
**D. STANDARD FORMS OF REQUEST FOR PROPOSALS; ADVERTISING
AND NOTICE REQUIREMENTS**

Date Posted: _____

Approval: _____

PROJECT NUMBER:

PROPOSAL SUBMISSION DEADLINE: _____ at 2:00 P.M.

Late proposals will not be considered.

**COMMONWEALTH OF MASSACHUSETTS
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE
OFFICE OF LEASING AND STATE OFFICE PLANNING
REQUEST FOR PROPOSALS (RFP)**

A. GENERAL INFORMATION

1. SUMMARY

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease 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:** XXXXX

1.2. **Program Description:** XXXXX

This office receives approximately _____ visitors per day.

1.3. **Summary of Space Needs:**

Location: XXXXX

Amount of Space: Approximately _____ square feet of Usable Area (as defined in § A-4.5)

Type of Space: XXXXX

Type of Agreement: Commonwealth Office Lease (Attachment C-2)

Term: XXXXX

Desired Date of Occupancy: XXXXX

Public Parking: Estimated demand of [] spaces within [one-quarter mile] of the proposed Building, and [] spaces of Accessible Parking for cars with a disability placard available as close as possible to an accessible entrance to the proposed Building (as defined in § A-4.6 and § A-4.8).

Reserved Parking: [] spaces for the User Agency within [one-quarter mile] of the proposed Building, and [] spaces of Accessible Parking for cars with a disability placard

available as close as possible to an accessible entrance to the proposed Building (as defined in § A-4.7 and § A-4.8).

Drop-Off Parking: [] spaces. (as defined in § A-4.9)

Standard Form RFP

2. TABLE OF CONTENTS

A. GENERAL INFORMATION

1. SUMMARY
 - 1.1. User Agency
 - 1.2. Program Description
 - 1.3. Summary of Space Needs
2. TABLE OF CONTENTS
3. INTRODUCTION
4. DEFINITIONS
 - 4.1. Division of Capital Asset Management and Maintenance
 - 4.2. User Agency
 - 4.3. Eligible Proposers
 - 4.4. Qualifying Proposals
 - 4.5. Usable Area
 - 4.6. Public Parking
 - 4.7. Reserved Parking
 - 4.8. Accessible Parking
 - 4.9. Drop-Off Parking
 - 4.10. Capitalized Terms-of-Art
 - 4.11. Gateway Cities
5. PROCEDURES FOR EVALUATION, SELECTION AND LEASE EXECUTION
 - 5.1. Initial Review
 - 5.2. Site Visits
 - 5.3. Evaluation of Proposals
 - 5.4. Notification of Proposers
 - 5.5. Preparation of the Lease
 - 5.6. Review and Execution of the Lease by DCAMM Commissioner
 - 5.7. Design and Build-out of the Landlord's Improvements
 - 5.8. Occupancy
6. REQUIREMENTS
 - 6.1. General Requirements
 - 6.2. Location
 - 6.3. Building Conditions: Building Codes, Barrier-Free Access, and Hazardous Substance
 - 6.4. Building Conditions: Proposed Premises
 - 6.5. Landlord Capacity
7. QUALITATIVE CRITERIA
 - 7.1. Execution of the Commonwealth Office Lease
 - 7.2. Location
 - 7.3. Building Conditions: Exterior Envelope, Systems and Common Areas
 - 7.4. Building Conditions: Proposed Premises
 - 7.5. Landlord Capacity
8. COMMONWEALTH POLICY OBJECTIVES; COST
 - 8.1. Commonwealth Policy Objectives
 - 8.2. Cost

B. GENERAL SPECIFICATIONS

1. LANDLORD'S SERVICES
 - 1.1. Hours of Operation
 - 1.2. Utilities
 - 1.3. Maintenance of Premises, Appurtenant Areas, and Building
 - 1.4. Building Security and Access
 - 1.5. Janitorial Services
 - 1.6. Preparation for Occupancy by Tenant
 - 1.7. Initial Indoor Air Quality Testing
 - 1.8. Indoor Air Quality Testing During Lease Term
 - 1.9. Re-Balancing of HVAC System During Lease Term
 - 1.10. Professional Design Services
 - 1.11. As-Built Plans; Cable Documentation

2. LANDLORD'S IMPROVEMENTS
 - 2.1. General Conditions
 - 2.2. Walls
 - 2.3. Doors
 - 2.4. Hardware
 - 2.5. Finishes and Specialties
 - 2.6. Plumbing
 - 2.7. Heating, Ventilation and Air Conditioning (HVAC)
 - 2.8. Electrical
 - 2.9. Assemblies and Architectural Woodwork

Space Allocation and Finish Schedule
Technical Exhibits

C. ATTACHMENTS

1. LEASE PROPOSAL FORM AND INSTRUCTIONS
2. COMMONWEALTH OFFICE LEASE
3. COMMONWEALTH TENANT ESTOPPEL CERTIFICATE
4. COMMONWEALTH SUBORDINATION, NON-DISTURBANCE AND ATTORNNMENT AGREEMENT

3. INTRODUCTION

The Office of Leasing and State Office Planning of the Division of Capital Asset Management and Maintenance (DCAMM) invites proposals to lease space for use by the User Agency in accordance with the Commonwealth Office Lease (Attachment C-2) and General Specifications in § B.

As leasing representative for all Massachusetts state agencies, DCAMM has designed this RFP to provide for an open and competitive process for selecting lease space, as contemplated by chapter 7C of the Massachusetts General Laws (G. L. c. 7C), by informing all potential proposers of: the steps proposers must take in order to have their proposals considered, the procedure followed by DCAMM to evaluate proposals and select the proposal most advantageous to the Commonwealth's needs, the criteria for such evaluation and selection, and the Lease agreement to be executed between the selected proposer and the Commonwealth of Massachusetts acting by and through DCAMM on behalf of the User Agency, including the Landlord's Improvements and Landlord's Services.

Attachment C-1 of this RFP contains the Lease Proposal form to be used to submit a proposal. Please read the accompanying instructions before completing the form. Contact the DCAMM Project Manager for this project if you have questions about this RFP, its subject matter, or both.

4. DEFINITIONS

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

- 4.1. **DCAMM:** The state agency that issues the RFP, makes the final selection of the successful proposal, and, through the Commissioner of DCAMM, has authority to bind the Commonwealth by signing a Lease contract. Within DCAMM, the Office of Leasing and State Office Planning is responsible for handling all matters related to leasing.
- 4.2. **User Agency:** The state agency, as identified in § A-1.1, that will occupy the space being sought.
- 4.3. **Eligible Proposers:** The record owner(s) of the proposed property; the tenant(s) of the proposed property whose lease permits subleasing; a prospective purchaser or a prospective ground tenant of the proposed property whose lease will permit subleasing, provided that such prospective purchaser or prospective ground tenant must attach to the proposal a copy of a fully executed (i.e., by the proposer, the prospective seller or the prospective ground landlord, and any other identified party) purchase-and-sale agreement, letter of intent, or other evidence of the proposer's control of the property, and further provided that no Lease will be signed until such prospective purchaser or prospective ground tenant becomes either the record owner or the ground tenant of the proposed property whose lease permits subleasing; and a broker or an agent of any such party with the authority to bind such party to an agreement with the Commonwealth of Massachusetts regarding the subject matter of the proposal, provided that the record owner(s) or the tenant(s) of the proposed property must execute the Lease as Landlord. A proposal for different properties that is jointly submitted by or for different owners or tenants or prospective ground tenants of the proposed properties will not be eligible for consideration.
- 4.4. **Qualifying Proposals:** Proposals that meet the requirements identified in § A-6 of the 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 Lease, "Usable Area" means, with respect to the Premises or any space removed from or added to the Premises, the square footage determined by measuring the entire floor area of the 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 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 Tenant occupies a portion of a floor, an entire floor, or an entire Building.
- 4.6. **Public Parking:** Parking spaces readily available for use by the User Agency staff, clients, and visitors at their own cost. This may include on-street parking as well as spaces in public parking lots or garages.
- 4.7. **Reserved Parking:** Parking spaces rented by the Commonwealth and reserved for the User Agency for authorized vehicles. Reserved parking must accommodate overnight and weekend parking, and have unlimited entry and exit privileges.
- 4.8. **Accessible Parking for the Disabled:** Parking spaces complying with the regulations of the Massachusetts Architectural Access Board (MAAB) and the 2010 ADA Standards for Accessible Design including requirements for van spaces, signage, location, dimensions, striping and maximum slope.
- 4.9. **Drop-Off Parking:** Parking spaces adjacent to the Building or within 200 feet of the main Building entrance with in/out privileges. Drop-off parking will be used for up to two hours at one time for transporting clients.
- 4.10. **Capitalized Terms-of-Art:** Capitalized terms-of-art in this RFP have the respective meanings given to them in the Commonwealth Office Lease attached to this RFP unless otherwise defined in this RFP.
- 4.11. **Gateway Cities:** A Gateway City, as defined by s. 17 of c. 240 of the Acts of 2010, is "a municipality with a population greater than 35,000 and less than 250,000, a median household income below the commonwealth's average and a rate of educational attainment of a bachelor's degree or above that is below the commonwealth's average." The following is the current list of municipalities that are Gateway Cities: Attleboro, Barnstable, Brockton, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, New Bedford, Peabody, Pittsfield, Quincy, Revere, Salem, Springfield, Taunton, Westfield, and Worcester.

5. PROCEDURES FOR EVALUATION, SELECTION AND LEASE EXECUTION

The Commonwealth's objective is to obtain the space most advantageous to the Commonwealth's needs for the best value. In determining best value, preference will be given to proposals that support the Commonwealth's objective of promoting private investment in Gateway Cities for the construction or substantial rehabilitation of commercial and/or multi-family residential developments that are located within Gateway Cities and within the downtown area or proximate

to public transit. DCAMM 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. DCAMM 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 DCAMM, provided by proposers at DCAMM'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 DCAMM and other Commonwealth files, and from other available and verifiable information. DCAMM may consider the Commonwealth's experience with a proposer and with the proposed property.

DCAMM reserves the right to, if deemed to be in the best interest of the Commonwealth, (i) waive portions of the RFP for all proposers, (ii) excuse minor informalities in any proposal, (iii) discuss any provision of any proposal with the proposer of that proposal in order to clarify the proposal, (iv) request all proposers 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:** DCAMM will accept for consideration only those proposals that meet the submission requirements in § A-6.1.1, subject to DCAMM's right to waive portions of the RFP for all proposers. Any proposals not received by the Proposal Submission Deadline will be rejected and returned to the sender, and this requirement is not subject to waiver by DCAMM.

