Date Posted: November 11, 2026
Project Manager: Jamie Merrill Blood
Tel: (857) 278-9626
e-mail: jamie.blood@mass.gov

PROJECT NUMBER: 202609900
USER AGENCY: Committee for Public Counsel Services (CPC)
PROPOSAL SUBMISSION DEADLINE: January 7, 2027 at 2:00 P.M.
Late proposals will not be considered.

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

A. GENERAL INFORMATION

DCAMM invites proposals to lease space to the Commonwealth for use by Committee for Public Counsel Services (CPC), in accordance with the provisions of this RFP. **To respond to the RFP, complete the Lease Proposal Form** and submit the proposal by the Proposal Submission Deadline identified at the top of the page, in accordance with the Submission Requirements in § 3.

DCAMM is 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. The DCAMM Office of Leasing and State Office Planning is responsible for all matters related to leasing to fulfill the needs of User Agencies.

1. THE RFP

As leasing representative for all Massachusetts state agencies, DCAMM designed this RFP to provide an open and competitive process for selecting leased space, as contemplated by chapter 7C of the Massachusetts General Laws (G. L. c. 7C).

The RFP informs all potential proposers of:

- the Commonwealth's space needs,
- the steps proposers must take to submit a proposal,
- the procedures followed and the criteria used by DCAMM and the User Agency to evaluate proposals and select the proposal most advantageous to the Commonwealth's needs,
- the Landlord's Services and Landlord's Improvements the Landlord must provide under the Lease.

If you have questions about this RFP or its subject matter, contact the DCAMM Project Manager identified at the top of the page via e-mail. DCAMM, in its sole discretion, will endeavor to answer relevant and appropriate questions. The Commonwealth reserves the right not to respond to questions.

Any RFP addendums, clarifications, changes, or updates (including changes to any dates and deadlines), will be posted on Commbuys. It is the sole responsibility of prospective proposers to check Commbuys for new information. Proposers may not rely on any oral statements. Only addenda and written amendments to the RFP by DCAMM may be relied upon.

2. COMMONWEALTH'S SPACE NEEDS

User Agency: Committee for Public Counsel Services (CPC) Proposer can find details of the mission of the User Agency at Mass.gov.

Lessee: The Commonwealth of Massachusetts

Program Description: The premises sought through this RFP will house a CPCS local Public Defender Division, and Children and Family Law Division. CPCS provides legal representation to clients in criminal cases and in certain non-criminal proceedings. They represent clients in court facilities in Berkshire County.

This office is expected to receive approximately 1-2 visitors per day.

Summary of Space Needs:

Location: Pittsfield. Please note that proposals for Premises outside this search area will not be considered.

Proximity to Public Transportation: Distance to Public Transportation: the User Agency has a preference to be approximately ¼ mile from Public Transportation as described below.

Type of Public Transportation System: bus service

Amount of Space: Approximately 5,600 square feet of Usable Area, but DCAMM would consider space of 5,000 to 6,000. During the term of the lease, DCAMM reserves the right, if deemed to be in the best interest of the Commonwealth, to lease additional space, on terms and conditions agreeable to the landlord in the selected building should space become available. For the purposes of this RFP, "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. Type of Public Transportation System: bus service
Type of Space:	Office
Type of Agreement:	Commonwealth Office Lease
Term:	10 Years
Target Occupancy Date:	2nd Quarter of 2027, or as soon as possible thereafter
General Parking:	The User Agency has a requirement for 25 General Parking Spaces, some of which may be utilized 24/7/365. Please provide the number of parking spaces provided in this proposal at no cost. If spaces are available at an additional cost, please provide all relevant details.
Reserved Parking:	The User Agency has a requirement for 6 Reserved Parking Spaces for the sole use of the User Agency's authorized Vehicles. Please provide the number of reserved parking spaces provided in this proposal at no cost. If spaces are available at an additional cost, please provide all relevant details.
Accessible Parking:	For purposes of this RFP, Accessible Parking for the Disabled means 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. Please provide information related to Accessible Parking located as close as possible to an accessible entrance to the proposed Building.
Electric Vehicle Charging:	Please provide the number of electric vehicle charging stations on the property available for use by Tenants of the Building. At least one space must have accessible features and be capable of being used by a person with a disability. The space does not need to be restricted to those with a disability plate or placard.

