DEPARTMENT OF ADMINISTRATION

DEPARTMENT OF HUMAN SERVICES

REQUEST FOR PROPOSALS # 7598716

CUSTOMER SERVICE /OFFICE SPACE LOCATED IN NORTHERN RHODE ISLAND

STATE OF RHODE ISLAND

DEPARTMENT OF HUMAN SERVICES
REQUEST FOR PROPOSALS (RFP)
RFP # 7598716

A. **GENERAL INFORMATION**
1. **SUMMARY**

The Rhode Island Department of Administration (RIDOA) invites proposals to lease commercial office space for use by the state agency listed below (the User Agency), in accordance with the terms, conditions, and specifications identified in this RFP.

1.1. **User Agency**: Department of Human Services

1.2. **Project Name**: Department of Human Services **Office – Request for Proposals (RFP # 7598716)**

1.3. **Proposal Submission Deadline**: May 8, 2019, by 10:00 a.m.

1.4. **Program Description**: The leased premises as indicated below.

1.5. **Summary of Space Needs:**

Location: Northern Rhode Island Region (City of Woonsocket, Town of Cumberland, Town of North Smithfield)

Amount of Space: Offerors are invited to submit proposals that meet any of the following space requirements.

Option 1: Approximately 8,000 square feet of customer service and office space (see attached Space Program – Conceptual Schematic Floor Plan**}**

Parking: 50 parking spaces located on-site or in close proximity (approximately 1/10 mile) to the leased premises. Landlord shall provide this parking at no additional cost.

Furniture:

NOTE 1: **As part of the lease, the landlord must provide modular systems furniture as shown on the conceptual floor plan.**

NOTE 2: The offeror/landlord must identify the manufacturer's name and furniture model in the submitted proposal.

NOTE 3: **It is expected that the landlord will amortize the cost of the proposed modular furniture over the 10-year term. This cost will be shown as additional rent in the fully executed lease agreement.**

Type of Space:	Commercial Customer Service / Office Space
Type of Agreement:	State of Rhode Island Lease (Attachment)
Term:	10-Years (With Option To Renew For Additional 10-Year Term)
Desired Date of Occupancy:	**12/1/2019**: Offeror must clearly identify the earliest date that the leased premises will be available for occupancy after fully executed lease is in place.
NOTE:	The State will pay no broker's fee, finder's fee, commission, or other compensation to any party claiming to counsel or represent any offeror regarding the leasing of space.

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INTRODUCTION

The Rhode Island Department of Administration (RIDOA), Division of Capital Asset Management and Maintenance(RIDOA/DCAMM) invites proposals to lease commercial office space for use by the Department of Human Services in accordance with the State of Rhode Island Office Lease Agreement and General Specifications in § B.

As leasing representative for all Rhode Island state agencies RIDOA/DCAMM is required to provide for an open and competitive process for selecting lease space, by informing all potential offerors of: 1) the steps offerors must take in order to have their proposals considered; 2) the procedures followed by RIDOA/DCAMM to evaluate and select the proposal which is most advantageous to the State's needs; 3) the criteria for such evaluation and selection; and, 4) the form of lease agreement to be executed between the selected offeror and RIDOA/DCAMM, acting on behalf of the user agency, including the any improvements and or services which may be required of the landlord.

Section D of this RFP contains the form to be used to submit a proposal. Please read the accompanying instructions before completing the form. Contact the RIDOA/DCAMM Project Manager if there are questions about this RFP.

4. DEFINITIONS

For the purposes of this RFP and the lease, the following definitions apply:

4.1. **RIDOA/DCPPM**: The Department of Administration by and through its Division of Purchases, is the State agency that issues the RFP and, together with the user agency, makes the final selection of the successful proposal, subject to the approval of the State Properties Committee. The RIDOA Director has the legal authority to bind the State of Rhode Island by signing a lease contract. Within RIDOA, the Division of Capital Asset Management and Maintenance is responsible for handling all matters related to real estate leases.

4.2. **User Agency**: The State agency, as identified in § 1.1, that will occupy the commercial office space once a lease agreement is finalized.

4.3. **Eligible Offerors**: The record owner(s) of the real estate suited for use as commercial office space and or the tenant(s) of real estate suited for use as commercial office space whose lease permits subleasing.

4.4. **Qualifying Proposals**: Proposals that meet the requirements set forth Section A-6 of this RFP. Proposals that are determined not to meet one or more of these requirements are non-qualifying proposals.

4.5. **Usable Area**: For the purposes of this RFP, "Usable Area" means, with respect to the leased premises or any space removed from or added to the leased premises, the square footage of which is determined by measuring the entire floor area of the leased premises (or such other space) bounded by a line established by the predominant inside finish of the permanent outside building walls that abuts the floor (not from the inside face of the windows) and by the interior surface of corridor walls or other demising walls. Deductions are not made for columns or other structural elements, or for partitions subdividing the leased premises. Notwithstanding the foregoing, under no circumstances does the Usable Area include major vertical penetrations such as ventilation shafts, elevator shafts, stairwells, atria, or lightwells, and their respective enclosing walls, and it does not include vestibules, elevator-machine rooms, and other building-equipment areas, janitorial, electrical, and mechanical closets, loading platforms, restrooms, and their respective enclosing walls, irrespective of whether the User Agency will occupy a portion of a floor, an entire floor, or an entire Building.

4.6. **Parking**: Parking spaces which are readily available and accessible for use by the User Agency's staff, clients, and visitors and either located on site or within close proximity (approximately 1/10 mile) to the leased premises.

4.7 **Parking Accessible for the Disabled**: Parking spaces complying with all State Federal and municipal regulations, including those of the Americans with Disabilities Act Access Guide for Title II (ADA).

5. PROCEDURES FOR EVALUATION, SELECTION AND LEASE EXECUTION

The RIDOA's objective is to obtain commercial office space suitable for use by the User Agency for the best possible price. To this end, RIDOA will evaluate each proposal for conformity to the requirements of this RFP and the degree to which it satisfies the qualitative and other criteria of this RFP. RIDOA will consider the components of evaluation in combination, not in isolation.

Evaluation of proposals will be based on information in the proposals, obtained on site visits, clarified by RIDOA, provided by offerors at RIDOA's request, and provided by references identified in the proposals. In addition, evaluation of proposals may include consideration of information from State agencies, individuals, and entities with knowledge of any element of any proposal, from RIDOA and other State of Rhode Island files, and from other available and verifiable information.

RIDOA reserves the right, if deemed to be in the best interest of the State of Rhode Island, to; (i) waive portions of the RFP for all offerors; (ii) excuse minor informalities in any proposal; (iii) discuss any provision of any proposal with the offeror of that proposal in order to clarify the proposal; (iv) request all offerors who submitted qualifying proposals to submit best-and-final offers; (v) reject any part of any proposal; and, (vi) reject all proposals.

5.1. **Initial Review**: RIDOA will accept for consideration only those proposals that meet the submission requirements in Section A-6.1.1, subject to RIDOA's right to waive portions of the RFP for all offerors. All proposals must be received on or before the proposal submission deadline. Any proposals submitted after the proposal submission deadline shall not be accepted. This requirement is not subject to waiver by RIDOA.

RIDOA will prepare a list of the names and addresses of offerors whose proposals are accepted for consideration and will mail this list to the User Agency and to each offeror.

RIDOA and the User Agency will review each proposal accepted for consideration to determine whether it meets the requirements of this RFP. If RIDOA is unable to determine whether a proposal meets one or more of the requirements, RIDOA may request clarification from the offeror.

Proposals that do not meet one or more of the RFP requirements may be rejected as non-qualifying, subject to RIDOA's right to waive portions of the RFP for all offerors. RIDOA reserves the right to eliminate from further consideration any proposals that are found to be excessively priced in relation to the majority of the proposals received. Such excessively priced proposals will be considered non-qualifying.

5.2. **Site Visits**: RIDOA and the User Agency reserve the right to conduct site visits of the premises identified in any proposal to verify the information in the proposal and to facilitate detailed evaluation of the proposal. The offerors or knowledgeable and authorized representatives of the offerors must be present at any site visit. RIDOA will contact offerors to schedule a mutually convenient date and time for the site visit. After completion of a site visit, RIDOA may determine that a proposal does not meet one or more of the requirements of this RFP, subject to RIDOA's right to waive portions of the RFP for all offerors.

5.3. **Evaluation of Proposals**: RIDOA shall notify in writing each offeror whose proposal has been determined to be non-qualifying stating the reason for such determination. All qualifying proposals shall be evaluated based on the qualitative and other criteria of this RFP. RIDOA shall prepare a cost analysis that estimates and compares the total costs of occupancy for all proposals evaluated. RIDOA shall make a tentative selection of a proposal, based upon its the analysis of proposals and the recommendation of the User Agency. The tentative selection of a proposal shall be subject to approval of the State Properties Committee.