DCAMM will prepare a list of the names and addresses of proposers whose proposals are accepted for consideration and will mail this list to the User Agency and to each such proposer.

DCAMM and the User Agency will review each proposal accepted for consideration to determine whether it meets the requirements of this RFP. If DCAMM is unable to determine whether a proposal meets one or more of the requirements, DCAMM will attempt to clarify the proposal.

Proposals that do not meet one or more of these requirements will be rejected as non-qualifying, subject to DCAMM's right to waive portions of the RFP for all proposers. DCAMM 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:** DCAMM and the User Agency will conduct site visits promptly for each competitive proposal to verify the information in the proposal and to facilitate detailed evaluation of the proposal. The proposers or knowledgeable and authorized representatives of the proposers must be present at the site visits. DCAMM will contact proposers to confirm the date and time of the site visits. After completion of a site visit, DCAMM may determine that a proposal does not meet one or more of the requirements of this RFP, subject to DCAMM's right to waive portions of the RFP for all proposers.

5.3. **Evaluation of Proposals:** DCAMM will notify in writing each proposer whose proposal has been determined to be non-qualifying and the reason for such determination. All qualifying proposals will be evaluated based on the qualitative and other criteria of the RFP. DCAMM will prepare a cost analysis that estimates and compares the total costs of occupancy for all proposals evaluated. DCAMM will make a conditional selection of a

proposal, taking into account the analysis of proposals and the recommendation of the User Agency.

5.4. **Notification of Proposers:** Upon the conditional selection of a proposal, DCAMM will notify other proposers in writing that a conditional selection has been made. Such conditional selection does not represent a contract and does not commit the Commonwealth to enter into a Lease. In addition to the general condition for the reaching of an agreement, the selection of a proposal may be conditioned upon the prospective landlord satisfying specific conditions established by DCAMM and the User Agency. It is assumed that the parties will make a good-faith effort to negotiate a Lease acceptable to the User Agency, DCAMM, and the conditionally selected proposer, but if agreement is not reached, the Commonwealth reserves the right to terminate the conditional selection and either conditionally select another proposal or re-advertise, or to terminate the conditional selection without taking further action.

5.5. **Preparation of the Lease:** DCAMM, the User Agency, and the conditionally selected proposer will work together to finalize a Lease. The provisions of this Lease must be consistent with the RFP and the conditionally selected proposal, and must be substantially in the form of the Commonwealth Office Lease attached to this RFP.

DCAMM will prepare the Lease in conformance with the RFP, the conditionally selected proposal, and the successful conclusion of negotiation by DCAMM, the User Agency, and the conditionally selected proposer. DCAMM will confirm that each lease exhibit and attachment is complete and correct and that the Lease is complete and ready for signatures, and will send it to Landlord.

5.6. **Review and Execution of the Lease by DCAMM Commissioner:** Landlord will sign the Lease and submit it to the User Agency. The User Agency will sign the Lease and submit it to DCAMM for approval as-to-matters-of-form and execution by the Commissioner of DCAMM. Please note that Tenant under the Lease is the Commonwealth of Massachusetts acting by and through the Commissioner of DCAMM on behalf of the User Agency. **No lease is binding until the DCAMM Commissioner has executed it.**

5.7. **Design and Build-out of the Landlord's Improvements:** Following execution of the Lease, it is Landlord's responsibility to deliver the Premises to Tenant 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 that Landlord prepares after execution of the Lease. Please note that, in accordance with § 4 of the Commonwealth Office Lease, 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 will take occupancy of the Premises only after the Premises are deemed available for Tenant's occupancy in accordance with § 3.2 of the Lease. DCAMM will confirm the Date of Occupancy, which will be the commencement date of Tenant's obligation to pay Rent and the commencement date of the Term.

6. REQUIREMENTS

A proposal 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 DCAMM as follows:

- 6.1.1.1. The proposal must be submitted on the DCAMM Lease Proposal form included with this RFP.
- 6.1.1.2. Lease Proposals must be substantially completed. Proposals that contain material omissions will 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 sealed envelopes labeled as required by paragraph B of the instructions for submitting lease proposals.
- 6.1.1.4. Proposals must be received in the DCAMM Office of Leasing and State Office Planning, One Ashburton Place, 14th Floor – Room 1411, Boston, Massachusetts 02108, 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 DCAMM Office of Leasing and State Office Planning establishes the official date and time of receipt of each proposal.

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

6.1.3. **Type of Agreement and Term:** The proposal must represent that the proposed Landlord agrees to sign a Lease for the Term identified in § A-1.3 and substantially in the form of the Commonwealth Office Lease (Attachment C-2 of this RFP) without material modification, and the proposal must include requested modifications of standard provisions. DCAMM reserves the right to decline 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 DCAMM Project Manager for this project is the only authorized point of contact of the Commonwealth regarding this RFP and its subject matter. If a proposer or a proposer's representative engages in unauthorized contact, the proposal may be deemed non-qualifying. Unauthorized contact includes, by way of example and not limitation, contact by the proposer or the proposer'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 § A-1.3, Location.

6.2.2. **Parking:** There must be a sufficient number of Public Parking spaces to meet the estimated demand stated in § A-1.3. If Public Parking is insufficient to meet the estimated demand during the Hours of Operation, the proposer 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 described in § A-1.3. If such spaces are not proposed to be included in the Lease, the Commonwealth must be able to determine that such spaces can be leased separately.

The proposal must include the number of Drop-Off Parking Spaces described in § A-1.3. If such spaces are not proposed to be included in the Lease, the Commonwealth 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 proposed Building must comply with all applicable federal, state, and local code requirements, or DCAMM must be satisfied that it can and will be brought into substantial compliance by the desired Date of Occupancy. Such codes include, but are not limited to, the Massachusetts State Building Code, Massachusetts Architectural Access Board (MAAB) Regulations, and other applicable provisions of the Code of Massachusetts Regulations (CMR). If a proposal is accepted subject to Landlord meeting certain code requirements, the Commonwealth will not take occupancy of the space until all code deficiencies have been fully corrected.
- 6.3.2. **Barrier-Free Access:** The proposed Building and Premises must meet the requirements in § B-2.1 for Access for Persons with Disabilities.
- 6.3.3. **Hazardous Substance:** The proposer must warrant and represent that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building.

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 § A-4.5 for definition of Usable Area) stated in § A-1.3 of the RFP. DCAMM 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 DCAMM must be satisfied that the proposed space is, or will be made, functional for and compatible with the Program Description in § A-1.3.
- 6.4.2. **Landlord's Improvements:** The proposer must agree to substantially meet the General Specifications in § B, or must suggest, within the proposal, alternatives acceptable to DCAMM and the User Agency.
- 6.4.3. **Floor Loading:** The proposer must confirm that the Building will meet any special floor loading requirements identified in § B.

- 6.5. **Landlord Capacity:** The proposer must agree to substantially meet the Landlord's Services in the General Specifications in § B or must propose alternatives acceptable to DCAMM and the User Agency.

7. QUALITATIVE CRITERIA

The following criteria will be used to evaluate qualifying proposals.

- 7.1. **Execution of the Commonwealth Office Lease:** The proposed Landlord's willingness to enter into the Commonwealth Office Lease, as evidenced by the extent and nature of any modification to the standard provisions that is requested by the proposer.
- 7.2. **Location:** The suitability of the proposed location for the operations of the office or facility, including:
- 7.2.1. **Access:** Ease of access to the proposed Building by public transportation, shuttle, automobile, and on foot. DCAMM 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 proposed Building, and whether paths of travel from such stops to the main entrance of the proposed Building are well-lit, well-traveled, and accessible for the disabled.
 - 7.2.2. **Proximity:** Proximity of the proposed Building to clients, customers, and other offices and facilities with which staff and clients of the User Agency regularly interact, when identified in the RFP.
 - 7.2.3. **Parking:** Proximity, accessibility, and availability of parking identified in § A-1.3. DCAMM will consider the availability of parking spaces during the Hours of Operation and whether parking areas and the walkways between them and the proposed Building are well-lit and the walkways easily traversed.
 - 7.2.4. **Neighborhood Characteristics:** The characteristics of the surrounding neighborhood, including compatibility of adjacent uses with the Commonwealth's proposed use, 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 proposed Building with the Landlord's Improvements proposed. 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 Commonwealth'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, including such lighting in the proposed Premises, restrooms and along paths of egress.

- 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. DCAMM will consider the type, size, and condition of the common areas, capacity of the elevators, and adequacy to meet the needs of the User Agency.
- 7.3.4. **Vestibule:** If 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.
- 7.3.5. **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. Buildings 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.
- 7.3.6. **Compatibility of Use:** The compatibility of current and proposed activities and uses in the proposed Building or complex with the Commonwealth's proposed use. The evaluation of proposals will consider whether the existing and proposed uses are compatible with the mission of the User Agency and the security, safety, and health of employees and visitors.

Evaluation of proposals will also consider whether proposals provide feasible opportunities to co-locate with other state agencies in the proposed Building or complex of buildings to create related financial benefits to the Commonwealth.

- 7.4. **Building Conditions: Proposed Premises:** The suitability of the proposed Premises for the space needs of the office or facility, including specific consideration of:
 - 7.4.1. **Configuration:** The degree to which the configuration of the Premises meets the User Agency's programmatic needs described in the Space Allocation and Finish Schedule in § B-2, 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. **Main Entry Point(s):** The ease of access from the Building entrance(s) and common areas to the main point(s) of entry for the proposed space will be considered.

The evaluation of proposals will also consider whether the configuration of the proposed space will enable the User Agency to establish a central Reception Area.

- 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 on one or more floors for a large office. For a large office, a large floor plate that minimizes the number of floors is preferred.
- 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 proposed Landlord to prepare the proposed space for occupancy by the Commonwealth and to provide the Landlord's Services and the Landlord's Improvements specified in the RFP and in accordance with the provisions of the Lease. Consideration will be given to the extent to which the proposed build-out meets the needs of the User Agency described in the RFP. The qualifications and experience of the proposed Landlord, 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, DCAMM 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 proposed Landlord, the design team, and contractor to substantially complete the design and construction of all improvements to the property required for the Commonwealth's occupancy by the desired Date of Occupancy identified in § A-1 of the RFP.
- 7.5.2. **Capacity to Complete the Project:** The demonstrated capacity of the proposed Landlord to finance the required improvements, and the demonstrated capacity of the proposed Landlord, design team, and contractor to design and construct the proposed space to meet the Commonwealth's needs.