Landlord's Improvements of Premises:

The proposer must agree to substantially complete all improvements to meet the General Specifications in § B-2. This will include holding all contracts for architectural, engineering, permitting and construction services.

Proposer/Landlord shall buildout the Premises on a "turnkey" basis in adherence to the Space Allocation and Finish Schedule (SAFS) documents provided in § B of the RFP, inclusive of all Landlord's Improvements.

All proposals must meet or exceed the requirements set forth in the Space Allocation and Finish Schedule (SAFS), which establishes the minimum program and performance standards.

Any alternative proposal, including value engineering or alternative delivery approaches in lieu of a full turnkey buildout, must demonstrate functional equivalency to the SAFS and clearly identify any deviations in scope, quality, or reuse of existing conditions.

Landlord's Management: Please provide as an attachment to the Lease Proposal Form information about the current property management of the Proposed Premises, their level of experience with similar properties and the estimated budget for OPEX and Taxes to provide the Landlord's Services as provided in § B-1.

Operating Expenses and Taxes: The Commonwealth generally prefers a fully managed Premises. The proposer shall agree to substantially provide the Landlord's Services in the General Specifications in § B-1 at Landlord's cost or propose alternatives acceptable to DCAMM and the User Agency.

The Commonwealth prefers a fully Gross Lease Rate. Please review the Commonwealth Office Lease to understand the insurance and indemnification requirements prior to submitting a proposal. If possible, please provide an estimated budget for operating expenses and taxes included in the proposed Gross Lease Rate as an attachment to the Lease Proposal Form.

Hazardous Substances: 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.

Building Codes: The proposed Building should 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.

Access for Persons with Disabilities: In addition to compliance with MAAB requirements, the facility must comply with the minimum requirements of the Americans with Disability Act. The landlord must participate with the Commonwealth in providing reasonable accommodations for employees based on disability.

3. SUBMITTAL REQUIREMENTS

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

Eligible Proposers: The proposal must be submitted by an eligible proposer. For purposes of this RFP, an eligible proposer may be defined as: 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 be eligible for consideration provided that the proposal identifies a single point of contact for negotiation and execution of a single lease binding all owners.

Submission: Proposals must be submitted to DCAMM as follows:

The proposal must be submitted on the DCAMM Lease Proposal Form included with this RFP.

Lease Proposals must be substantially complete. Proposals that contain material omissions will be deemed non-responsive if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.

Proposers may submit their proposals by mail, messenger service, in person, **OR** electronically, all as follows:

Proposals submitted by mail, messenger service, or in person must be received at the DCAMM Office of Leasing and State Office Planning, One Ashburton Place, 1st Floor, Room 107, Boston, Massachusetts 02108, on or before the Proposal Submission Deadline stated on page A-1 of this RFP. The time-stamp clock at the DCAMM reception desk establishes the official date and time of

receipt of each proposal. If delivering proposals by hand, please allow extra time to clear building security.

Proposals submitted electronically must be sent in PDF format, via e-mail, to: leasepropsubmittal.DCAMM@mass.gov and must be received on or before the Proposal Submission Deadline stated on page A-1 of this RFP. DCAMM will acknowledge receipt of proposals with an auto-reply message. DCAMM strongly suggests e-mail be sent at least five minutes prior to the deadline to account for any slow transmission or error.

Proposals received after the Submission Deadline will be deemed non-responsive and rejected.

Proposals cannot be submitted by fax.

DCAMM, in its sole discretion, will endeavor to answer relevant and appropriate questions submitted in writing to the project manager listed above and any substantive responses will be posted on Commbuys. The Commonwealth reserves the right not to respond to questions.

Any RFP amendments, clarifications, changes, or updates (including changes to any dates and deadlines), and any DCAMM responses to proposers' substantive questions, will be posted on Commbuys. It is the sole responsibility of the prospective proposers to check Commbuys for new information. Only the RFP and communications posted on Commbuys will be binding concerning this RFP. DCAMM will not provide any accommodations to proposers who fail to check the website or who misinterpret any information posted in connection with this RFP. In the event a prospective proposer includes any links as part of a proposal, the prospective proposer shall be solely responsible for ensuring that any such link functions properly and does not expire prior to the date that DCAMM attempts to access such link. DCAMM is under no obligation to notify a prospective proposer that a link is defective or has expired, and any information or documentation included in a defective or expired link will not be considered by DCAMM as part of a proposal.