5.4. **Notification of Offerors**: After tentative selection of a proposal, RIDOA shall notify other offerors in writing that a tentative selection has been made. The tentative selection of a proposal does not represent a contract and does not

commit the RIDOA or the User Agency to enter into a lease. The tentative selection of a proposal may be conditioned upon the offeror satisfying specific conditions established by RIDOA and the User Agency. It is assumed that the parties will make a good-faith effort to negotiate lease terms acceptable to the User Agency, RIDOA, and the offeror, but if agreement is not reached, the RIDOA reserves the right to terminate the tentative selection and either select another proposal, terminate the conditional selection without taking further action, or cancel the solicitation in its entirety.

5.5. **Preparation of the Lease**: RIDOA, the User Agency, and the selected offeror shall work together to finalize a lease. The provisions of the lease must be consistent with the RFP and the selected proposal, and must be substantially in the form of the standard lease document attached to this RFP as Attachment C-2.

5.6. **Review and Execution of the Lease by RIDOA**: The selected offeror shall sign the lease and submit it to the User Agency for signature by its authorized representative. The User Agency shall sign the lease and submit it to the State Properties Committee for review and approval. Please note that Tenant under the Lease shall be the "State of Rhode Island, acting by and through the Department of Human Services. **No lease is binding until the State Properties Committee has executed it.**

5.7. **Design and Build-out of the Landlord's Improvements**: Following execution of the lease, it shall be the successful offeror's responsibility to deliver the premises to the User Agency in conformance with the lease, including Exhibit B (Schematic Space Plan of the Premises), Exhibit C (Specifications for the Premises), Exhibit D (Project Schedule), and the Working Drawings prepared by the successful offeror, as necessary Please note that, in accordance with Section 4 of the standard form lease, the successful offeror, as landlord, is responsible for the completion of Working Drawings prepared by licensed professionals, furnishing all labor and materials, and securing all permits necessary to complete the Landlord's Improvements, and for achieving substantial completion in accordance with the provisions of the lease.

5.8. **Occupancy**: The User Agency shall take possession of the premises only after construction of the Landlord's Improvements is substantially complete and the premises are deemed available for occupancy in accordance with Section 3.2 of the lease document. RIDOA will confirm the date of occupancy, which shall be the commencement date of the User Agency's obligation to pay rent and the commencement date of the initial lease term.

6. REQUIREMENTS

Proposals must meet the following requirements in order to be considered qualifying and undergo further evaluation.

6.1. General Requirements

6.1.1. **Submission**: Proposals must be submitted to RIDOA as follows:

6.1.1.1. Proposals must be submitted to the Division of Purchases on the Lease Proposal form included with this RFP. A proposal consists of the Lease Proposal form and such attachments as are requested in the Lease Proposal or this RFP. Disclosure Certificates as well as the "Offeror Background Survey" must be submitted with each proposal.

Please submit one original and four copies of the Lease Proposal, each signed by the offeror.

Note: a Microsoft Word format of the Lease Proposal will be provided to each offeror after the pre-proposal conference. When filling out the Lease Proposal form electronically, use the tab key to move from block to block. For blocks that need to be filled in with a checkmark, tab to the appropriate block(s), and type in "X."

6.1.1.2. Proposals must be substantially completed. Proposals that contain material omissions shall be deemed non-qualifying if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.

6.1.1.3 Proposals must be submitted in a sealed envelope on which the following information is clearly marked: **the name of the User Agency, the Project Number, and the Proposal Submission Deadline. This information is contained on Page A-1 of the RFP. In addition, the name and address of the offeror must be on the envelope.**

6.1.1.4 Proposals must be received in the Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, 2nd Floor (Purchases' Reception Desk) Providence, Rhode Island 02908 on or before the proposal submission deadline stated on page A-1 of this RFP. The time-stamp clock located in the reception area of the Rhode Island Division of Purchases establishes the official date and time of receipt of each proposal.

6.1.1.5 PROJECT TIMETABLE

The following is the timetable for submission. Any dates and times listed elsewhere that conflict with this timetable are mistakes to be corrected by the offeror**.** Any phase and all subsequent phases in this timetable may be adjusted whenever uncontrollable conditions prevent the timely completion of a phase. The interval between any two phases may be change at the RIDOA's discretion.

Phase I:	Date and Time
Pre-Proposal Conference:	**April 10, 2019 @ 2:00 p.m.**
Location:	One Capitol Hill, Providence Conference Room "B"
Offeror questions deadline:	**April 17, 2019**
Questions and responses posted on RI Division of Purchases website:	**April 24, 2019**
Phase II:	
Proposals Due:	**May 8, 2019 @ 10:00 A.M.** **(Proposals opened and acknowledged only**)
Phase III:	
Presentation by offerors	TBD after proposal submission

All questions regarding this Request for Proposals are to be **e-mailed** by 4:00 p.m. on **April 17, 2019** to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill,
Providence, RI 02908
Thomas.Bovis@purchasing.ri.gov

All questions and responses thereto shall be posted on the Division of Purchases website (as an amendment to the subject RFP) by 4:00 p.m. on **April 24, 2019**.

Be advised that all questions and responses shall be made public and shared with all offeror's, not only the offeror making the inquiry.

6.1.1.6 **OTHER RULES**

Presentation

After the proposal opening, offerors with qualifying proposals may be invited to make a formal presentation to the RIDOA and User Agency.

Amendment

The RIDOA reserves the right to amend the requirements of this RFP prior to the date for proposal submission. Amendments will only be distributed to those parties attending the offeror's conference or submitting questions. Submissions by the offerors shall not be changed for any purposes after the public opening.

Cost of Preparing Proposal

Costs for developing the submissions are solely the responsibility of the offeror**.** The RIDOA shall not reimburse offerors for any such costs. Costs associated with any presentations will be the responsibility of the offerors and will in no way be billable to the State.

Acceptance of Proposals

RIDOA reserves the right to reject any and all proposals received, or to cancel this RFP according to the best interests of the State. Any submission that contains material irregularities, is conditional or incomplete may be rejected. The State may waive an immaterial defect, but such waiver shall in no way modify the requirements or excuse the offeror from full compliance with the specifications set forth herein.

Disposition of Proposals

All proposals become the property of the RIDOA upon submission. The successful proposal shall be incorporated by reference into the resulting lease agreement and shall become a public record.

Rules for Withdrawal of Proposals

RIDOA will not accept any amendments, revisions or alterations to proposals after the proposal due date.

Prior to the submission due date, a proposal may be withdrawn by an offeror by submitting a written request for its withdrawal to the Director of the Department of Administration, and signed by the offeror or an authorized agent of the firm. No amendments will be accepted after the submission date.

Any submitted proposal shall remain a valid for one hundred twenty (120) days or until a lease agreement is approved by the State Properties Committee and the Rhode Island General Assembly. (if applicable)

State Properties Committee

All lease agreements are subject to approval by the State Properties Committee. **Note**: Leases for a term of more than five years or with an

aggregate rent in excess of $500,000 also require approval by the Rhode Island General Assembly.

6.1.2. **Eligible Proposer**: The proposal must be submitted by an eligible offeror, as defined in Section A-4.3.

6.1.3. **Type of Agreement and Term**: The proposal must represent that the proposed offeror agrees to sign a lease for the term identified in Section A-1.3 and substantially in the form of the State of Rhode Island Office Lease (Attachment C-2) without material modification, and the proposal must include any modifications of standard provisions sought by the offeror. RIDOA reserves the right to refuse to consider modifications requested after the proposal submission deadline.

6.1.4. **Contact During the RFP Process:** From the date of this RFP through the date on which a conditional selection is made, the RIDOA Project Manager for this project is the only authorized point of contact for the RIDOA or the User Agency regarding this RFP. If an offeror or a offeror's representative engages in unauthorized contact with RIDOA or User Agency employees or officials, then its proposal may be deemed non-qualifying. Unauthorized contact includes, by way of example and not limitation, contact by the offeror or the offeror's representative with the User Agency regarding the subject matter of this RFP.

6.2. Location

6.2.1. **Search Area**: The proposed building must be located within the search area identified in Section A-1.3, Location.

6.2.2. **Parking**: There must be a sufficient number of public parking spaces, as described in Section A-1.3, to meet the estimated demand. If public parking is insufficient to meet the estimated demand, the offeror must indicate in the proposal how the estimated demand for parking will otherwise be met.

The proposal must include the number of reserved parking spaces as described in Section A-1.3. If such spaces are not proposed to be included in the Lease, the RIDOA must be able to determine that such spaces can be leased separately.

6.3. Building Conditions: Building Codes, Barrier-Free Access, and Hazardous Substances

6.3.1. **Building Codes**: The building in which the proposed commercial office space is located must comply with all applicable federal, state, and local code requirements, or RIDOA must be satisfied that it can and will be brought into substantial compliance by the desired date of occupancy. If a proposal is accepted subject to the offeror meeting certain code requirements, the User Agency shall not take occupancy of the space until all code deficiencies have been fully corrected.

The facility must be in compliance with all appropriate local, state and federal codes including, but not limited to;

- the Americans With Disabilities Act
- the Rhode Island State Fire Safety Code
- **NOTE:** If space offered is part of a larger building or building complex, the entire building or building complex must be in compliance with the Rhode Island Fire Safety Code.
- the Rhode Island Rehabilitation Code
- the Rhode Island State Building Code
- accessibility provisions of RIGL 37-8-15
- all state and federal codes relating to hazardous substances, hazardous wastes, lead mitigation and asbestos abatement.