Evaluation will consider the experience of the proposed Landlord 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 proposed Landlord, either directly or through contract, to provide the Landlord's Services specified in the RFP in a professional and timely manner and in accordance with the provisions of the Lease.

8. COMMONWEALTH POLICY OBJECTIVES; COST

- 8.1. **Commonwealth Policy Objectives:** Whenever feasible, it is DCAMM’s policy to acquire leased space in a manner that supports:
- 8.1.1. **Historic Properties:** G. L. c. 7C, § 33 mandates that whenever space in buildings is to be acquired for the use of state agencies, first consideration must be given to structures that have been certified as historic landmarks as provided by G. L. c. 9, §§ 26 through 27C, listed in the National Register of Historic Places as provided by 16 USC § 470a (1974), or designated historic landmarks by local historic commissions “unless use of such buildings would not be feasible in terms of costs and requirements when compared with other available properties.”
 - 8.1.2. **Leading by Example – Clean Energy and Efficient Buildings:** Executive Order No. 484 (EO-484) calls for the establishment of a *Leading by Example Program* to oversee and coordinate efforts at state agencies to “reduce their environmental impact.” Examples of such efforts include, by way of example only and not limitation, promotion of energy conservation and clean-energy practices, waste reduction and recycling, environmentally preferable procurement, toxics-use reduction, water conservation, sustainable transportation, open-space and natural-resource protection, and improved compliance practices. EO-484 directs agencies to reduce overall energy consumption at owned and leased (at which the state pays directly for energy) buildings 20% by fiscal year 2012 and 35% by 2020.
 - 8.1.3. **South Coast Rail Economic Development and Land Use Corridor Plan (the Corridor Plan):** The Corridor Plan was released in 2009 and is available at <http://southcoastrail.com/CorridorPlan.html>. Executive Order No. 525 (EO-525) declares that the Corridor Plan, “through an unprecedented civic engagement process, identifies priority areas for additional growth and for land preservation, thereby creating a long-term vision for the sustainable development of this region.” EO-525 further declares that “the Corridor Plan’s smart growth framework calls for the clustering of jobs and homes around new stations, in downtowns and village centers, and for the permanent protection of the South Coast’s environmentally sensitive forests, wetlands, farms, and habitat areas.” EO-525 directs agencies of the Commonwealth to “review their policies, actions and investments to support and implement the recommendations of the Corridor Plan.” The South Coast region is comprised of the following cities and towns: Acushnet, Attleboro, Berkley, Bridgewater, Canton, Dartmouth, Dighton, Easton, Fairhaven, Fall River, Foxborough, Freetown, Lakeville, Mansfield, Marion, Mattapoisett, Middleborough, New Bedford, North Attleborough, Norton, Raynham, Rehoboth, Rochester, Seekonk, Sharon, Somerset, Stoughton, Swansea, Taunton, Wareham, and Westport. In those instances when DCAMM seeks to lease space in the South Coast region, proposers are invited to demonstrate, within their proposals, how their proposals are consistent with implementation of the recommendations of the Corridor Plan.
- 8.2. **Cost:** DCAMM will evaluate costs based on the present value of the total costs that will be incurred by the Commonwealth to use and occupy the proposed Premises under the provisions of the proposal throughout the Term. These costs include the Rent, any Additional Rent and other sums paid to Landlord, operating expenses paid directly by Tenant, 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 proposed Building’s location. 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.

Proposers are urged to read § 2 of the Lease Proposal (Attachment C-1 of the RFP) carefully. All cost information, including offers of free Rent, alternative reduced Rent schedules, etc., must be included in the proposal.

Standard Form RFP

NOTE: The General Specifications in this Standard Form RFP include items of Landlord's Services and Landlord's Improvements that are not applicable to all RFPs. The General Specifications for each RFP are developed based on the needs and program of the User Agency.

B. GENERAL SPECIFICATIONS

The Landlord's Services in § B-1 describe the services that the Landlord must provide to the Tenant under the Commonwealth Office Lease. The Landlord's Services, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

The Landlord's Improvements in § B-2 describe the improvements that Landlord must provide to Tenant under the Commonwealth Office Lease. The Landlord's Improvements, with any modifications agreed to by the Commonwealth based on the selected proposal, will be incorporated into the Lease. The proposer must clearly identify in the proposal each proposed modification so that DCAMM, in consultation with the User Agency, can take this into account in evaluating the proposal. A condition of conditionally selecting the proposal may include a requirement that the proposer withdraw a proposed modification.

DCAMM encourages proposers 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. DCAMM'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

- 1.1. **Hours of Operation:** Hours of Operation are from [] a.m. to [] 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 70° and 74° Fahrenheit in the wintertime and within 72° 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 70° 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 provide Material Safety Data Sheets for all products used on-site.

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, life-safety systems and 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.

If the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord must repaint all rooms listed under Meeting Areas and Entry Areas in the Space Allocation and Finish Schedule in § B-2 at the beginning of the fourth and the seventh year of the Lease Term in accordance with the specifications in § B-2, and Landlord must re-carpet all Entry Areas, Meeting Areas and circulation areas leading from the Entry Areas to the Meeting Areas at the beginning of the sixth year of the Lease Term in accordance with the Specifications in § B-2. Landlord must repaint all other painted surfaces within the Premises at the beginning of the fifth year of the Lease Term in accordance with the specifications in § B-2. Landlord is responsible for moving and returning furniture as necessary to accomplish painting and re-carpeting. The User Agency may waive this requirement in writing for certain rooms, or where protective wall covering is provided and installed.

- 1.4. **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, all the security systems and security systems components 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 alarm 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.

- 1.5. **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. Landlord must require such company to carry comprehensive liability insurance for not less than \$2,000,000 combined single limit, and Workers' Compensation insurance covering all persons employed by such company in the Building and appurtenant areas, issued by a carrier or carriers qualified to conduct business in Massachusetts, and naming the Commonwealth of Massachusetts as an additional insured. Landlord must provide Material Safety Data Sheets for all cleaning products used on-site to Tenant and User Agency. 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, and supply and replace all liners for all waste and sanitary napkin receptacles; replenish paper products in all Staff Support Rooms; sweep or dry-mop uncarpeted floors (including entrances, lobbies, and corridors); vacuum carpeting with HEPA-filter vacuum; clean drinking fountains and H₂O points of use.

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; 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 single-stream 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.

1.6. **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 § B-2.7 Ventilation.

1.7. **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.

| Material Measured | IAQ Standard/Guideline | Source |
|--------------------|--|--------|
| Carbon dioxide | 800 ppm | MA DPH |
| Carbon monoxide | Less than or equal to outdoor concentrations | MA DPH |
| Particulate in air | .035mg/m ³ | US EPA |
| VOCs | Less than or equal to outdoor concentrations | MA DPH |

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.

- 1.8. **Indoor Air Quality Testing During Lease Term:** Within 30 days after receipt of a written request from Tenant, once during lease years 1 – 5 and again once during lease years 6 – 10 if the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord must conduct, at Landlord's sole cost and expense, indoor air quality testing (IAQ Testing) of the Premises using a Certified Industrial Hygienist approved by Tenant. IAQ Testing must demonstrate results consistent with those identified above.

Landlord must deliver to Tenant and User Agency a written report (the IAQ Report) of the results of the IAQ Testing. If the 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.

- 1.9. **Re-Balancing of HVAC System During Lease Term:** If the Term of Lease is ten years or if the original Term of Lease is extended to ten years, Landlord, at Landlord's sole cost and expense, must rebalance the HVAC system at the beginning of lease year 6 and Landlord must provide Tenant with a registered engineer's certification that the air distribution is properly balanced in accordance with the design intent as set forth in the approved Working Drawings, along with a copy of the supporting balancing report not later than ninety days following the beginning of lease year 6. Any deficiencies must be corrected by Landlord at Landlord's sole cost and expense.

- 1.10. **Professional Design Services:** Promptly following selection of its proposal, the selected proposer must provide 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 to the User Agency.
- 1.11. **As-Built Plans; Cable Documentation:** Landlord must provide two disks in AutoCAD DWG format, one each to Tenant and User Agency, of the approved submission of Working Drawings updated to reflect the as-built conditions, and the Cable Documentation described in § B-2, both no later than 60 days after the Date of Occupancy.

2. LANDLORD'S IMPROVEMENTS

2.1. Introduction

- 2.1.1. **Code and Regulatory Requirements:** All Building improvements must comply with the Massachusetts State Building Code, regulations of the Massachusetts Architectural Access Board (MAAB), the Americans with Disabilities Act (ADA) including the 2010 ADA Standards for Accessible Design, and applicable CMR provisions. Where federal or local codes, or regulations, ordinances, or zoning laws apply, the more restrictive provision must be followed.
- 2.1.2. **Access for Persons with Disabilities:** The Building and the Premises must be free of barriers preventing access to and use of the Premises by persons with disabilities in accordance with applicable state and federal accessibility regulations.
- 2.1.3. **Project Schedule:** The project schedule in Lease Exhibit D identifies the work to be performed by Landlord and Tenant and highlights the critical-path items and dates for the completion of Landlord's Improvements (including the installation of all equipment) and the availability of the Premises for Tenant's Occupancy.
- 2.1.4. **Working Drawings:** 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, including the Space Allocation and Finish Schedule in § B-2.
- 2.1.5. **Submittals:** Landlord must submit three full sets of the Working Drawings to Tenant and one full set in AutoCAD DWG format, on a disk.

Landlord must submit to the User Agency for review and approval, all proposed color selection, cuts, samples, and color swatches necessary to show the manufacturer's product line for any new finishes. The submittals include by way of example and not limitation, the proposed products for all floors, walls, ceilings, lighting, and the proposed finishes and materials for all architectural-woodwork.

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).

- 2.1.6. **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.

2.1.7. **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 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.

2.1.8. **Systems Furniture**

2.1.8.1. **User Agency-Provided Systems Furniture (UA-Wkstn):** User Agency will supply and install the modular systems furniture indicated as User Agency Workstations (UA-Wkstn) on the Space Allocation and Finish Schedule in § B-2. The modular panels of the User Agency-Provided Systems Furniture vary in height from a low of 48" to a high of 85", and Landlord must coordinate ceiling heights, and the placement of HVAC and fire and life-safety systems accordingly.