All proposal materials submitted in response to this RFP must comply with the Commonwealth of Massachusetts accessibility standards, including but not limited to the Web Content Accessibility Standards (WCAG 2.1 Level AA).

Proposers are responsible for ensuring that all electronic documents such as PDFs, Word files, spreadsheets, presentations, and any web-based content are fully accessible. At a minimum, electronic documents must include:

- Proper tagging and structured headings
- Accurate alternative text for images and graphics
- Accessible tables and forms
- Logical reading order
- Captions or transcripts for multimedia content
- Content that can be navigated and read by assistive technologies

If a submission does not fully meet these requirements, the Commonwealth reserves the right to request corrected, accessible versions of the materials submitted.

4. PROCEDURES FOR EVALUATION & SELECTION

The Commonwealth's objective is to lease space that aligns with the Commonwealth's goals and policy objectives and that is most advantageous to the Commonwealth's needs for the best value.

Proposals will be evaluated according to the evaluation criteria, incorporating information within the proposals themselves, insights gathered from site visits, clarifications sought from proposers upon request, and references provided by the proposers. Furthermore, the evaluation process may encompass data from state agencies, individuals, and entities possessing relevant knowledge, as well as insights from Commonwealth files and other credible sources. The evaluation may also take into account the Commonwealth's past interactions with the proposer or property owner, as well as its experience with the proposed property.

DCAMM IS NOT REQUIRED TO ACCEPT THE LOWEST PRICED PROPOSAL AND MAY, AT ITS SOLE DISCRETION, SELECT OR REJECT PROPOSALS SOLELY ON SUBJECTIVE VALUE AND ABILITY TO MEET THE NEEDS OF THE AGENCY OCCUPANT.

DCAMM RESERVES THE RIGHT, IF DEEMED TO BE IN THE BEST INTEREST OF THE COMMONWEALTH, TO (i) WAIVE PORTIONS OF THE RFP FOR ALL PROPOSERS, (ii) EXCUSE MINOR INFORMALITIES IN ANY PROPOSAL, (iii) DISCUSS ANY PROVISIONS OF THE PROPOSAL IN ORDER TO CLARIFY THE PROPOSAL, (iv) NEGOTIATE WITH ONE OR MORE PROPOSERS, (v) REQUEST "BEST AND FINAL" OFFERS, (vi) REJECT ANY PART OF ANY PROPOSAL, (vii) ACCEPT A PROPOSAL THAT DOES NOT MEET ALL OF THE REQUIREMENTS OF THE RFP, AND (viii) REJECT ALL PROPOSALS.

PLEASE BE ADVISED THAT ALL WRITTEN CORRESPONDENCE, DOCUMENTATION, AND SUBMISSIONS PROVIDED TO DCAMM ARE SUBJECT TO THE MASSACHUSETTS PUBLIC RECORDS LAW AND BECOME PUBLIC RECORD UPON RECEIPT.

4.1. Initial Review: DCAMM will accept for consideration only those proposals that meet the submission requirements 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; this requirement is not subject to waiver by DCAMM. DCAMM will not accept any supplemental information after the Proposal Submission Deadline unless specifically requested by DCAMM.**

DCAMM will notify each proposer whose proposal has been determined to be non-responsive and the reason for such determination.

4.2. Site Visits: DCAMM and the User Agency will conduct site visits for each competitive proposal to verify the information in the proposal and to facilitate detailed evaluation of the proposed Premises. The proposer, or knowledgeable and authorized representatives of the proposer, must be present at the site visits. DCAMM, or its Agent, 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.

4.3. Contact During the RFP Process: From the Date of this RFP through the date on which a signed conditional selection letter is executed by the Proposer and DCAMM, the DCAMM Office of Leasing and State Office Planning is the only authorized point of contact for 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-responsive. 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.**

4.4. Conditional Selection of a Proposal; Notification of Proposers: DCAMM will either make a conditional selection of a proposal, or provide Counter Proposals to one or multiple proposers, taking into account the evaluation of proposals and the recommendation of the User Agency. Upon the conditional selection of a proposal, DCAMM will notify the 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.