NOTE: A copy of the certificate of occupancy shall be forwarded to the Division of Capital Projects and Property Management prior to User Agency occupancy.

6.3.2. **Barrier-Free Access**: The proposed commercial office space must meet the requirements in Section B-2.1.3 for access for individuals with disabilities.

6.3.3. **Hazardous Substance**: The offeror must warrant and represent that any and all hazardous substances, whether presently known or subsequently discovered, have been or will be remediated in accordance with the provisions of Section 5.6 of the proposed lease and all applicable laws and regulations before the User Agency takes occupancy of the proposed premises.

6.4. Building Conditions: Proposed Premises

6.4.1. **Usable Area and Type of Space**: The proposal must offer the amount of space in usable square feet (see Section A-4.5 for definition of Usable Area) stated in Section A-1.3 of this RFP. RIDOA reserves the right to accept proposals for an amount of space that varies from this amount, provided that it meets the User Agency's needs.

The proposal must offer the type of space sought and RIDOA must be satisfied that the proposed space is, or will be made, functional for and compatible with the stated purpose.

6.4.2. **Landlord's Improvements**: The offeror must agree to substantially meet the General Specifications in Section B, or must suggest, within the proposal, alternatives acceptable to RIDOA and the User Agency. The offeror must agree, without exception, to supply and install the modular systems furniture indicated as Landlord-Provided Systems Furniture (LL-Wkstn) in in Landlord's Improvements in Section B.

6.4.3. **Floor Loading**: The offeror must confirm that the building in which the proposed commercial office space is located will meet any special floor loading requirements identified in Section B.

6.5. **Landlord Capacity**: The offeror must agree to provide the landlord's services in the General Specifications in Section B or must suggest, within the proposal, alternatives acceptable to RIDOA and the User Agency.

7. QUALITATIVE CRITERIA

The following criteria will be used to evaluate qualifying proposals.

7.1. **Execution of the State of Rhode Island Office Lease**: The offeror's willingness to enter into the State of Rhode Island Office Lease, as evidenced by the extent and nature of any modification to the standard provisions that is requested by the offeror.

7.2. **Location**: The suitability of the proposed location for the operations of the User Agency, including:

7.2.1. **Access**: Ease of access to the proposed location by public transportation, shuttle, automobile, and on foot. RIDOA will consider the ease of vehicular access and the degree of congestion on streets and roadways in proximity of the building, the availability and frequency-of-service of public transportation and shuttle service, the distance from public-transportation stops and shuttle service stops to the main entrance of the building in which the proposed commercial office space is located, and whether paths of travel from such stops to the main entrance of the building are well-lit, well-traveled, and accessible for the disabled.

7.2.2. **Parking**: Proximity, accessibility, and availability of parking identified in Section A-1.5. RIDOA will consider the availability of parking spaces during the User Agency's hours of operation and whether parking areas and the walkways between them and the proposed building in which the proposed commercial office space is located are well-lit and the walkways easily traversed.

7.2.3. **Neighborhood Characteristics**: The characteristics of the surrounding neighborhood, including compatibility of adjacent uses with the User Agency's operations, the safety and security for persons and property, and the availability of basic services and amenities during the hours of operation.

7.3. **Building Conditions**: **Exterior Envelope, Systems, and Common Areas**: Quality, condition, and functional efficiency of the building in which the proposed commercial office space is located. This includes specific consideration of:

7.3.1. **Building Envelope and Systems**: The existing and proposed condition of the building envelope (including the roof, foundation, walls, and exterior windows and doors), and the HVAC, plumbing, and electrical systems and their capacities to meet the User Agency's needs throughout the term in a reliable and efficient manner.

7.3.2. **Life Safety**: The existing and proposed condition of fire-protection equipment including, but not limited to, fire doors, fire walls, fire stops, fire extinguishers, exit-route diagrams, exit signs, and alarm systems, and the existing and proposed condition of emergency lighting.

The fire alarm protection system in the building in which the proposed commercial office space is located shall be provided in accordance with the latest edition of the State of Rhode Island Fire Safety Code and the requirements for detectors by the local authority having jurisdiction. All smoke detectors, heat detectors, pull stations, horn/light devices, emergency and exit lighting shall be provided, in accordance with the latest code provisions. "Grand-fathered" systems are not acceptable.

7.3.3. **Building Common Areas**: The existing and proposed location, accessibility, and condition of public or common areas, including the building entrance, lobby, vestibules, paths of egress, stairways, corridors, ramps, elevators, loading dock, and restrooms. RIDOA will consider the type, size, and condition of the common areas and adequacy to meet the needs of the User Agency.

Vestibule: Whether the proposed premises have direct access to the outside. Premises that have a vestibule for weather control and worker comfort, with the exterior door opening into the vestibule and entry into the proposed premises through entrance doors from the vestibule, will receive a higher rating on this evaluation criterion. Vestibules must have a minimum of 20 foot-candles lighting at floor level.

Restrooms: The existing and proposed condition of the restrooms, including the adequacy of the ventilation, the condition of the floors and walls, toilet partitions, plumbing fixtures, sinks, counters, mirrors, and restroom accessories. Proposed premises with restrooms equipped with water-saving plumbing devices such as hands-free motion-sensor operated faucets and flush valves will be rated higher on this evaluation criterion.

7.3.4. **Compatibility of Use**: The compatibility of other activities and uses in the building in which the proposed commercial office space is located or adjacent office complex with the User Agency's operations. Proposals that provide feasible opportunities to co-locate two or more State agencies in the building in which the proposed commercial office space is located or complex of buildings and that create related economic benefits will be rated higher on this evaluation criterion.

7.4. **Building Conditions: Proposed Premises**: The suitability of the proposed premises for program layout by the User Agency, including specific consideration of:

7.4.1. **Configuration**: The degree to which the configuration of the premises meets the User Agency's programmatic needs, taking into account the size and shape of the space and any internal barriers to efficient design and accessibility.

7.4.2. **Building Module and Column Spacing**: A regular, consistent building module that allows for a regular, consistent office and workstation layout and the efficient utilization of space is generally desired, as is column-bay spacing at 25' to 35' on center.

7.4.3. **Entrances**: Proximity and access from the proposed premises to building entrances and support areas.

Proposals that, in addition to the main building entrance, provide a separate and discrete entrance to the proposed premises, which would not be used in common with other building tenants, will be rated higher on this evaluation criterion.

7.4.4. **Location and Distribution of Space**: Upper-level floors are usually sought for administrative functions, lower-level floors for offices generating substantial foot traffic. Basement space free from water or obstructions and with adequate window area will be considered. Contiguous space is preferred, on one floor for a small office and one or more floors for a large office. For a large office, a large floor plate that minimizes the number of floors is preferred.

Proposals offering space located on the first or second floor will be rated higher on this evaluation criterion.

7.4.5. **Daylighting**: Premises that provide window area equal to at least 25% of the exterior wall surface area are preferred and will receive a higher rating on this evaluation criterion.

7.4.6. **Finished Ceiling Heights**: Finished ceiling heights of 8'-6" to 9'-6" high are preferred.

7.5. **Landlord Capacity**: The demonstrated capacity of the offeror to prepare the proposed space for occupancy by the User Agency and to provide the Landlord's Services and the Landlord's Improvements specified in the RFP and in accordance with the provisions of the proposed lease. Consideration will be given to the extent to which the proposed build-out meets the needs of the User Agency described in this RFP. The qualifications and experience of the offeror, design team, contractor, and property manager will also be considered.

If the User Agency occupies the proposed premises and the proposal includes Landlord's Improvements, RIDOA will consider whether the proposed plan for completing such improvements will enable the User Agency to conduct business without unreasonable interference or interruption and whether the proposed plan will be implemented without additional cost to the User Agency.

7.5.1. **Timely Completion of Work**: The demonstrated capacity of the offeror, the design team, and contractor to substantially complete the design and construction of all improvements to the premises required for the User Agency's occupancy by the date of occupancy identified in Section A-1 of this RFP.

7.5.2. **Capacity to Complete the Project**: The demonstrated capacity of the offeror to finance the required improvements, and the demonstrated capacity of the offeror, design team, and contractor to design and construct the proposed space to meet the User Agency's needs.

Evaluation will consider the experience of the offeror in completing projects of similar cost and complexity and the experience of the proposed design team, contractor and property manager in designing, constructing, and managing projects and properties of a similar complexity, type, and size.

7.5.3. **Capacity to Operate and Maintain the Property**: The demonstrated capacity of the offeror, either directly or through contract, to provide the Landlord's Services specified in this RFP in a professional and timely manner and in accordance with the provisions of the Lease.

8. STATE OF RHODE ISLAND POLICY OBJECTIVES; COST

8.1. **State of Rhode Island Policy Objectives**: Whenever feasible, it is RIDOA's policy to acquire leased space in a manner that supports:

. **Cost**: RIDOA will evaluate costs based on the present value of the total costs that will be incurred by the User Agency to use and occupy the proposed premises under the provisions of the proposal throughout the term of the lease. These costs include the rent, any additional rent and other sums paid to landlord, operating expenses paid directly by the User Agency, such as separately metered utilities, and all other costs directly associated with the use of the premises, such as the cost of shuttle service required to compensate for the location of the building in which the proposed commercial office space is located. Costs not contained in the proposal will be estimated based on information provided by the User Agency or other state leases, or obtained from market data.

