance of Quest / EBT (Electronic Benefit Transfer) cards
- Homeless mail distribution, interoffice mail services and Badger Care premium payment processing
- Program integrity and fair hearings
- Program eligibility determinations for applications, renewals, and changes for initial and continuing eligibility for Income Maintenance program benefits
- Ongoing caseload management including processing verification, alerts, and data exchange data
- Program eligibility determinations & ongoing, specialized case management for customers requesting and receiving Family Care or Nursing home Medicaid services
- Program eligibility determinations for applications and renewals and ongoing case management for Elderly, Blind & Disabled cases, including MA deductibles, presumptive disability requests and special status Medicaid programs.
- Answer daily calls regarding general and case specific questions from customers & the public
- Case changes, submitted verification documents and six-month report forms (SMRFS) processing
- Outreach to customers affected by programmatic eligibility changes
- Answer daily calls received regarding the Affordable Care Act and the Marketplace
- Processing of applications transferred from the federal Marketplace to MiES

The Mission of The Department of Children and Families (DCF) is to improve the economic and social well-being of Wisconsin's children, youth, and families. The Department is committed to protecting children and youth, strengthening families, and supporting communities. The Bureau of Milwaukee Early Care Administration is within the DCF Division of Early Care and Education.

The Milwaukee Early Care Administration (MECA) administers the Wisconsin Shares program to Milwaukee County program eligible families and children and provides support and assistance to Milwaukee childcare providers caring for WI Shares eligible children. We have five units managing the following tasks:

Authorizations: The Authorization Services Section assesses and determines childcare authorizations for all Milwaukee County Shares eligible families, ensuring MyWiChildCare EBT cards are loaded with WI Shares subsidy approved amounts. This unit receives an average of 3,000-6,000 requests for authorizations per month. The normal processing time is 24-48 hours, which may be impacted by high-volume periods during school to summer and/or vice versa transactions.

Program Integrity – Client: This unit's main functions are to prevent, monitor, identify, and enforce improper payments and fraud of the Wisconsin Shares program. This section investigates any potential claim of client fraud as it relates to the over issuance of childcare benefits due to agency error, client error, and intentional program violations.

We provide the following services for WI Shares Eligible families:

- Direct access to MECA via call center, online Parent Portal, and limited in-person service
- Assess, determine need, enter, and confirm childcare authorizations
- Provide technical assistance to childcare providers and parents regarding WI Shares matters
- Perform program integrity reviews for client cases
- Collaborate with MILES, DCF Division of Child Protective Services, local W2 agencies, Milwaukee Public Schools, and other local partners advancing family support

Additional DCF programs that will be located at the proposed site include:

Division of Early Care & Education (DECE)

Division of Family & Economic Security (DFES)

Executive Hoteling

## I. APPENDIX 9 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 435-004

DEPARTMENT OF HEALTH SERVICES AND DEPARTMENT OF CHILDREN AND FAMILIES - MILWAUKEE

The attached material submitted in response to RFP No. 435-004 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

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

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

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

We request that the following pages not be released:

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:	