DCAMM reserves the right to terminate the conditional selection and lease negotiations due to unforeseen changes in the requirements of the User Agency, the failure to finalize a lease in a timely manner, or if termination is deemed to be in the best interests of the Commonwealth. DCAMM reserves the right to conditionally select another proposal, re-advertise, or terminate the conditional selection without taking further action.

4.5. Withdrawal of Proposal: Proposers may withdraw their proposal at any time by written notice to DCAMM prior to Lease execution.

5. EVALUATION CRITERIA

5.1. Usable Area and Type of Space: The proposal should offer the amount of space in usable square feet (see Amount of Space for definition of Usable Area). 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 and is in the best interest of the Commonwealth.

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.

5.2. Financial and Overall Value: The overall financial and economic value of the proposal to the Commonwealth, including, as applicable, Base Rent, Landlord's Improvements, operating expenses and taxes, parking costs, and other occupancy-related costs and financial terms.

5.3. Location: The suitability of the proposed location for the operations of the office or facility, including:

5.3.1. 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 of shuttle service, if any, 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 persons with disabilities. Locations with scores of 60 or greater on the Smart Location Index issued by the U.S. General Services Administration are preferred and will be rated higher on this evaluation criterion.

5.3.2. 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, as stated below:

The User Agency and its clients regularly conduct business at:

- Berkshire County Superior Court, 76 East Street, Pittsfield, MA
- Pittsfield District Court, 24 Wendell Avenue, Pittsfield, MA
- Berkshire Probate and Family Court, 44 Bank Row, Pittsfield, MA
- Pittsfield Juvenile Court, 190 North Street, Pittsfield, MA

Proposals for buildings located in close proximity to the courthouses, as measured by the driving distance and walking distance will be rated higher on this evaluation criterion.

5.3.3. Parking: Proximity, accessibility, and availability of parking as identified in § 2. DCAMM will consider the availability of parking spaces and electric vehicle charging stations 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.

5.3.4. 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.

5.3.5. 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 may 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. In evaluating proposals, DCAMM may consider the negative or undesirable effects of

co-locating multiple state agencies in the event DCAMM determines the operations of such state agencies are incompatible.

5.4. Building Conditions Proposed Premises: The suitability of the proposed Premises for the space needs of the office or facility, including specific consideration of:

5.4.1. Configuration: The degree to which the configuration of the Premises meets the User Agency's programmatic needs described in the SAFS in § B-3, taking into account the size and shape of the space and any internal barriers to efficient design and accessibility.

5.4.2. 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.

5.4.3. 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 allow for a staff entrance separate from the proposed entry point for clients and visitors.

5.4.4. 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 an adequate window line 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. For non-contiguous spaces, interconnecting staircase(s) are preferred.

5.4.5. 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.

5.4.6. Sustainable Space Utilization: Premises that prioritize the reuse of existing construction, not only to economize for the Commonwealth, but also align with our goals of minimizing landfill contributions through reutilization efforts, and meeting Commonwealth Policy Objectives as outlined in §7 in relation to sustainability will be rated higher on the evaluation criterion.

6. LEASE, EXECUTION PROCESS & OCCUPANCY:

DCAMM, the User Agency, and the conditionally selected proposer will work together to finalize the Lease, which must be in the form of the Commonwealth Office Lease which can be found with this RFP in COMMBUYS.

6.1. Lease Preparation: DCAMM will prepare the Lease, in conformance with the RFP, the conditionally selected proposal, and the successful conclusion of negotiations by DCAMM, the User Agency, and the conditionally selected proposer. DCAMM will confirm that the

Lease, including each Exhibit and Attachment, is complete and correct and that the Lease is ready to be signed. DCAMM will send the Lease to the Landlord.

6.2. Review and Execution of the Lease by DCAMM Commissioner: The Lease will be sent out for execution via DocuSign and, upon completion, submitted to DCAMM for approval and execution by the DCAMM Commissioner. All required attachments shall be completed and transmitted through DocuSign as part of the execution package. 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 it has been executed by the DCAMM Commissioner.