Offerors are urged to read Section 2 of the proposed lease agreement (Section C-1 of this RFP) carefully. All cost information, including offers of free rent, alternative reduced rent schedules, etc., must be included in the proposal.

B. GENERAL SPECIFICATIONS

The Landlord's Services in Section B-1 describe the services that the offeror is to provide to the User Agency under the State of Rhode Island Office Lease. The Landlord's Services, with any modifications agreed to by the RIDOA based on the selected proposal, will be incorporated into the lease document. The offeror must clearly identify in the proposal each proposed modification so that RIDOA, in consultation with the User Agency, can take this into account in evaluating the proposal. The RIDOA reserves the right to require an offeror to withdraw a proposed lease modification as a condition of acceptance of a proposal.

The Landlord's Improvements in Section B-2 describe the improvements that offerors must provide to the User Agency under the State of Rhode Island Office Lease. The Landlord's Improvements, with any modifications agreed to by the RIDOA based on the selected proposal, will be incorporated into the lease document. The offeror must clearly identify in the proposal any proposed modification so that RIDOA, in consultation with the User Agency, can take this into account in evaluating the proposal. The RIDOA reserves the right to require an offeror to withdraw a proposed lease modification as a condition of acceptance of a proposal.

RIDOA encourages offerors to suggest ways to use existing or less costly improvements to meet the needs of the User Agency and to submit alternative proposals that meet the needs of the User Agency in a better or more cost-effective manner. RIDOA's intention is to provide a clear basis for determining whether proposals are acceptable and comparable while also making it possible to take advantage of useful and cost-effective alternatives.

1. LANDLORD'S SERVICES

Proposals submitted in response to this RFP must include provisions for delivery of the following services to the User Agency:

1.1. **Hours of Operation**: Hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday except state holidays.

1.2. **Utilities**: Landlord must ensure the delivery of the following utility services to the Building and Premises: (1) water, sewer, gas, fuel, and electricity, (2) heating, ventilation, and air-conditioning (HVAC), (3) all common-area lighting, and (4) power for the User Agency's office equipment and lighting within the Premises.

During the hours of operation, Landlord must ensure that HVAC is available and properly operating and functioning throughout the Premises and must maintain the temperature within 70º and 74° Fahrenheit in the wintertime and within 72º and 76° Fahrenheit in the summertime. In the Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms, Landlord must maintain the temperature at no more than 68º Fahrenheit 24/7.

1.3. **Maintenance of Premises, Appurtenant Areas, and Building**: Landlord must provide the continuous maintenance and repair services needed to maintain the Premises, appurtenant areas, systems, equipment, and the Building in good repair and tenantable condition.

Landlord must keep the Building and appurtenant areas clean and free from litter and from pests, through implementation of an Integrated Pest Management program. Landlord must maintain common pedestrian walkways and landscaped areas. Landlord must remove snow and ice from all entrances, exits, sidewalks, and parking areas before the hours of operation and during such hours if snow, ice, or both accumulate. Landlord must use environmentally preferable ice-melt and sand as necessary to ensure safety. Landlord must supply, install, and maintain entry mats at all building entrances.

Landlord must maintain and repair the Building envelope and systems including, by way of example and not limitation, roofs, windows, floors and floor covering, walls and wall coverings, ceilings, locks, fire-protection equipment, lighting fixtures and lamps, and all mechanical, electrical, and plumbing systems serving the Building and the Premises. Landlord must service heating, ventilating, and air-conditioning equipment in accordance with the manufacturer's recommendations and must replace filters quarterly or more often if indicated or dictated by local

conditions or by the manufacturer's recommendations. Landlord must maintain the heating, ventilating, and air-conditioning equipment so that the indoor air quality is consistent with each IAQ Standard/Guideline identified in the table under Initial Indoor Air Quality Testing in § B-1. Landlord must replace worn or damaged ceiling tiles and floor coverings with equal or better goods and must repair and repaint worn or damaged wall surfaces in the Premises.

1.4 : **Maintenance and Repair of Landlord-Provided Systems Furniture (LL-Wkstn)**: At Tenant's cost, Landlord must provide the continuous maintenance and repair services needed to maintain all parts and components of the Landlord-Provided Modular Systems Furniture described in B-2 in good repaire and usable condition, in accordance with the manufacturer's recommendation for the maintenance and care of the workstations.

1.5 : **Reconfiguration Services for Landlord-Provided Systems Furniture (LL-Wkstn):** At tenant's cost, the Landlord must provide reconfiguration services for Landlord-Provided Modluar Systems Furniture, as requested by Tenant.

1.6. **Building Security and Access**: Landlord must enable authorized employees of the User Agency to access the Premises at any time (24/7). Landlord may enable such access via security guards, a master key, an electronic card, or a similar restrictive entry system.

Landlord must maintain and service, at Landlord's sole cost and expense, the security systems described in § B-2. For the intrusion alarm system and the water detection and temperature and humidity monitoring systems in the MDF and IDF, Landlord must provide a 24/7 security monitoring service to alert Landlord's property manager and User Agency of an alarm. All service fees, including the cost of the telephone line(s) required to operate the system are at Landlord's sole cost and expense.

1.7. **Janitorial Services**: Landlord must provide the janitorial services of a professional cleaning-service company that consistently, adequately, and sufficiently supervises the employees of such company and ensures that standard office-cleaning practices are followed and performed at all times. The Landlord must submit to the User Agency a business profile of the selected cleaning company with the name and telephone number of the day-time contact person, as well as a list of employees performing the service, and the name of the person responsible for daily supervision. The Landlord must update this information as necessary for the User Agency during the term of the lease.

Landlord must provide Material Safety Data Sheets for all cleaning products used on site to Tenant and User Agency. All janitorial services must be provided after normal daytime working hours. Services include:

Daily: Empty waste baskets; remove trash; wash and clean all fixtures, counters, and floors in restrooms and Staff Support Rooms, replenish paper and soap products in all restrooms, replenish paper products in all Staff Support Rooms, sweep uncarpeted floors (including entrances, lobbies, and corridors); vacuum carpeting in the main reception area with HEPA-filter vacuum; clean drinking fountains and H_20 points of use.

Bi-Weekly: Vacuum carpeting in the offices, conference rooms and and open cubicle areas.
Weekly: Wash all uncarpeted floors, dust furniture and all horizontal surfaces, including, by way of example and not limitation, fixtures, blinds, window sills, and convection units; clean and sanitize all restroom plumbing fixtures; buff uncarpeted floors; clean all door-entry window glass, visual-glass panels on room doors, all glass sidelights, all office visual-glass panels, and all modular-furniture Plexiglas panels.

Quarterly: Strip, wax, and buff uncarpeted floors; vacuum air diffusers and return grilles.

Semi-Annually: Clean carpet using a cleaning method consistent with carpet manufacturer's instructions; wash windows (inside and outside); damp-wash air diffusers, return grilles, and surrounding walls and ceilings.

Annually: Wash blinds; dust all high surfaces.

As Needed: Supply and replenish all paper and soap products in restrooms; supply and replace paper towels in Staff Support Rooms, supply and replace all liners for all waste and sanitary napkin receptacles; exterminate pests; spot-clean carpets.

Recyclables Collection: As needed but not less than once per week, empty Landlord-provided white-paper recycling receptacles located in each office and at each workstation into Landlord-provided recycling bins for recycling by Landlord. Landlord must institute or maintain recycling programs for the Building for items including, by way of example and not limitation, delivery pallets, cardboard, glass, and recyclable plastic and metals.

Cleaning Products and Methods; Hand Soap and Paper Supplies: Landlord and Landlord's professional cleaning-service company must use environmentally preferable cleaning products and methods, provide hand soap with bio-based ingredients in the restrooms, and supply paper products with post-consumer waste recycled content.

1.8. **Preparation for Occupancy by Tenant**: Before Tenant occupies the Premises, Landlord must perform (or Landlord must cause Landlord's professional cleaning-service company to perform) a comprehensive cleaning of the Premises including, by way of example and not limitation: vacuum and wash all horizontal surfaces (including, by way of example and not limitation, soffits, window sills, counters, work surfaces, interiors of millwork cabinets installed by Landlord); wash, wax, and buff all uncarpeted floors; vacuum all carpeting with HEPA-filter vacuums; and wash windows inside and outside. In addition, Landlord must verify that all ductwork has been cleaned, all grilles have been washed, and all temporary filters have been replaced, as specified in § 2.7.3 Ventilation.

1.9. **Initial Indoor Air Quality Testing**: Within 30 days after the Date of Occupancy, Landlord must conduct, at Landlord's sole cost and expense, initial indoor air quality testing (Initial IAQ Testing) of the Premises using a Certified Industrial Hygienist approved by Tenant. Initial IAQ Testing must include, without limitation, direct-reading measurements of temperature, relative humidity, carbon dioxide, carbon monoxide, airborne particulates, and volatile organic compounds in a representative sampling of the Premises that demonstrates results consistent with those identified below, and a moisture survey of readily accessible porous building materials in areas where water is or is likely to be present.