2.2. **Walls:** Walls must be located as shown on approved Working Drawings. The location of all floor tracks must be verified by the project architect. The standard wall composition 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, DCAMM 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.

DCAMM 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 3⁵/₈" 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 3⁵/₈" 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.

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

- 2.2.3. **Low-Height Partition:** Landlord must provide and install low-height partitions as specified on the Space Allocation and Finish Schedule in § B-2. Landlord must assume an average height of 60" for all low partitions; the User Agency reserves the right to specify up to three different heights during final design. Suggested assembly consists of 3⁵/₈" 25-gauge metal studs and tracks securely fastened to the floor with ¹/₂" or ⁵/₈" GWB on each side. Landlord must brace with cross walls at a minimum of every 10' one side. Landlord must provide and install milled, stain grade overlapping wood cap over a continuous wood nailer for partitions visible from above. Modular low-height partitions may be submitted for consideration.

- 2.2.4. **Operable Partition:** As indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install a top-supported operable partition to span the width and height of the room. The partition must be manually operable, must latch and must meet a minimum STC rating of 41 as a complete wall assembly. The use of Modernfold Acousti-Seal 900 Series or Hufcor 600 Series product or approved equivalent is acceptable. Separate means of egress, separate lighting controls, and separate HVAC controls and CO₂ sensors must be provided in each section of the room divided by the operable partition(s).

- 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. Standard door and hardware upgrades, by type and location, are specified on the Space Allocation and Finish Schedule in § B-2. Where required by code, Landlord

must provide and install UL labeled fire-rated metal doors and frames. Door/frame finish must consist of both 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 $\frac{3}{4}$ " 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. At a minimum, each Tenant Entry Door must be equipped with a vision panel, and Tenant's main Entry Door must be equipped with a greater glass surface than a vision panel and with a tempered glass sidelight in metal or wood frame adjacent to the door; the actual size of the glass panel and sidelight must be confirmed during design.

2.3.2. **Standard Interior Door and Frame:** Landlord must provide and install 1 $\frac{3}{4}$ " 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 $\frac{5}{8}$ " 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 identified on the Space Allocation and Finish Schedule in § B-2.

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 identified on the Space Allocation and Finish Schedule in § B-2.

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

2.3.3.1. **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 1 $\frac{1}{2}$ pair non-rising pin butt hinges; latchset with lever handles; silencers; floor or wall-mounted door stops $\frac{5}{8}$ " 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 and at locations as noted on the Space Allocation and Finish Schedule in § B-2.

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. Up to two additional deadbolt units are to be provided and installed when indicated on the Space Allocation and Finish Schedule in § B-2. Landlord must install closers and panic bars as required by code.

2.4.4. **Remote Door Release:** Landlord must provide and install an electronic strikeplate powered and wired to the reception desk or other locations as indicated on the Space Allocation and Finish Schedule in § B-2. Coordinate electrical and security tie-ins where appropriate.

2.5. **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. Refer to the Space Allocation and Finish Schedule in § B-2 for location of all finishes.

2.5.1. **Ceilings:** Ceilings may be new or existing acoustical tile systems, or exposed ceilings may be acceptable in historic renovations, subject to DCAMM 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.

2.5.2. **Floors:** Floor finishes for all rooms/areas are specified on the Space Allocation and Finish Schedule in § B-2, 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.

- 2.5.2.1. **Carpet Tile and Straight Base:** Except where otherwise indicated on the Space Allocation and Finish Schedule in § B-2, 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.
- 2.5.2.2. **Resilient Tile Flooring and Cove Rubber Base:** In areas indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install 2.5 mm thick commercial-grade linoleum tile flooring. Landlord must install 4" cove rubber base along all walls.

2.5.3. Wall Finish

- 2.5.3.1. **Paint:** Landlord must provide and install one coat of appropriate primer/sealer and two coats of egg-shell or semi-gloss acrylic-latex enamel paint; up to four colors, selected by Tenant. 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.

In high traffic areas indicated on the Space Allocation and Finish Schedule in § B-2, Landlord must provide and install one coat of appropriate primer/sealer and two coats of high traffic eggshell acrylic enamel paint such as ScrubTough by Scuffmaster or equal, and a painted or stained wood chair rail above.

2.5.4. Specialties

- 2.5.4.1. **Signage:** Landlord must provide and install a comprehensive room signage system with Braille and raised room numbers with changeable laser printer inserts within the Premises, and a permanent signage system with Braille and raised lettering in all of the common areas of the Building. The two systems must comply with all current, applicable accessibility requirements. Landlord must provide and install directories at the main entrance(s) and on each floor occupied by Tenant to allow visitors to easily find their way to the leased Premises. In buildings occupied solely by the Commonwealth, Landlord

must provide and install at least one exterior sign stating the following: Commonwealth of Massachusetts, the User Agency name(s), the street address, and town.

2.5.4.2. **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.

2.6. **Plumbing**

2.6.1. **Plumbing for Reverse Osmosis System:** Landlord must provide and install a ¾" cold water feed with back-flow preventer and a floor drain in the H₂O Reverse Osmosis Equipment Room identified on the Space Allocation and Finish Schedule in § B-2. During construction of the improvements, Landlord must allow the User Agency's service provider access to the Premises to enable the installation of flexible lines to the H₂O points of use. For small installations, Landlord may plan for the installation of the filtration system under, or next to, the sink serving the Staff Support Room described below.

2.6.2. **Plumbing for Staff Support Room:** Landlord must provide and install an accessible stainless steel sink with protected waste lines, and 33" x 22" x 6" minimum overall dimensions in the counter of the Staff Support Room(s) described in § B-2.9 Assemblies and Architectural Woodwork and indicated on the Space Allocation and Finish Schedule in § B-2.

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

2.7.1. **Certification and Balancing:** 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.

2.7.2. **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 70° Fahrenheit 24/7.

- 2.7.3. **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 Massachusetts 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.

- 2.7.4. **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.

- 2.7.5. **CO₂ Sensors and Air Exhaust Fans:** Landlord must provide and install a CO₂ sensor and an associated air exhaust fan in each room with an area of 300 square feet or more under the category Meeting Area in the Space Allocation and Finish Schedule in § B-2.

- 2.7.6. **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.

2.8. **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 Massachusetts Electrical and Building Codes, the requirements of the utility company, and the local electrical inspection department.

2.8.1. **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.

2.8.2. **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. BX (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.

2.8.3. **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 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 100 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 § B-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 User Agency-supplied refrigerator, microwave oven, H₂O point of use, and/or vending machines within the Staff Support Room. All power outlets in the Staff Support Rooms must each be connected to a separate, dedicated circuit.

2.8.4. **Electrical Connections for User Agency-Provided Systems Furniture (Workstations) described in the Space Allocation and Finish Schedule (SAFS):** Landlord must bring power to and connect the User Agency-provided liquid-tight whips to the User Agency-provided modular furniture system. The modular furniture system has three common 20-amp circuits, and one dedicated 20-amp computer circuit. Landlord must plan one such power feed for every six workstations at a ratio of 2 workstations per circuit.

2.8.5. **Floor Core with Poke-Thru Device; Floor Core with Poke-Thru Device and Empty Conduit With Pull String:** Landlord must provide and install a floor core with a poke-thru device that accommodates one voice, one data and one electrical outlet in every conference room of 200 square feet or more.

In addition, in all rooms where a ceiling-mounted projector (by Tenant) and a floor core with poke-thru device (by Landlord) are noted in the Comments section of the Space Allocation and Finish Schedule in § B.2, Landlord must install a 1 ½" empty conduit with pull string from the floor core to the top of the wall closest to the location of the projector for installation of A/V cabling by Tenant's vendor. The poke-thru device must accommodate one voice, one data, one electrical, and one A/V outlet. In addition, Landlord must provide and install a universal projector-mounting bracket with appropriate wood-blocking and a 110 duplex receptacle in the ceiling tile.

2.8.6. **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 UL-listed recessed 2' x 2' or 2' x 4' energy-efficient fixtures with Super T-5 fluorescent lamps, energy-saving electronic ballasts, and direct/indirect acrylic 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 UL-listed 2' x 2' or 2' x 4' energy-efficient fixtures with T-8 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). In all Entry Areas, Landlord must provide and install locked panels to prevent tampering.

[For Traditional Voice & Data Cabling]

- 2.8.7. **Voice Cabling:** Landlord must provide and install a complete voice cabling system for the leased space that conforms to the Commonwealth's Information Technology Division (ITD) Cabling Standards and Guidelines, including all horizontal station cabling, communications outlets, modular connectors, permanent connectors and vertical distribution systems (or riser backbones) with copper riser cable for voice, and access conduits, one plenum-rated inner duct with pull string from the Building Demarc to the Tenant's MDF, and sleeved cores. A printable version of ITD's Cabling Standards and Guidelines may be downloaded from <<http://www.mass.gov/anf/docs/itd/policies-standards/cablingstandardsandguidelines.pdf>>. Landlord must provide and install adequate wall-mounted plywood backboard, and 110 punch-down blocks or rack-mounted modular RJ-45 patch panels.

Landlord must pre-cable each telephone jack/extension from the modular patch panel in the Main Distribution Frame (MDF) to the extension location, including all individual jack locations in the modular systems furniture. Pre-cabling must consist of one plenum-rated Category 6, 24 AWG, Unshielded Twisted Pair (UTP) cable connecting to dual faced modular RJ-11 or RJ-45 jacks, or as required by the voice-station equipment, at the extension. The exact jack type must conform to ITD's Cabling Standards and Guidelines.

Station cable to the Intermediate Distribution Frame(s) (IDF) must terminate into a 110-type punch-down block. Cables must be cut down in numerical order. Cables must include six feet of extra length, looped in the room to allow for future adjustment of blocks. All station cabling must conform to ITD's Cabling Standards and Guidelines, including a physical cable test with signed acceptance.

Landlord must provide and install telephone communications outlets as follows: two in each conference room, hearing room and any other room/office of 100 square feet or less; three in all rooms/offices greater than 100 square feet or more in rooms noted in the Space Allocation and

Finish Schedule in § B-2; one per workstation and one per 150 square feet of open office area. Locations to be confirmed by the User Agency during the design phase.

Landlord must provide, at Landlord's expense, a qualified communications installer certified in the installation of low voltage cabling authorized by the User Agency to cable for telephone.