Landlord must deliver to Tenant and User Agency a written report (the Initial IAQ Report) of the results of the Initial IAQ Testing. If the Initial IAQ Report identifies any deficiencies in the indoor air quality or HVAC system of the Premises or Building, Landlord and Tenant must establish a schedule to remedy the deficiencies and Landlord, at Landlord's sole cost and expense, must immediately commence such remediation and pursue it diligently to completion. Upon completion of this remediation, Landlord must undertake additional IAQ Testing and must deliver to Tenant and User Agency a written report of the results of the additional IAQ Testing that demonstrates that the deficiencies have been remediated.

1.10. **Professional Services**: Landlord must provide promptly, following selection of its proposal, professional design services to the User Agency to complete the Schematic Space Plan of the Premises that will be incorporated into and made part of the Lease as Exhibit B. These services must be provided at no additional cost.

1.11. **As-Built Plans; Cable Documentation**: Landlord must provide two complete sets of "as-built" plans in AutoCAD DWG format, one each to Tenant and User Agency, and the Cable Documentation described in § B-2.8.6 to User Agency, both no later than 60 days after the Date of Occupancy.

2. LANDLORD'S IMPROVEMENTS

Proposals submitted in response to this RFP must include provisions for the following improvements to the premises prior to occupancy the User Agency:

2.1. General Conditions

2.1.1. **Improvements**: All improvements to the Premises and related areas (the Landlord's Improvements, as defined in the Lease) must be provided and installed by Landlord and must be completed in accordance with the approved Working Drawings (as defined in the Lease) that are based on these General Specifications.

2.1.2. **Code and Regulatory Requirements**: All Building improvements must comply with the Rhode Island State Building Code, Where federal or local codes, or regulations, ordinances, or zoning laws apply (with respect to egress requirements, area allowances, rated assembly requirements, flame spread and smoke-generation characteristics of materials, etc.), the more restrictive regulation must be followed.

2.1.3. **Access for Individuals with Disabilities**: The Building and the Premises must be free of barriers preventing access to and use of the Premises by individuals with disabilities in accordance with applicable state and federal regulations.

2.1.4. **Submittals**: During the final design phase of the Working Drawings, Landlord must submit to the User Agency, for review, approval, and color selection, cuts, samples, and color swatches necessary to show the manufacturer's product line for any new finishes. The submittals covered include floor, wall, ceiling, and architectural-woodwork finishes and materials.

Landlord must provide Material Safety Data Sheets for materials used in construction upon or before submission of the Certificate of Completion (see § 3.2 of the Lease).

Architectural, Interior Plans and Code Enforcement
Design documents shall be submitted to the Rhode Island State Building Code Commission for comments prior to submitting the documents to the local building and fire code authorities for building and other permits.

2.1.5. **Materials**: Whenever feasible, Landlord must use environmentally preferable materials such as materials with low emissions of volatile organic compounds (VOCs), materials with recycled content, or materials that are recyclable.

2.1.6 **Project Manager**
The landlord shall assign a full-time project manager, at his/her expense, to coordinate the project and assist the User Agency in administering the project. Architectural/engineering and interior design services shall also be provided at no cost to the User Agency.

2.1.7. **Schedule**: At RIDOA's request, Landlord must submit, along with the Working Drawings, a comprehensive schedule outlining tasks to be performed by Landlord and Tenant, and highlighting critical dates, and a critical-path schedule for the completion of the Landlord's Improvements, showing the work of all trades and equipment installations

2.1.8. **Project Status Reports**
The landlord shall keep the Rhode Island Department of Administration informed as to the status of construction, production, delivery, installation and completion schedules for all material, equipment, and furnishing on a weekly basis. The vendor shall be responsible to maintain and distribute written minutes associated with such project meetings.

2.1.9**.** **Work in Occupied Areas**: If the Landlord's Improvements are to be carried out in Premises that will be occupied in whole or in part by the User Agency during the work, Landlord must isolate the occupied areas from the construction areas with appropriate temporary, air-tight physical barriers and must schedule construction activities that are likely to disrupt the User Agency's operations for times after the Hours of Operation. Before commencing work, Landlord must submit a work plan to Tenant's Representative for review and approval identifying proposed measures to prevent migration of construction-generated pollutants to occupied areas and to ensure the continuity of the User Agency's ongoing operations.

2.2. **Walls**: Walls must be located as shown on approved Working Drawings. The standard wall is assumed to be 5/8" gypsum wallboard (GWB) on metal studding, spacing as recommended by manufacturer of metal studding. Other materials, including pre-finished wall systems, providing similar acoustics, durability, and physical appearance are acceptable.

To limit the production of dust and construction debris, RIDOA encourages the use to the greatest extent possible of pre-finished, demountable wall systems that provide the same durability, acoustical performance, and physical appearance as the conventional 5/8" gypsum wallboard (GWB) on metal studding assembly. For all new wall construction, Landlord must offset electrical outlets and similar openings. Landlord must provide and install 2" x 6" wood blocking as required for support of all wall-mounted elements. Landlord must refinish existing walls to match new partitions. All surfaces must be clean and smooth, and existing walls and/or partitions to be incorporated into the Premises must be prepared to receive the new finish specified.

RIDOA uses sound transmission coefficient (STC) ratings to specify minimum acoustical requirements. A specific STC rating may be achieved by a number of different construction assemblies, as published by several organizations including the Gypsum Association.

2.2.1. **Demising Wall**: Demising walls separating the proposed Premises from other tenants and Building common areas must meet code requirements for fire separation. Demising walls must extend tight to the structural ceiling, meet an STC rating of 45 or better, and be finished to match adjacent walls. A suggested assembly consists of 3 5/8" 25-gauge metal studs and tracks, fastened securely to floor and structural ceiling (and a row of horizontal stiffeners at midpoint of wall where required), with one layer Type X 5/8" GWB on each side with taped and finished joints with a three-coat system below acoustical ceilings and a one-coat system above the ceiling. Landlord must apply acoustical sealant at bottom and top and at all penetrations, and provide and install sound attenuating blanket between studs.

2.2.2. **Full-Height Partition**: Landlord must provide and install full-height partitions as indicated on the Space Allocation and Finish Schedule in § B-2. Full-height partitions must achieve an STC rating of 40 or better. A suggested assembly consists of 3 5/8" 25-gauge metal studs and tracks with one layer 5/8" GWB on each side extending six inches above the acoustical tile with taped and finished joints with a three-coat system below acoustical ceilings and a one-coat system above the ceiling. Landlord must fasten tracks directly to floor and structural ceiling or install angle bracing from the structural ceiling to top of track to provide a rigid assembly.

RIDOA encourages the use of pre-finished, demountable wall systems that provide the same durability, acoustical performance, and physical appearance.

2.3. **Doors**: Doors and frames must match the acoustical, fire code, and/or security qualities of the surrounding walls. Dimensions and locations of doors and hardware must comply with all applicable accessibility requirements. Where required by code, Landlord must provide and install UL labeled fire-rated metal doors and frames. Door/frame finish must consist of either one coat sealer/primer and two coats semi-gloss enamel, up to three colors selected by the User Agency, or two coats polyurethane, with or without stain. New doors must not contain particleboard components made with urea-formaldehyde binders. All existing doors and frames that will remain are to be prepared to receive new finishes.

2.3.1. **Tenant Entry Doors**: Landlord must provide and install 1 3/4" thick x 3'-0" wide x 6'-8" to 7'-0" high, 16-gauge metal or solid core wood doors with hardwood stain grade veneer in 16-gauge welded steel frames. Landlord must add 18" x 6'-8" to 7'-0" high, tempered glass sidelight in metal or wood frame adjacent to door; actual size to be confirmed during final design.

2.3.2. **Standard Interior Door and Frame**: Landlord must provide and install 1 3/4" thick x 3'-0" wide x 6'-8" to 7'-0" high solid core wood flush doors with hardwood stain grade veneer in extruded aluminum or 16 gauge steel frames, knock-down construction, with 5/8" deep stops, with factory-applied transparent finish or with factory-applied primer to receive two coats of compatible paint finish on-site.

2.3.2.1. **Sidelight**: Landlord must add one 18" wide X 6'-8" to 7'-0" high tempered glass sidelight in matching frame next to each door of all offices, meeting rooms, training rooms, interview rooms, and conference rooms.

2.3.2.2. **Vision Panel**: Landlord must add door manufacturer's standard glass vision panel, approximately 9" wide x 30" high located at eye level on the latch side of the door for all passageways and equipment rooms such as mail rooms, storage rooms, file rooms, MDF and IDF rooms.

2.3.3. **Client Room Door**: Landlord must provide and install in the Client Room one 1 3/4" thick x 3' wide x 6'-8" to 7'high, 16-gauge metal or solid core wood door with hardwood stain grade veneer and 1 16-gauge welded steel frame. Landlord must add an 18" to 36" by 6'-8" to 7'-0" high, tempered glass sidelight in a metal or wood frame adjacent to the door; exact size to be determined by the User Agency during final design.