Landlord must provide a secure storage area in the Building for telephone equipment at no cost to the User Agency one month before the initial scheduled date of occupancy of the proposed space. The User Agency must be permitted access to the proposed Premises before the date of occupancy without charge to install the voice/data system and other fixtures as required.

Landlord must allow the telephone service provider access into the Building before occupancy to enable the installation of trunk lines and interface equipment. The trunk lines must terminate within the space occupied by the User Agency, in the MDF.

- 2.8.8. **Data Cabling:** Landlord must provide and install a complete data cabling system for the leased space that conforms to the Commonwealth's Information Technology Division (ITD) Cabling Standards and Guidelines, including all horizontal station cabling, communications outlets, modular connectors, permanent connectors and vertical distribution systems (or riser backbones) with fiber riser cables for data, and access conduits and sleeved cores. A printable version of ITD's Cabling Standards and Guidelines may be downloaded from <http://www.mass.gov/anf/docs/itd/policies-standards/cablingstandardsandguidelines.pdf>. Landlord must provide and install adequate plywood backboard, and rack-mounted modular RJ-45 patch panels.

Landlord must pre-cable each data jack/extension from the rack-mounted modular RJ-45 patch panel in the MDF to the jack location, including all individual jack locations in the modular systems furniture. Pre-cabling must consist of two plenum-rated Category 6, 24 AWG, Unshielded Twisted Pair (UTP) cables connecting to dual faced modular RJ-45 jacks, or as required by the data equipment, at the extension. The exact jack type must conform to ITD's Cabling Standards and Guidelines. Installation must not exceed a 100-meter insertion loss.

Landlord must supply patch panels and equipment cabling as required by the User Agency during the design phase. All data cabling must conform to ITD's Cabling Standards and Guidelines, including a physical cable test with signed acceptance.

Landlord must provide and install data outlets as follows: two in each conference room, hearing room and any other room/office of 100 square feet or less; three in all rooms/offices greater than 100 square feet or more in rooms noted in the Space Allocation and Finish Schedule in § B-

2; and one per workstation and per 150 square feet of open space area. Locations to be confirmed by the User Agency during the design phase.

Landlord must provide, at Landlord's expense, a qualified data cabling installer certified in the installation of low voltage cabling authorized by the User Agency to cable for data.

Landlord must provide and install all telecommunications cabling neatly without using any electrical conduits, plumbing, heating or air-conditioning structures for support. Cabling must be routed so that it does not interfere with access to panels, switches, valves or other maintenance systems. All data cabling must be at least one foot away from power unless it is run in separate conduit or cable trays.

All twisted pair cable must be tested by the installer for opens, shorts, crossed pair, properly terminated connections and the ability to meet Category 6. All test results must be included in the Cable Documentation.

All cables must be marked clearly and legibly at both ends. All cables must be labeled with floor, room, and jack number for ease of identification.

Station locations must be marked on connection blocks at all IDF and MDF. The first pin for each station cable must be identified.

Cable Documentation: The cable installer must provide clean and legible "as-built" cable drawings and records as part of the system installation. These drawings must, at a minimum, show the location of the MDF and the location and type of all IDFs, all distributing cable runs, and all outlets. Cable record must, at a minimum, include station number, horizontal and riser distribution cable numbers and all other information necessary to correlate cable runs and terminating locations. Cable records must also include the cable lengths for all distribution and outside plant cable (by segment) and the locations of any splices. Cable test results must be included in the Cable Documentation.

[For Voice over IP]

- 2.8.9. **Telecommunication Cabling:** Landlord must provide and install a complete vertical and horizontal telecommunication cabling system for the leased space to accommodate the User Agency's data, voice over internet protocol system (VoIP), printer, TTY, facsimile, and other telecommunication equipment needs. The telecommunication cabling must include all horizontal station cabling, communications outlets, modular connectors, permanent connectors, vertical distribution systems (or riser backbones) with fiber riser cables, a 25-pair copper cable for back up, and access conduits, one plenum-rated inner duct with pull string from the Building Demarc to the Tenant's MDF, and sleeved cores. Landlord must supply patch panels and equipment cabling as

required by the User Agency during the design phase. All telecommunication cabling must be consistent with the Commonwealth's Information Technology Division (ITD) Cabling Standards and Guidelines. A printable version of ITD's Cabling Standards and Guidelines may be downloaded from <http://www.mass.gov/anf/docs/itd/policies-standards/cablingstandardsandguidelines.pdf>. Landlord must provide and install adequate plywood backboards, a ceiling-mounted cable tray system, and rack-mounted modular RJ-45 patch panels.

Landlord must pre-cable each jack/extension from the rack-mounted modular RJ-45 patch panel in the Main Distribution Frame (MDF) to each jack location including jack locations in the modular systems furniture. Pre-cabling must consist of two plenum-rated Category 6, 24 AWG, Unshielded Twisted Pair (UTP) cables connecting to dual faced modular RJ-45 jacks, or as required by the telecommunication equipment, at the extension. The exact jack type must conform to ITD's Cabling Standards and Guidelines. Installation must not exceed a 100-meter insertion loss.

Where applicable, station cable to the Intermediate Distribution Frame(s) (IDF) must terminate into a rack-mounted modular RJ-45 patch panel. Cables must be cut down in numerical order. Cables must include six feet of extra length, looped in the room to allow for future adjustments.

All cabling must conform to ITD's Cabling Standards and Guidelines, including a physical cable test with signed acceptance.

Landlord must provide and install telecommunication outlets as follows: two in each conference room, hearing room and any other room/office of 100 square feet or less; three in all rooms/offices greater than 100 square feet unless otherwise indicated in the Space Allocation and Finish Schedule in § B-2; and one per workstation and per 150 square feet of open space area. Locations to be confirmed by the User Agency during the design phase.

Landlord must provide, at Landlord's expense, a qualified telecommunication cabling installer certified in the installation of low voltage cabling authorized by the User Agency.

Landlord must provide and install all telecommunications cabling neatly without using any electrical conduits, plumbing, heating or air-conditioning structures for support. Cabling must be routed so that it does not interfere with access to panels, switches, valves or other maintenance systems. All cabling must be at least one foot away from power unless it is run in separate conduit or cable trays.

All twisted pair cable must be tested by the installer for opens, shorts, crossed pair, properly terminated connections and the ability to meet Category 6. All test results must be included in the Cable Documentation.

All cables must be marked clearly and legibly at both ends. All cables must be labeled with floor, room, and jack number for ease of identification.

Station locations must be marked on patch panels at all IDF and MDF. The first pin for each station cable must be identified.

Cable Documentation: The cable installer must provide clean and legible “as-built” cable drawings and records as part of the installation of the system. These drawings must, at a minimum, show the location of the MDF and the location and type of all IDFs, all distribution cable runs, and all outlets. Cable record must, at a minimum, include station number, horizontal and riser distribution cable numbers and all other information necessary to correlate cable runs and terminating locations. Cable records must also include the cable lengths for all distribution and outside plant cable (by segment) and the locations of any splices. Cable test results must be included in the Cable Documentation.

- 2.8.10. **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. For the purposes of this RFP, Landlord is to assume a need for [] duplex receptacles each on a dedicated 20-amp circuit and [] L6-30R NEMA receptacles each on a dedicated 30-amp circuit mounted to the side of the cable trays.

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)
- a minimum of [] 19" two-post server 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 during construction, and equipment that produces radio-frequency interference (RFI) or electromagnetic interference (EMI) must not be located in the MDF.

The MDF should 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.

- 2.8.11. **Intermediate Distribution Frame(s) (IDF):** In addition to the MDF Room, Landlord must build-out IDFs, as needed, to comply with the Commonwealth's Information Technology Division (ITD) Cabling Standards and Guidelines. For purposes of this RFP, Landlord must assume one IDF per floor proposed. Landlord must provide and install dedicated power to the IDFs, as well as any electrical adapters or receptacles required to operate the User Agency's voice and data equipment. For the purposes of this RFP, Landlord must assume a need for [] duplex receptacles each on a dedicated 20-amp circuit and [] L6-30R NEMA receptacles each on a dedicated 30-amp in each IDF. Landlord must install one emergency power failure light in each IDF.

Landlord must equip each IDF with the following:

- 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 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: ambient temperature of not more than 70 degrees Fahrenheit
- approximately 4'-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 half the perimeter of the room)

- a minimum of [] 19” two-post server 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 IDF must be kept free of dust during construction, and equipment that produces radio-frequency interference (RFI) or electromagnetic interference (EMI) must not be located in the in IDFs.

2.8.12. Security Systems

2.8.12.1. **Intrusion Alarm:** Landlord must provide and install an intrusion alarm system to serve the Premises. This system must, at a minimum, include motion detectors 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.

2.8.12.2. **Card Access Control System:** Landlord must provide and install a card access control system with proximity readers to serve the Premises. At a minimum, this system must include: a server and head-end terminal with the associated software, memory and capacity sufficient to store and retrieve a minimum of a 120-day history; card readers at every Building entrance to be used by Tenant’s staff, every door serving as entry point to Tenant’s premises, every stairwell door leading to or from the premises, at the MDF and IDF rooms, and at up to [] other locations to be confirmed by the User Agency during the design phase; emergency exit override switches, where required; and one proximity card per staff plus 10% extra. The system must be compatible with the Building card readers, if the Building is equipped with such a system. The system must have the ability for multi-level access programming and the ability to read 125 megahertz ID cards. All proximity card readers must be installed in accessible locations and at accessible heights.

2.9. **Assemblies and Architectural Woodwork:** All work under this section must comply with accessibility regulations for counter height, knee space and width. 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.

- 2.9.1. **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 and accessible hardware in all Staff Support Areas identified on the Space Allocation and Finish Schedule in § B-2.

The assemblies must meet all accessibility requirements, 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 § B-2.6 Plumbing and in § B-2.8 Electrical.

- 2.9.2. **Chair Rail:** Landlord must provide and install a 1" x 4" milled chair rail finished with either one coat sealer/two coats semi-gloss enamel paint, or two coats polyurethane, with or without stain, in all conference rooms, hearing rooms, interview rooms, and waiting areas identified on the Space Allocation and Finish Schedule in § B-2. See Technical Exhibit 4.

Space Allocation and Finish Schedule (SAFS)

[SECRETARIAT - optional]
[USER AGENCY]

[Search Area]

Project Number #####.##

SECTION B-2
SPACE ALLOCATION AND FINISH SCHEDULE

A TOTAL OF APPROXIMATELY ##,### USABLE SQUARE FEET

[Month] 2015

B-2. SPACE ALLOCATION AND FINISH SCHEDULE: [User Agency]

[Search Area]

DCAMM PROJECT NO: #####.#

| TYPE OF ROOM OR AREA | PERSONNEL SPACE | | | SUPPORT SPACE | | | TOTAL SF | PARTI-TIONS | FLOOR COVER | NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2) |
|---|-----------------|-----|------------|---------------|-----|--------------|--------------|-------------|-------------|---|
| | STAFF | SF | SUBTOTAL | UNITS | SF | SUBTOTAL | | | | |
| STAFF AREAS | | | | | | | | | | |
| Senior Manager | 1 | 150 | 150 | | | | 150 | Full | CPT | Lock |
| Manager | 1 | 100 | 100 | | | | 100 | Full | CPT | Lock |
| Senior Professional | 1 | 63 | 63 | | | | 63 | UA-Wkstn | CPT | |
| Professional | 1 | 42 | 42 | | | | 42 | UA-Wkstn | CPT | |
| Administrative Assistant | 1 | 42 | 42 | | | | 42 | UA-Wkstn | CPT | |
| Support Staff | 1 | 42 | 42 | | | | 42 | UA-Wkstn | CPT | |
| Visitor Work Area | 1 | 36 | 36 | | | | 36 | UA-Wkstn | CPT | |
| | | | 0 | | | | 0 | | | |
| | | | 0 | | | | 0 | | | |
| Subtotal Staff Areas | 7 | | 475 | | | | 475 | | | |
| SUPPORT AREAS | | | | | | | | | | |
| Records | | | | 1 | 323 | 323 | 323 | Full | RTF | |
| Copy/Mail | | | | 1 | 90 | 90 | 90 | Full | CPT | |
| Main Distribution Frame (MDF) | | | | 1 | 150 | 150 | 150 | Full | RTF | Lock |
| Intermediate Distribution Frame (IDF) | | | | 1 | 80 | 80 | 80 | Full | RTF | |
| Staff Support Room | | | | 1 | 150 | 150 | 150 | Full | RTF | |
| Storage/Supply | | | | 1 | 70 | 70 | 70 | Full | RTF | Lock |
| Library | | | | 1 | 190 | 190 | 190 | Full | CPT | |
| | | | | | | 0 | 0 | | | |
| | | | | | | 0 | 0 | | | |
| Subtotal Support Areas | | | | | | 1,053 | 1,053 | | | |
| EQUIPMENT IN OPEN AREAS | | | | | | | | | | |
| Bookcase | | | | 1 | 3 | 3 | 3 | Open | CPT | |
| Shelving | | | | 1 | 3 | 3 | 3 | Open | CPT | |
| File Cabinets (VF) | | | | 1 | 7.5 | 8 | 8 | Open | CPT | |
| File Cabinets (LF) | | | | 1 | 9 | 9 | 9 | Open | CPT | |
| Storage Cabinet | | | | 1 | 9 | 9 | 9 | Open | CPT | |
| Copy Station | | | | 1 | 25 | 25 | 25 | Open | CPT | |
| Fax/Printer Area | | | | 1 | 25 | 25 | 25 | Open | CPT | |
| Shredding Bins | | | | 1 | 3 | 3 | 3 | Open | CPT | |
| H ₂ O Point of Use | | | | 1 | 3 | 3 | 3 | Open | CPT | |
| | | | | | | 0 | 0 | | | |
| | | | | | | 0 | 0 | | | |
| Subtotal Equipment in Open Areas | | | | | | 88 | 88 | | | |
| MEETING AREAS | | | | | | | | | | |
| Interview Room | | | | 1 | 100 | 100 | 100 | Full | CPT | |
| Hearing Room | | | | 1 | 165 | 165 | 165 | Full | CPT | |
| Training Room | | | | | | 0 | 0 | Full | CPT | |
| Conference Room | | | | | | 0 | 0 | Full | CPT | |
| | | | | | | 0 | 0 | | | |
| Subtotal Meeting Areas | | | | | | 265 | 265 | | | |
| ENTRY AREAS | | | | | | | | | | |
| Waiting/Seating | | | | | | 0 | 0 | Open | CPT | |
| Receptionist/Transaction Counter | 1 | 42 | 42 | | | 0 | 0 | Open | CPT | |
| | | | 0 | | | 0 | 0 | | | |
| Subtotal Entry Areas | 1 | | 42 | | | 0 | 0 | | | |
| Subtotal | 8 | | 517 | | | 1,406 | 1,923 | SF | | Usable Square Feet |
| Circulation | | | | | | 40% | 769 | Full | | Office or room with full height partitions and door |
| TOTAL USABLE AREA | | | | | | | 2,692 | Low | | Open-area with low-height partitions |

List of Abbreviations

- UA-Wkstn Open area with user agency-installed systems furniture
- LL-Wkstn Open area with landlord-installed systems furniture
- Open Open area with no partitions
- CPT Carpet
- RTF Resilient Tile Flooring
- SDT Static Dissipative Tile
- CER Non-Skid Ceramic Tile Flooring
- VCT Vinyl Composite Tile
- LVT Luxury Vinyl Tile
- V/D/P Combination Voice, Data, Power Outlet
- AV Audio-Visual
- Conc Concrete

INSTRUCTIONS FOR PREPARATION, LABELING AND SUBMISSION OF LEASE PROPOSALS

A. Preparation of Proposals

Proposals must be submitted on the Division of Capital Asset Management and Maintenance (DCAMM) 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 the RFP. Please submit three copies of the Lease Proposal, each signed by the proposer.

Please note, a Microsoft Word format of the Lease Proposal is available for downloading at <http://www.commbuys.com>. Click on **Contract & Bid Search**. Click the circular button to the left of **Bids**. Ignore Bid #, find **Bid Description** and enter the RFP or IFP Project Number in the white text box to the right. Click the **Find It** button. Under **Results**, click the link listed under the first column (Bid #). The **Bid Solicitation** details will be shown. Find the **File Attachments** row and click on the "Lease Proposal and Instructions" document to save or open it. It can be filled out electronically and printed for submission consistent with the instructions below for labeling and submission of proposals. When filling out the Lease Proposal 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."

B. Sealing and Labeling of Proposals

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 proposer must be on the envelope. If you plan to use a courier service or agent, enclose the proposal in a separately-labeled sealed envelope to prevent it from being opened before the deadline.

C. Submission of Proposals

Proposals must be received at the following address on or before the proposal submission deadline specified on Page A-1 of this RFP:

Division of Capital Asset Management and Maintenance
Office of Leasing and State Office Planning
One Ashburton Place
14th Floor – Room 1411
Boston, Massachusetts 02108

The time clock located in the reception area of the DCAMM Office of Leasing and State Office Planning is used to establish the official time for receipt of proposals. If proposals are mailed, be sure to allow sufficient time for delivery to DCAMM and distribution to the Leasing Office. Proposals may not be submitted via e-mail or fax.

Proposals received by DCAMM after the submission deadline will be returned unopened to the sender. A firm proposal submission deadline is necessary to insure fairness to all proposers.

D. Submission of Multiple Proposals

Proposers may submit separate proposals for premises in different buildings or for different premises within the same building. Proposers may also submit alternative proposals for the same premises.

E. Withdrawal of Proposals

Proposers may withdraw their proposals only by written notice to DCAMM at the above address.

**THIS OFFICIAL FORM MAY NOT BE ALTERED. ANY CHANGES OR ALTERATIONS
MADE TO THIS FORM MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

LEASE PROPOSAL

User Agency:

Project No.:

To: Director, Office of Leasing and State Office Planning
Division of Capital Asset Management and Maintenance
One Ashburton Place, 14th Floor – Room 1411
Boston, Massachusetts 02108

The undersigned has read the Request for Proposals (RFP), including the Commonwealth of Massachusetts Office Lease (the Lease) in § C. Attachments, and the specifications in § B. General Specifications. The undersigned acknowledges that the proposed property must comply with all RFP specifications before occupancy by the User Agency unless unambiguously stated otherwise in this Proposal, the undersigned is an eligible proposer as defined in the RFP and there are no known obstacles to prevent the owner from executing a lease or that could invalidate such lease. The undersigned confirms that the owner of the proposed property will 1) enter into a lease substantially in the form of the Lease, 2) provide a statement under oath listing the names and addresses of all persons having a direct or indirect beneficial interest in the property, as required by G. L. chapter 7C, § 38, 3) provide a certification that all state taxes and employment-security contributions have been paid by the owner in accordance with G. L. chapter 62C, § 49A and chapter 151A, § 19A (b), and 4) execute under oath a Certificate of Compliance with Executive Order No. 481. The official forms for items 2), 3), and 4) immediately follow the Lease that is referenced in item 1). The undersigned acknowledges that DCAMM may reject all proposals, or waive portions of the RFP for all proposals if DCAMM deems such rejection, waiver, or both to be in the Commonwealth's best interests. The undersigned proposes to lease property to the Commonwealth of Massachusetts as follows:

1. Proposal Summary

1.1. Location and Search Area:

Address of Proposed Building:

Floor No.:

City: State: Zip Code:

Confirm that the proposed Building is located within the search area defined in the RFP. Yes No

1.2. Usable Area

Proposed Usable Area: _____ USF (see RFP § 4.5 for definition of "Usable Area")

Existing Use:

1.3. Commonwealth Lease and Term

Proposed Term of Lease _____ Years (see RFP § 1.3)

Confirm that the proposed landlord has reviewed the Lease and agrees to enter into a lease substantially in the form of the Lease attached to the RFP without material modification. Yes No

Please attach a separate sheet identifying all proposed revisions.

1.4. Proposer

Name of Proposer:

Contact:

Company Name:

Proposer's Address:

City: State: Zip Code: Tel: Fax:

E-mail:

Proposer is submitting this proposal as (see RFP § 4.3 for definition of "Eligible Proposer"):

Record Owner Broker or Agent Prospective Purchaser Tenant whose lease permits subleasing

Proposer represents and warrants that 1) the information and statements in this Proposal are complete and accurate to the best of the Proposer's ability to make them so, and 2) the Proposer has not communicated with any representative of the Commonwealth of Massachusetts regarding preparation of this Proposal other than the DCAMM Project Manager.