2.3.4. **Interior Glass and Glazing**: All interior glass and glazing is to conform to Rhode Island State Building Code with attention to the Specific Hazardous Locations provisions.

2.3.4.1. **Privacy Film**: Landlord must provide and install privacy film on the interior face of all glass sidelights, with pattern, size, and height to be confirmed by the User Agency during the design phase.

2.4. Hardware

2.4.1. **Standard Hardware Package**: On standard interior doors, Landlord must provide and install Grade 2 hardware package including 1½ pair non-rising pin butt hinges; latchset with lever handles; silencers; floor or wall-mounted door stops 5/8" deep. Latchsets are to be Arrow, Best or Schlage only. All hardware must be stainless steel with commercial grade US32D satin finish. Landlord must provide and install one coat hook on the inside face of each office door.

2.4.2. **Locks**: Landlord must provide and install cylinder lockset using interchangeable core cylinders to allow immediate re-keying of lock, keyed to the User Agency master, at all storage and equipment rooms, tenant entry doors.

2.4.3. **Heavy-Duty Hardware Package**: Landlord must provide and install heavy-duty Grade 1 hardware including ball bearing hinges, cylinder lockset, and deadbolt with minimum 1" throw and concealed hardened steel roller. Latchsets are to be Arrow, Best or Schlage only. Landlord must provide and install turnpiece on inside face of door. Landlord must install closers and panic bars as required by code.

2.4.4. **Remote Door Release**: Landlord must provide and install, at the door leading from the reception waiting area to the office area, an electronic strikeplate, powered and wired to the reception desk and/or other locations designated by the User Agency.

2.4.5. **Automatic Door Openers**: Landlord must equip at least one 3’-0” leaf of the following doors or set of doors with an automatic door opener and a push plate or an electronic sensor on both sides of the door:

- All Building entry doors used by Tenant’s staff
- All entry doors to Tenant’s Premises;

2.5. Landlord Provided Modular Systems Furniture

2.5.1 Landlord shall provide modular systems furniture for Tenant's use as shown on the conceptual floor plan. The modular systems furniture must be a national recognized manufacturer. The regular staff cubicles must be 6 x 8 cubicles with a wall height of 57.5 inches. The supervisor cubicles must be 10 x 10 with a wall height of at least 66 inches.

2.6 Finishes and Specialties: The following finishes and specialties are minimum standards; all finishes are subject to approval. New finishes must be chosen from manufacturers' open stock to allow proper matching.

2.6.1. **Ceilings**: Ceilings may be new or existing acoustical tile systems, or exposed ceilings may be acceptable in historic renovations, subject to RIDOA's approval, if utilities are organized and the visual appearance is pleasing. For new installation, Landlord must provide and install an acoustical tile ceiling system consisting of 2' x 2' x 5/8" or 2' x 4' x 5/8" lay-in panels in a lay-in suspension system. New ceiling tiles must contain post-consumer recycled material and must not contain formaldehyde or vinyl facing. Ceilings must be at least 8 feet and no more than 11 feet from the floor. All piping must be concealed in hung ceiling. If the existing system is to be reused, it must be level and meet standards of new construction. Landlord must remove all soiled or damaged ceiling tiles and replace to match finish, pattern, and color of surrounding tiles. Landlord must replace bent or otherwise damaged grid members.

2.6.2. **Floors**: Floor finishes for all rooms/areas are specified on the Finish Schedule in § B-3, and must comply with all applicable accessibility requirements with regard to floor materials, door threshold, carpeting height, and anchoring details. All floors must be level and smooth before laying down agency floor finishes.
NOTE: *Load limits on all floors must withstand current building code minimum loads for all functions with the exception of records/file rooms. For such records/file rooms, a load limit rating of at least 250 pounds per square foot (PSF) will be required.*

2.6.2.1. **Carpet Tile and Straight Base**: Except where otherwise indicated on the Finish Schedule in § B-3, Landlord must provide and install solution dyed stain-resistant carpet tile with minimum pile thickness of .101 inch, minimum pile density of 6,000 ounces per cubic yard, and minimum weight density of 100,000 ounces per cubic yard. Carpet tile must have a minimum ten-year guarantee,

anti-static warranty, and a Green Label or Green Label Plus certification from the Carpet and Rug Institute Indoor Air Quality Test Program. Where adhesive use is required, Landlord must use water-based or low resin adhesives that meet the Green Label or Green Label Plus certification and must adjust maintenance procedures to ensure durability of resins, as per manufacturer's recommendations. Landlord must provide and install 4" rubber or wood straight wall base.

2.6.2.2. **Resilient Tile Flooring and Cove Rubber Base**: In areas indicated on the Finish Schedule in § B-3, Landlord must provide and install 2.5 mm thick commercial-grade linoleum tile flooring. Landlord must install 4" cove rubber base along all walls.

2.6.3. **Wall Finish**

2.6.3.1. **Paint**: Landlord must provide and install one coat of appropriate primer/sealer and two coats of egg-shell or semi-gloss latex paint; up to three colors, selected by the User Agency. All painted and sealed surfaces must be lightly sanded between coats to give a clean smooth finish. All paints must be of low-or no-VOC content and meet current Green Seal or Greenguard standards for interior coatings.

2.6.4. **Specialties**

2.6.4.1. **Signage**: Landlord must provide and install a User Agency signage system that includes all room numbers and room names (e.g., conference, storage, etc.) with changeable inserts or applied dye-cut vinyl letters. Landlord must provide and install directories at main entrance(s) and each floor of multi-story buildings to allow visitors to easily find their way to the leased Premises. In buildings occupied solely by the State of Rhode Island, Landlord must provide and install exterior sign(s) indicating the State of Rhode Island, the User Agency name(s), street address, and town. Landlord must provide and install signs to meet all applicable accessibility requirements.

2.6.4.2. **Window Coverings**: Landlord must provide and install window coverings that allow transmission of visible light, such as polyester screencloth with UV resistance, and that have anti-fungi and anti-bacterial characteristics. The type and color are to be selected by the User Agency.

2.7. **Plumbing**

2.7.1. **Plumbing for Staff Support Room:** Landlord must provide and install an ADA-compliant double-basin stainless steel sink with 33" x 22" x 6" minimum overall dimensions in the counter of the Staff Support Rooms.

2.8. **Heating, Ventilation and Air Conditioning (HVAC)**: RIDOA encourages the installation of high efficiency heating and cooling equipment and installation of an energy management system.

2.8.1. **Certification**: Before the Premises are deemed available for occupancy, Landlord must furnish the following certifications:

- a registered engineer's certification that the Building HVAC systems as designed and constructed will satisfy the requirements of the Lease
- a registered engineer's certification that air distribution is properly balanced in accordance with the design intent as set forth in the RFP specifications and the relevant drawings, along with a copy of the supporting balancing report

Any deficiencies must be corrected by Landlord at Landlord's sole expense.

2.8.2. **Heating and Air Conditioning System**: The distribution systems must be designed to maintain the temperature throughout the Premises within 70° and 74° Fahrenheit in the wintertime and within 72° and 76° Fahrenheit in the summertime. HVAC sound levels are not to exceed a noise criterion (NC) number of 35. In the MDF and IDF rooms, the temperature must be maintained at no more than 68° Fahrenheit 24/7.

2.8.3. **Ventilation**: Office areas, restrooms, conference rooms, staff support areas and special equipment rooms must be ventilated in compliance with the more restrictive requirements of the latest versions of the Rhode Island State Building Code, the Building Officials & Code Administrators International, Inc. (BOCA) National Mechanical Code or the American Society of Heating,

Refrigeration, and Air Conditioning Engineers (ASHRAE) standards. Ventilation equipment must be installed and maintained in accordance with the manufacturer's recommendations.

Landlord must take precautions to prevent foreign matter from getting into equipment and ductwork during construction. All new ductwork must be cleaned of foreign matter and flushed out before the system is placed into service, and Landlord must clean all existing supply air, return air, and exhaust air ductwork systems identified to remain. Landlord must install temporary filters in all air handling units and at each return air grill when operating the system during construction. Landlord must replace these filters as needed during construction, and must install new filters in all equipment immediately prior to occupancy by Tenant.

2.8.4. **Zone Control and Thermostats**: Landlord must provide and install one thermostat or temperature control per zone. The zones must be delineated based on the types of space, the types of use, and the activities and hours of operation of the User Agency. Areas of disparate heat gain and heat loss (i.e. areas located alongside exterior windows or walls vs. areas that are not bound by exterior windows or walls, conference rooms, training rooms, equipment rooms, etc.) must be zoned separately.

Premises must be zoned separately from other Building areas and must be controlled by thermostats that are located solely within the Premises. All thermostats must be tamperproof.

2.8.5. **CO_2 Sensors and Air Exhaust Fans**: Landlord must provide and install a CO_2 sensor and an associated air exhaust fan in each room with an area of 300 square feet or more under the category of Meeting Area.