Proposer's Signature: _____ **Date:** _____

1.5. Property Owner

Name:

Name of Principal(s):

Address:

Tel:

City: State: Zip Code:

E-mail:

2. Cost

Complete the Table below by filling in the components of the proposed Total Annual Rent for each year of the lease term and identify the estimated amount for Landlord’s Improvements that is included in the proposed Total Annual Rent. Please complete the Table using total dollars/year; DCAMM will confirm the usable area of the proposed Premises to arrive at a rate/usf.

The far-left column identifies components of the Annual Rent. If one or more component is excluded from the proposed Total Annual Rent, write “Excluded” in the appropriate boxes in that row. If one or more component is included within another component, write “Included” in the appropriate boxes in that row. Confirm that amounts are entered in the appropriate box so that the Total Annual Rent equals the sum of the amounts entered.

Under “Comments,” please provide information about excluded costs and any other costs that require explanation.

DCAMM encourages submission of gross flat-rent proposals that include the cost of all Landlord’s Improvements and Landlord’s Services.

Include *all* cost information for the proposal on this page.

| Annual Rent (\$/yr) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--|--------|--------|--------|--------|--------|
| Base Amount for Rent: | | | | | |
| Amount for Janitorial Services: | | | | | |
| Amount for Lights and Plugs: | | | | | |
| Amount for Reserved Parking: | | | | | |
| Amount for Other: | | | | | |
| Amount for Other: | | | | | |
| Amount for Other: | | | | | |
| Total Annual Rent: | | | | | |
| Estimated amount for Landlord’s Improvements (see section B of RFP) included in the Total Annual Rent: \$ _____ | | | | | |

Comments:

Instructions: Complete the remaining sections. Attach additional pages, if necessary to provide complete responses. Attach all documents requested, including any information that may assist the Commonwealth in evaluating your proposal.

3. Location

3.1. Parking

See RFP § 1.3 for the number of spaces needed, and § 4.6, § 4.7, and § 4.8 for definitions of parking.

Reserved Parking: Identify below the number and location of reserved parking spaces included in this proposal:

| Address/Location | # Standard | # Accessible | Total # |
|------------------|------------|--------------|---------|
|------------------|------------|--------------|---------|

Public Parking: Identify the number of public parking spaces within one-quarter mile of the proposed Building: _____, and the number of accessible space(s) for the disabled public: _____.

Drop-Off Parking: Identify the number and location of drop-off spaces included in this proposal:

| Address/Location | # Standard | # Accessible | Total # |
|------------------|------------|--------------|---------|
|------------------|------------|--------------|---------|

3.2. Access

List closest highway exits and major arterial roads and estimate their distance from the proposed Building:

List public transportation serving the Building, identify nearby stops and stations and estimate their distance from the proposed Building:

Identify any existing or proposed shuttle serving the Building, noting its route, hours of service, and schedule:

Is the cost of this service included in the proposed rent?

3.3. Proximity

If the RFP § 7.2.2 identifies any site which the User Agency needs to be near, estimate the distance and travel time between the proposed Building and the identified site:

3.4. Neighborhood Characteristics

Identify all uses in the immediate vicinity of the proposed Building (within approximately 1/10 mile).

- | | | | |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Office | <input type="checkbox"/> Retail | <input type="checkbox"/> Residential | <input type="checkbox"/> Restaurant/Food |
| <input type="checkbox"/> R&D | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Other (specify): _____ | | |

List amenities (banks, restaurants, shops, etc.) within a ten-minute walk of the Building:

Describe neighborhood characteristics relating to safety and security:

3.5. Flood Plain

Is the property located in a flood plain?

Yes No

If you answered Yes above, please identify all conditions and limitations relating to the property and the proposed Premises, and attach the current FEMA flood plain map.

4. Building Conditions: Exterior Envelope, Systems and Common Areas

4.1. Barrier-free Access

Confirm that the Building will comply with the requirements for access for individuals with disabilities. Yes No

Check **E** for those that are accessible now, and **P** for those that are not but will be made accessible prior to occupancy.

| | | | | | | | | | | |
|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|-----------------------|
| E | P | | E | P | E | P | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Entrance(s) | <input type="checkbox"/> | <input type="checkbox"/> | Common Area Restrooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Common Area Hallways | <input type="checkbox"/> | <input type="checkbox"/> | Elevators |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed Premises | | | | | | | | |

4.2. Hazardous Substance (see § 5.6 of the Lease)

Landlord has no knowledge of, and has not received any notice of, the current or past existence of any material, currently considered to be a Hazardous Substance, that is existing, deposited, or discharged on or from, or across, or migrating toward or across the Premises, the Building, or the land upon which the Building is located. Yes No

If you answered No above, please identify all conditions about which there is knowledge or notice. DCAMM may request a copy of all reports on such conditions.

Warrant and represent that each Hazardous Substance, whether presently known or subsequently discovered, has been or will be remediated in accordance with the provisions of § 5.6 of the Lease and all applicable laws and regulations before the Commonwealth takes occupancy of the proposed Premises and the Building.

Yes No

4.3. Building Statistics

Building gross sf: _____ Building rentable sf: _____ Building usable sf: _____

Year of initial construction: _____ Original use: _____

No. floors: _____ above grade and _____ below grade Floor load: _____ lb/sf

No. elevators: _____ Passenger: _____ Freight: _____

Year and scope of latest renovations; if applicable, year and scope of renovations to convert the Building to its current use:

Building use: Identify all existing uses in the Building and the amount of space for each use:

| | | | |
|-----------------|---------------------------------|------------------------|--------------------------|
| _____ sf Office | _____ sf Retail | _____ sf Residential | _____ sf Restaurant/Food |
| _____ sf R&D | _____ sf Warehouse | _____ sf Manufacturing | _____ sf Industrial |
| _____ sf Vacant | _____ sf Other (specify): _____ | | |

List the company name and type of use for each current Building tenant.

Describe all planned changes in Building use.

4.4. Building Envelope

Type of Construction: Brick Concrete Steel Wood Other (specify): _____

Type of Exterior Walls: Brick Concrete Steel Wood Other (specify): _____

Type and Age of Windows: Type: _____ Date Installed: _____ Operable: _____

Type of Roof: _____ Year of Installation: _____

Describe any proposed improvements to Building envelope:

4.5. Building Systems

Life Safety Systems:

Check **E** for those that exist and meet current code requirements, and **P** for those that do not exist but that will be provided as required by current codes prior to occupancy.

| | | | | | | | | | | |
|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|------------------------------------|
| E | P | | E | P | E | P | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency Egress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoke Detectors | <input type="checkbox"/> | <input type="checkbox"/> | Audio and Visual Fire Alarm System |
| <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit Signs | <input type="checkbox"/> | <input type="checkbox"/> | Fire Doors/Walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit Route Diagrams | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency Lighting | <input type="checkbox"/> | <input type="checkbox"/> | Fire Extinguishers |

Describe any proposed improvements:

Electrical System:

Type of service:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the electrical distribution for the proposed Premises separately metered? Yes No

Is there an existing energy management system for lighting? Yes No

Heating System:

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the system serving the proposed Premises separately metered? Yes No

Air-Conditioning and Ventilation System:

Type of system, fuel source, date of installation:

Date and scope of latest improvements:

Available capacity for the proposed space:

Is the supply air distribution system ducted? Yes No

Is the return air system ducted? Yes No

Is the system serving the proposed Premises separately metered? Yes No

Is there an existing energy management system for HVAC? Yes No

Describe any proposed improvements to Building systems, including any plans to install high efficiency heating and cooling equipment and energy management systems for HVAC and lighting:

4.6. Building Common Areas

Identify the existing condition of the following common areas and describe all proposed improvements:

Lobby/Entrance:

Stairwells:

Elevators:

Hallways:

Restrooms:

5. Sustainability

Does the proposal support the User Agency's efforts to reduce its environmental impact as described in Executive Order 484? (Refer to RFP § 8) Yes No

If you answered Yes, please identify any environmental impact practice using the list below.

| | CURRENT | | PLANNED | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| Energy Star Building: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Energy conservation and efficiency: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Clean energy practices: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Energy procurement: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| LEED Certified Building: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Water conservation: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Waste reduction and recycling: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Environmentally preferable procurement: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Toxics-use reduction: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Sustainable transportation: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Other: | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |

Please provide a detailed explanation of each current and planned environmental impact practice identified above:

6. Building Conditions: Proposed Premises

6.1. Characteristics of the Proposed Premises

Floor Number(s): _____ Contiguous block of space: Yes No
Column Spacing: _____ feet o.c. by _____ feet o.c.
Ceiling Height: _____ feet from the finished floor to underside of slab above
_____ feet from finished floor to finished ceiling
Window Area: _____ percent of total exterior wall area
No. of Means of Egress: _____
Identify and describe the existing conditions: _____
Date and scope of latest improvements: _____

7. Landlord Information and Landlord Capacity

7.1. Landlord Information

Does Landlord entity have any employees? Yes No

7.2. Landlord's Improvements

Does the Proposal include all work necessary to comply precisely with the Landlord's Improvements in Section B of the RFP? Yes No

If you answered No above, please identify and describe all proposed exceptions.

Does the Proposal include reconfiguration of the proposed Premises to meet the Space Allocation in Section B of the RFP? Yes No

If you answered No above, please describe all proposed modifications to the proposed Premises.

Attach additional pages as necessary to provide complete responses to the questions above.

7.3. Landlord's Services

Does the Proposal comply precisely with the Landlord's Services in Section B of the RFP? Yes No
If you answered No above, please identify and describe all proposed modifications.

Does the Proposal include any additional Landlord's Services in support of Executive Order 484 (Refer to § 8.1.2 of the RFP)? Yes No

If you answered Yes above, please identify and describe these services.

Attach additional pages as necessary to provide complete responses to the questions above.

7.4. Availability of Space

Is the proposed space vacant? Yes No

Projected date when the space will be vacant and construction of Landlord's Improvements can commence:
List existing tenants who currently occupy or have the option to use the proposed space, and term of any rental agreement:

If the space proposed is currently occupied by the User Agency, incorporate into the project timeline (see item 10 below) the plan for completing Landlord's Improvements with minimal disruption to the User Agency's operations. Identify swing-space, if necessary, for accomplishing this plan.

7.5. Design and Construction

Identify the estimated time 1) to prepare the Schematic Space Plan, 2) to prepare Working Drawings for Tenant's review and approval, and 3) to complete Landlord's Improvements and any required base Building improvements.

Please attach a project timeline (see item 10 below).