2.8.6. **Carbon Monoxide Detectors**: Landlord must install, maintain, and service carbon monoxide detectors throughout the Premises for all buildings that rely on the combustion of fossil fuel as a source of energy for the HVAC system, for hot water, or for any other purpose, or for buildings connected to parking garages or to areas used for the storage of vehicles or equipment that use fossil fuel. The detectors must be hard-wired units with battery back-up, meet UL standard 2034, and be installed in accordance with the manufacturer's recommendations. Landlord must install at least one detector per 3,000 square feet or portion thereof. The detectors must be installed in open areas with no barriers to airflow. Landlord must replace batteries in each detector as needed, but not less than once a year.

2.9. **Electrical**: Landlord must provide and install an electrical system that is complete, tested, and ready for operation for both power and lighting distribution. All conduit, wiring, electrical equipment, and fixtures must be installed and grounded in accordance with the latest rules and regulations of the National and Rhode Island Electrical and Building Codes, the requirements of the utility company, and the local electrical inspection department.

2.9.1. **Service**: Electrical service must be of sufficient capacity (277/480 volts or 120/208 volts) to provide adequate power for the Building electrical equipment and the power required to operate all equipment of the User Agency described in § B. Except for main distribution switchboard in multi-tenant buildings, power panels must not be shared with other tenants. Landlord must provide and install panel(s) for lighting branch circuits independent from panel(s) supplying receptacles and power-operated equipment in all tenant spaces above 6,000 square feet. All power and lighting panels must have bolt-on type circuit breakers, a door with lock and key, and must include a typewritten directory on the inside of the door. Landlord must allow 4 watts per square foot for receptacles and lighting, and provide and install one spare circuit for every five active circuits, based on the recommendations of the National Electrical Code.

2.9.2. **Wiring**: All wire must be copper. The size of feeders must be determined by connected loads and be of adequate size to comply with code-required voltage-drop limitations. Wiring must be installed in raceways such as EMT or in rigid steel conduit. Type NM (romex) may not be used where the ceiling is used as a plenum. MC (metal-clad) cable may be used above hung ceilings and in partitions. Where building conditions do not permit concealment of wiring, Landlord must use surface metal raceways, such as Plugmold or Wiremold. Landlord must make final connections to motors with seal-tite type conduit and fittings. Independent grounds for computer outlets must be insulated copper wire; metal raceways must not be used as a ground.

2.9.3 **Outlets**: Landlord must provide and install 20-amp, 120-volt floor or wall-mounted duplex outlets with independent ground as follows: two per workstation and one per 75 square feet of open office area; two in each enclosed office or room of 100 square feet or less; and in each enclosed office or room in excess of 100 square feet, one duplex outlet for every additional 120 square feet or fraction thereof. Plugmold may be installed at transaction counters, one duplex outlet per position. Power poles (one per 600

square feet) may be used to provide power to the outlets. Landlord must not connect more than eight standard duplex receptacles per circuit. Landlord must not connect more than the equivalent of one circuit for every two modular workstations, if applicable.

In all Staff Support Rooms described in § 2.9 Assemblies and Architectural Woodwork and indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install two wall-mounted, three-pronged, ground fault outlets above the counter, and the number of 20-amp, 120-volt outlets necessary to power the Landlord supplied refrigerator, microwave oven, H_2O point of use, and/or vending machines within the Staff Support Room.

2.9.4. **Lighting and Switches**

All fixtures must be compatible with the ceiling system and must be installed flush with the normal ceiling surface. Lighting fixtures must be spaced to maintain a uniform lighting level of 50-foot candles at desk-top height, above desks, in individual offices and modular workstations in the open areas. The lighting level in circulation areas, storage rooms, and conference rooms may be lower and follow the guidelines of the Illuminating Engineering Society of North America (IESNA).

For all new installations, all fixtures must be listed recessed 2' x 2' or 2' x 4' energy-efficient fixtures with Super T-8 or T-5 fluorescent lamps, energy-saving electronic ballasts, and acrylic or parabolic lenses.

For existing installations where light fixtures are being re-used or are being retrofitted for re-use, all fixtures must, at a minimum, be listed 2’ x 2’ or 2’ x 4’ energy-efficient fixtures with fluorescent lamps,energy-saving electronic ballasts, and 1" silver-finish paracube or parabolic lenses.

Light fixtures in conference rooms measuring 300 square feet or more must be dimmable.

Landlord must provide and install one single pole lighting switch per enclosed room and per 600 square feet of open floor area. Divisible spaces and areas with more than one access point must have three-way or four-way switching. All switches must be located adjacent to the entrance door(s) of each space. All lighting switches must be equipped with occupancy-sensor devices and must be linked to an energy-management system (EMS). The

overall operation of the system should meet the latest energy code. In all Entry Areas, Landlord must provide and install locked panels to prevent tampering.

2.9.5 **Data Cabling**

In the event that the data cabling is terminated in an Intermediate Distribution Facility (IDF) instead of one Main Distribution Facility (MDF) , one backbone will be required, consisting of twelve strand multimode fiber. The fiber will home run from the MDF to each of the IDF's as well as between the IDF's on each floor. All fiber must be in orange Innerduct. All fiber must be terminated on to rack mounted patch panels using SC type connectors. The landlord must provide all electrical and data feeds/connections ("whips") to workstations/offices. All data and telecommunication runs shall be to each workstation/office and be flush-mounted in the base of the panel. The landlord must provide qualified, licensed professionals to make such connections.

- Cables will originate from either the MDF or an IDF on the respective floor. All cabling will be CAT 6 four (4) twisted pair, 24 AWG PVC or plenum-rated (as required by code). Cabling will be home-run from each workstation/office location. Workstation/office will be terminated in flush mount RJ45 dual jacks. MDF/IDF will be terminated with EIA568B patch panels.

- Each office/workstation location is to be wired with 2 data and 1 voice drop, unless otherwise indicated by the tenant.

- Additional voice and/or data jacks are to be installed as needed for fax machines and printers at locations indicated by the tenant.

- All wiring must be CAT 6. Data wiring is to be blue cable and voice is to be white.

- All data and voice jacks must be Molex brand.

- All voice station cables are to be terminated in the phone/network room on 110 termination blocks.

- All data cables are to be terminated in CAT 6 patch panels.

- Data and voice cables are to be appropriately labeled, using D to indicate data and V to indicate voice.

- One equipment rack is to be provided and installed. Patch panels are to be mounted in the top of the rack. The State of Rhode Island will install needed router and switches below.

- The State of Rhode Island will install appropriate racks containing the telephone system equipment. The landlord will secure this rack(s) to the floor.

- All patch panels for MDF and IDF's must be mounted in nineteen inch free standing racks. Also to be included with each rack is one rack mounted power strip with surge suppression.

- One double duplex 120 volt, 20 amp isolated ground electrical circuit must be installed in each IDF.

- All racks must be installed and properly grounded.

- Wire management panels and rings must be installed to maintain a neat and orderly cable system.

- All cable to be pulled to specified locations must use a route that minimizes excess cable and permits future cable to follow the same path.

- Cable runs must not exceed three hundred feet and should be routed along common areas and hallways whenever possible.

- All cable runs must maintain the clearances listed below from all EMI/RFI sources.

Minimal EMI/RFI Rejection Distances

Up to 2KVA power lines	5"
2 to 5KVA & florescent lights	12"
>5KVA power lines and panels	36"
Motors and transformers	40"

- At no time shall the cable be permitted to rest on any suspended ceiling. A minimum of 6" clearance must be maintained above any ceiling.

- Cables must not be attached to electrical conduit, pipes of other types of communications or low voltage cables.

- Along the entire cable route the cable shall be attached to the building in such a way as to offer support and neat appearance. Between supports the cable is to be neatly tie-wrapped. The maximum distance between ties is not to exceed 5' and care is to be taken so as not to wrap the cables too tightly so as to compromise the integrity of the CAT 6 cables.

- At no time is the cable to be bent tightly around corners or bends. The minimum bend radius for the cable type being used must be maintained.

- All local and state wiring and fire codes must be adhered to.

- All cables must be clearly labeled at each end on jacket, RJ45 jacks and at patch panels in an agreed upon fashion.

- The contractor has the responsibility for installing all raceway and wall boxes.

- All necessary drilling is the responsibility of the contractor.

- Contractor and all technicians must be licensed with the State of Rhode Island Board of Telecommunications Systems Contractors, Technicians and Installers.

- All data drops are to be tested to insure 100% compliance with CAT 6 1000 MBPS standards on all conductors and pairs. Any conductors or pairs found to be faulty shall be repaired or replaced at the contractors expense. Test results of data circuits are to be provided to the state in both hard copy and disk form.

2.9.6 **Voice Telecommunication Wiring Specifications**

- All voice cabling will be a minimum of CAT 6 four (4) pair twisted, 24 AWG PVC or plenum-rated (as required by code). Cables will originate from either the MDF or an IDF on the respective floor and be home-run to each workstation/office location. Cables will be terminated on 110 type termination blocks on the IDF and MDF.

- Cables within work stations/offices shall terminate in RJ45 jacks. For workstations, terminations shall be in standard labeled dual RJ45 amp flush mounted plate. For offices, termination shall be in flush-mounted RJ45 jacks mounted in labeled outlet boxes.

- All voice wiring will be individually identified and labeled on both ends and shall be splice-free. All runs shall be within walls or from the ceiling below and provide floor mounted connections for workstations.

- In the event that the voice cabling is terminated in an IDF instead of the MDF due to distance limitation or that the MDF is on a different floor, you must provide riser cables on a one-to-one pair basis from the IDF (s) to the main MDF in the telephone equipment room. This cable must be CAT 6.

- Wire management panels and rings must be installed to maintain a neat and orderly cable system.

- All cable to be pulled to specified locations must use a route that minimizes excess cable and permits future cable to follow the same path.

- Cable runs must not exceed three hundred feet and should be routed along common areas and hallways whenever possible.

- All cable runs must maintain the clearances listed below from all EMI/RFI sources:

MINIMAL EMI/RFI REJECTION DISTANCES

Up to 2KVA power lines	05"
2 to SKVA & florescent lights	12"
>5KVA power lines and panels	36"
Motors and transformers	40"

- At no time shall the cable be permitted to rest on any suspended ceiling. A minimum of 6" clearance must be maintained above any ceiling.

- Cables must not be attached to electrical conduit, pipes of other types of communications or low voltage cables.

- Along the entire cable route the cable shall be attached to the building in such a way as to offer support and neat appearance. Between supports the cable is to be neatly tie-wrapped.

- At no time is the cable to be bent tightly around corners or bends. The minimum bend radius for the cable type being used must be maintained.

- All local and state wiring and fire codes must be adhered to.

- All cables must be clearly labeled at each end on jacket, RJ45 jacks and at patch panels in an agreed upon fashion.

- The contractor has the responsibility for installing all raceway and wall boxes.

- All necessary drilling is the responsibility of the contractor.

- Contractor and all technicians must be licensed with the State of Rhode Island Board of Telecommunications Systems Contractors, Technicians and Installers.

2.9.7 **Cable Testing**

Twisted pair cables should be tested for opens, shorts, crossed pairs, properly terminated connections, impedance, near & far end cross-talk, and cable lengths.

Category 6 testing: Each jack in each outlet shall be tested for Category 6, TSB 67 compliance, using an appropriate Level 2 testing instrument, to verify both the integrity of all conductors and correctness of the termination sequence. Testing shall be performed between modular jacks at the outlets and the modular jacks at the termination field(s).

All testing specified herein is to be documented. Date, time, technician, test set identifier and for Category 6 level 2 tests, the technician and the witness are to be logged. The test log file is one of the deliverables required for acceptance and job completion certification. The log file will be presented in a 3-ring binder submitted with the as-built drawings. Tests will include 1000 MHz sweep tests, continuity, polarity checks, Near End Cross Talk, and attenuation and Installed length for all cables will be

noted. The table shall indicate all defective pairs and test results of all pairs listed above. Cables not complying with the EIA/TIA 568B Category tests for 100 MBPS rating or passing TSB 67 test guidelines, shall be identified to the Project Manager for corrective action which may include replacement at no additional expense to the customer.

2.9.8 **Cable Documentation**

The successful bidder must establish cable records during the installation. These records will, at a minimum, correlate station location number, IDF, horizontal and/or riser distribution cable number, and cross-wire pairs. A clean, legible copy of these records must be submitted upon project completions. A diskette record using an Excel ® or mutually agreed upon format will also be submitted upon project completion.

The successful bidder must present three (3) complete sets of as-built drawings following project completion. These drawings will, at a minimum, show the location and type of all closets, distributing cable runs, and outlets.

As-built plans of all drawings are to be provided in both hard and soft copy formats. Format to be mutually agreed upon by Vendor and Customer.

Testing documentation should include all information necessary to replicate tests at a future date.

2.9.9 **Main Distribution Frame (MDF)**:

Landlord must provide and install dedicated power to the MDF, as well as any electrical adapters or receptacles required to operate the User Agency's voice, data, and security-system equipment in accordance with the most recent edition of the Electrical Code. The electrical panels serving the MDF must be located in the MDF.

In addition to general lighting, Landlord must install two emergency power failure lights, and six convenience outlets.

Landlord must equip the MDF with the following:

- hand-held fire extinguishers at locations and in the amount indicated by codes
- a protective cage on each sprinkler head

- a smoke-detection system linked to the Building fire alarm system
- a water-detection system linked to the security system monitoring service
- an ambient-temperature and humidity-monitoring system linked to the security system monitoring service
- a dedicated air-conditioning system designed to maintain the following environmental conditions 24/7 at full load heat dissipation: ambient temperature of not more than 70 degrees Fahrenheit and relative humidity of 30% to 50%. Landlord's design professionals must survey the User Agency's equipment to be housed in the MDF and must design an air-conditioning system sufficient for the equipment, plus a 30% load increase
- approximately 12'-0" x 8'-0" of off-set wall-mounted studded 3/4" fire-retardant treated plywood backboards
- a 12"-wide ceiling-mounted cable-tray system (assume 1.5 times the perimeter of the room) and a minimum of 4 linear feet of ladder racks for installation of the User Agency's equipment
- a comprehensive grounding system for all electric circuits, cabinets, devices, battery racks, and non-current-carrying metallic parts, in compliance with the most recent edition of the Electrical Code

The MDF must be kept free of dust, and no radio frequency interference (RFI) or electromagnetic interference (EMI) producing equipment may be located in the MDF.

The MDF must be centrally located within the User Agency's Premises. During the design phase, Landlord's design professionals must survey the User Agency's equipment to be housed in the MDF and must confirm that the proposed lay out of the User Agency's equipment, including a 30% growth factor, and the Landlord's air-conditioning equipment does not exceed the structural capacity of the floor in the MDF.

2.9.10. **Security System**

2.8.10.1. **Intrusion Alarm**: Landlord must provide and install an intrusion alarm system to serve the Premises. This system must, at a minimum, include motion detection, and contact alarms for all doors and operable windows, all of which must be connected to a security monitoring service staffed 24/7 to alert Landlord's property manager, and User

Agency. The system must be approved by the User Agency before Landlord installs the system.

2.10 **Assemblies and Architectural Woodwork:**
All work under this section must conform to RIAAB recommendations. Landlord must follow AWI custom grade standards for quality of construction and materials; scribe all work to fit; and provide all hardware (i.e., hinges, pull catches, standards and brackets) as required for a complete facility. The finish must consist of either one coat sealer/primer and two coats semi-gloss enamel, up to three colors selected by the User Agency, or two coats polyurethane, with or without stain. High-pressure, general purpose-type laminate, class 1 must be used throughout. Horizontal surfaces must be .028" thick, color to be selected by the User Agency. All boards having an exposed surface of plastic laminate must have a .050" thick plastic laminate backing type M or type S applied to the opposite side of the backing material. Landlord must provide and install backsplashes scribed to fit at all installations. All underlying stock for casework must be water-resistant, particle board.

2.10.1 **Counter and Cabinetry in Staff Support Rooms:** Landlord must provide and install a plastic laminate countertop 24" wide x 8' long with a 4" high continuous backsplash, and base and overhead cabinets with surface-mounted doors in all Staff Support Areas identified on the Space Allocation and Finish Schedule in § B-2.

The assemblies must meet all requirements for accessibility for the disabled, and Landlord must coordinate the design and installation of the counter and cabinetry with the installation of the sink and electrical outlets respectively described in § 2.6 Plumbing and in § 2.8 Electrical.

2.10.2. **Public and Employee Restrooms**: Landlord must provide and install separate restroom facilities for the general public and employees. All restrooms must meet all applicable accessibility requirements. In all restrooms, a ceramic tile floor and 41-01 tile wainscoting shall be provided. All ceramic tile flooring and base shall be thin-set with dry-set mortar and commercial grout. Ceramic tile walls and base shall be thin-set with a dry-set mortar and dry-set grout. Ceramic floor tile must be in slip resistant unit with 7.5% abrasive grain by weight. Toilet partitions shall be baked enamel with matching hardware and accessories. The total number of fixtures will be based the code requirements for the use

and occupancy of the space. Landlord must build-out each restroom with the following finish and accessories:

Womens Restroom

- Water closets with 4' high ceramic tile wet walls;
- Hand sinks with 4' high ceramic tile wet walls;
- Ceramic tile flooring;
- Mirrors above the sink;
- Restroom accessories including but not limited to grab bars, paper towel dispenser, waste basket, and soap dispenser;

Mens Restroom

- Water closets with 4" high ceramic tile
- Urinals
- Ceramic tile flooring
- Hand sinks with 4" high ceramic tile wet walls
- Mirrors above the sink
- Restroom accessories including but not limited to grab bars, paper towel dispenser, waste basket, and soap dispenser.

All restroom finishes must be approved by Tenant during the design phase.

TESTING AND INSPECTIONS

The offeror must submit the following:

1. Radon test results for all masonry buildings and building space located below ground level.
2. Lead, air and water tests.
3. Asbestos investigation report.
4. Statement there is no toxic waste buried or located on site.
5. Statement or report from a Rhode Island Registered Engineer as to the structural condition of the building.

All tests and reports shall be at the proposed landlord's expense. And it shall be at the landlord's cost to correct any deficiencies in order to maintain acceptable local, State and/or Federal Standards.