Names of firms and persons or entities (e.g., architect and engineer) expected to prepare Working Drawings:

Name of company (e.g., general contractor) expected to complete Landlord's Improvements:

7.6. Financing

List below the financing source(s) you have identified in connection with this lease and attach 1) documentation stating that the provision of adequate financing will not be conditioned on any material modifications to the lease, or 2) documentation identifying the necessary modifications to the lease.

7.7. Property Management

Name of company and person expected to provide property management services. State for how long this person or entity has managed the Building.

8. References (DCAMM reserves the right to contact other parties who may be familiar with the Building and/or the landlord.)

8.1. Current Tenants of Building Owner

List company, address, name of contact person, and telephone number of at least three current tenants of the Building owner, preferably at least one of whom is a current tenant of the proposed Building.

| <u>Company</u> | <u>Address</u> | <u>Name</u> | <u>Tel. No.</u> |
|----------------|----------------|-------------|-----------------|
|----------------|----------------|-------------|-----------------|

8.2. Rental Agreements with the Commonwealth of Massachusetts

List all rental agreements between the owner and the Commonwealth of Massachusetts which were in effect within the last five years.

| <u>Agency</u> | <u>Address</u> | <u>Tel. No.</u> |
|---------------|----------------|-----------------|
|---------------|----------------|-----------------|

9. Historic Properties; South Coast Rail Economic Development and Land Use Corridor Plan

Refer to RFP § 8 when responding to the questions below.

Is the proposed space in a Building listed on the National Register of Historic Places as provided by 16 USC § 470a (1974)? Yes No

Is the proposed space in a Building certified as an historic landmark as provided by G. L. c. 9, § § 26 through 27C? Yes No

Is the proposed space in a Building designated as an historic landmark by the local historic commission? Yes No

If you answered Yes to one or more of these questions, please attach evidence of historic building status.

Is the Building within the area of South Coast Rail Economic Development and Land Use Corridor Plan? Yes No

If you answered Yes, please explain how the proposal is consistent with implementation of the recommendations of the Corridor Plan.

10. Requested Documents

Please enclose the documents listed below with lease proposal.

10.1. Verified floor plans to scale (1/8" = 1'0" or greater) on CAD for each floor included in the proposed lease Premises. These drawings should identify the following:

- a) The proposed lease Premises;
- b) All structural elements and limitations;
- c) All entrances and exits;
- d) All existing non-structural partitions, including demising walls;
- e) All existing windows, with head and sill heights;
- f) All existing restrooms, and mechanical, electrical, and telephone rooms;
- g) All existing heating, ventilation, and air-conditioning equipment;
- h) Calculation of usable area.

10.2. Project timeline, including all milestones from proposal selection to the date the Premises will be available for occupancy. (Refer to § 3.2 of the lease.)

10.3. Map indicating the location of: 1) the proposed Building, 2) parking facilities in the vicinity, 3) public transit stops serving the Building, and 4) major roadways.

10.4. If the proposer is, or represents, a prospective Building purchaser, a copy of the executed purchase and sale agreement or other evidence of control of the property.

10.5. Evidence that Building is listed on the National Register of Historic Places and/or is certified as a Historic Landmark (if applicable).

10.6. Evidence that the Building is certified as an Energy Star or LEED building.

10.7. Photograph of the exterior of the Building.

STATUTORY ADVERTISING AND NOTICE REQUIREMENTS FOR THE ACQUISITION OF LEASED SPACE

M.G.L. c. 7s. 40H sets forth the advertising requirements which the Commonwealth must satisfy when soliciting proposals to lease space from third parties. These requirements must be satisfied in order for a lease to be valid. These requirements are restated below.

1. Notice in the Central Register

At least thirty days before the submission deadline for the receipt and opening of proposals, the User Agency must advertise in the Central Register published by the Secretary of State, stating the need for leased space and inviting submission of proposals for such space.

2. Notice in Local Newspapers

a. When seeking leased space of more than 2,500 square feet

One advertisement must be placed at least once each week for four (4) consecutive weeks in a newspaper with circulation sufficient to inform the population in the affected area. The last advertisement must appear at least eight (8) days preceding the proposal deadline. A sample advertisement stating the information required by law follows.

b. When seeking leased space of 2,500 square feet or less

There is no statutory requirement to advertise in a newspaper, however, you should consider whether it may be advantageous to place at least one advertisement in a local newspaper, to inform local Realtors and property owners about your search for space, to ensure that you receive a sufficient number of qualifying proposals.

3. Contents of the Notices

Each Central Register notice and each newspaper advertisement must specify the geographical area, terms and requirements of the proposed transaction and must state the time and place for submission of proposals and the opening thereof. In advertising for leased space for an area Department of Transitional Assistance office, the geographical area specified in the advertisement must include all municipalities served by such office.

4. Lease of One or More Acres

Special notice and public leasing requirements apply whenever the Commonwealth leases one (1) or more acres of real property. User Agencies should consult DCAMM before advertising or accepting a proposal for any leased facility consisting of an acre or more of real property.

SAMPLE DCAMM CENTRAL REGISTER NOTICE

**DIVISION OF CAPITAL ASSET MANAGEMENT
OFFICE OF LEASING AND STATE OFFICE PLANNING
ONE ASHBURTON PLACE, ROOM 1610
BOSTON, MASSACHUSETTS 02108
(617) 727-8000**

**WEEK OF APRIL 7, 1996
LEASED SPACE SOUGHT FOR STATE AGENCIES**

The DCAMM Office of Leasing and State Office Planning has issued the following Requests for Proposals (RFPs) to lease space on behalf of the listed user agencies. The RFP includes instructions, the proposal form, the standard Commonwealth lease, and specifications for the leased space. Proposals must be received in the Office of Leasing and State Office Planning by the submission deadline. Please note that the time clock located at the reception area in the Office of Leasing and State Office Planning is used to establish the official time for the proposal submission deadline.

You may obtain an RFP by mail, telephone or by coming to the DCAMM address listed above. If you are requesting the RFP by mail, please include the name, address, telephone and fax number of the person to receive the RFP and, if possible, a business card; allow up to nine business days for receipt of the RFP. If you are requesting the RFP by telephone, please call (617) 727-8000 x355, leave the name, address, telephone and fax number of the person to receive the RFP, and cite the name of the agency seeking space and the RFP Project Number.

* Unless otherwise noted, the Commonwealth is seeking a five-year lease term.

| <u>Deadline</u> | <u>Project #</u> | <u>User Agency</u> | <u>Space Type</u> | <u>Sq. Ft.</u> | <u>Location</u> |
|---------------------|------------------|---|-------------------|----------------|--|
| 04/17/96 2:00 PM | 960150.1 | Department of Revenue | Office | 3,300 | Burbank, California |
| 04/17/96 2:00 PM | 951060.1 | Massachusetts Commission for the Deaf and Hard of Hearing | Office | 8,700 | Boston |
| 04/22/96 2:00 PM | 960220.1 | Department of Employment & Training | Office | 1,100 | Pittsfield |
| 04/23/96 2:00 PM | 941420.2 | Registry of Motor Vehicles | Office | 7,000 | Brockton |
| 05/08/96 2:00 PM | 960190.1 | Massachusetts Trial Court | Office | 1,025 | Dedham, within approximately one-quarter (1/4) mile or a ten (10) minute walk, of the Dedham Court complex. |

PROCUREMENT OF LEASED SPACE WITH REDUCED ADVERTISING REQUIREMENTS

Under the limited circumstances outlined below, DCAMM may shorten or waive the statutory advertising requirements associated with space-leasing. If an Agency wishes to lease space under any of these circumstances, it should contact DCAMM immediately and ascertain whether or not the statutory advertising period may be reduced or eliminated, and request that DCAMM execute any required notice or certification.

LEASING UNIQUE PROPERTIES

If the DCAMM Commissioner determines that the statutorily required advertising will not be beneficial to the Commonwealth's interests because of the unique qualities or location of the needed space, the Commissioner may waive the requirement. In the rare situation where an Agency has unique space requirements that can be met only by a single property, the Agency must notify DCAMM and request a waiver of the advertising requirement. In making this request, the Agency must explain the reasons for its determination, relate its unique requirements to the proposed lease space, and include all the particulars about the terms of the proposed lease, including the name and address of the landlord, and the location, size, limitations on use, known encumbrances, and estimate of occupancy costs, including rent, tenant improvements, and operating expenses. If the DCAMM Commissioner makes a "uniqueness determination" and authorizes a waiver of advertising, the lease may not be executed until thirty days after the required notice of the proposed transaction is published in the Central Register.

EMERGENCY LEASING

If, due to unforeseen circumstances (e.g., a fire), an Agency cannot continue to occupy its current space and other space is needed to preserve health and safety, the Agency may request that the Commissioner certify the existence of an emergency and either shorten or waive the statutory advertising requirement in connection with the procurement of replacement space. The Agency's request must detail the nature of the emergency and explain why the current space is unusable and unavailable, why the situation was unforeseen, and why replacement space must be secured quickly to preserve the health and safety of persons or property. This request must also describe the type and amount of space required to be leased, and the Agency's long-term plan for space. If the Commissioner certifies that an emergency situation exist. DCAMM publishes the Commissioner's Certification of Emergency in the Central Register and notifies the appropriate legislative committees, as required by law.

PUBLICLY-OWNED SPACE

If a public entity proposes to lease space to meet the Agency's need in a municipal or federal building, the Agency or DCAMM must confirm that the proposed lease shall be in the form of the Commonwealth Standard Office Lease and that the proposed rental rate is at or below market for the type of space to be leased. If these conditions are satisfied, the lease may be finalized and executed without statutory advertising. The procedures outlined in Chapter 4 of this Manual DCAMM should be followed to complete the transaction.

GIFT OF LEASEHOLD INTEREST

DCAMM is authorized by law to accept gifts of interest in real property, including the gift of a leasehold interest. Any proposal to make such a gift must be in writing and include all particulars about the proposed terms of the gift, including the location, size, limitations on use, current ownership, known encumbrances, and estimate of any costs to the Commonwealth for improvements and operating expenses. If a particular Agency receives a gift proposal, that Agency must determine whether the proposed gift of leased space is consistent with its plans for acquisition of leased space and determine that it would not have any deleterious monetary, maintenance, or other impact on the Agency's operations. If the Agency believes that the gift should be accepted by the Commonwealth, it must provide DCAMM with a copy of the proposal and a statement of the reasons for the Agency's determination.