6.3. Design and Completion of the Landlord's Improvements: Following execution of the Lease, it is Landlord's responsibility to deliver the Premises to Tenant in accordance 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. 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 of improvements. Any MAAB variance application must be approved by DCAMM prior to submission to the Board.

6.4. Occupancy: The User Agency will take occupancy of the Premises after the Premises are deemed available for Tenant's occupancy in accordance with the Lease. DCAMM will confirm the Date of Occupancy by written letter which will be the commencement date of Tenant's obligation to pay Rent and the commencement date of the Term.

7. COMMONWEALTH POLICY OBJECTIVES

Whenever feasible, it is DCAMM's policy to acquire leased space in a manner that supports the following Commonwealth Policy Objectives, as defined in the Administrative Bulletin from the Executive Office for Administration and Finance relating to Commonwealth Leasing and Real Estate Activity (A&F 25) which can be found linked here: A&F 25 Bulletin on Mass.Gov and as summarized as follows:

- Prioritizing the location of state investments in Gateway Cities, environmental justice areas, and other areas where they can play a role in revitalizing and stabilizing the economies of underserved communities.
- Encouraging participation by individuals and businesses from under-represented groups as vendors, developers and in the workforce.
- Advancing climate and decarbonization objectives in programming, siting, design & construction, and other real estate and property decision-making.

Proposals that meet one or several of the Commonwealth Policy Objectives will be rated higher on the evaluation criteria.

7.1. 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."

7.2. Leading by Example, Decarbonizing and Minimizing Environmental Impacts of State Government: Executive Order No. 594 (EO-594) aims to reduce emissions and environmental impact of state government operations to reduce energy consumption, decrease greenhouse gas emissions, lower energy costs for the Commonwealth, and provide resilient infrastructure.

If a ground up building is contemplated, Proposers should ensure that new buildings adhere to stringent energy performance requirements (including the new Specialized Stretch Energy Code, when promulgated), prioritize strategic electrification of heating and cooling, and are LEED or Energy Star Certified, and that design and implementation is consistent with the standards for new construction and building renovation, as applicable, established for Commonwealth projects in Section 3 and 4 of Executive Order 594.

As set forth in Section 4E. of Executive Order 594, DCAMM will use the following criteria in evaluating proposal compliance with EO-594:

a. Compliance with or exceeding current building energy codes;
b. Meeting environmental criteria and receiving applicable environmental certifications (e.g., LEED or Passive House, Energy Star);
c. Compliance with municipal energy disclosure ordinances;
d. Compliance with state recycling requirements;
e. Access to electric vehicle charging stations;
f. Siting near public transportation and accessibility for pedestrians and cyclists; and
g. Other elements that contribute to reduced GHG emissions and/or reduced environmental impacts
h. Locations with scores of 60 or greater on the Smart Location Index issued by the U.S. General Services Administration

If selected, Proposer must agree to complete an annual EO-594 compliance survey and provide timely, good-faith responses to related information requests throughout the lease term, and further commit to undertaking commercially reasonable decarbonization efforts during the term of the lease to support applicable sustainability and emissions-reduction objectives.

7.3. 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://www.mass.gov/southcoastrail. 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.

7.4. Gateway Cities: As defined in M.G.L. c. 23A, s. 3A"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.**

7.5. Inclusive Design: DCAMM welcomes innovative facilities that meet the diverse and changing needs of users across age, gender, ability, language, ethnicity, and economic circumstance. Proposers are encouraged to provide a written plan outlining how their facility is designed to emphasize universal design principles to create inclusive environments for all occupants regardless of ability, in addition to compliance with applicable laws and regulations of the Americans with Disabilities Act and the Massachusetts Architectural Access Board. DCAMM promotes facilities that are usable by the widest range of situations without the need for special or separate design.

7.6. Environmental Justice Population Areas: An "Environmental justice population" is defined as a neighborhood that meets one or more of the following criteria: (i) the annual median household income is not more than 65 percent of the statewide annual median household income; (ii) minorities comprise 40 percent or more of the population; (iii) 25 percent or more of households lack English language proficiency; or (iv) minorities comprise 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income. In the absence of an explicit and documented geographic necessity to do so, DCAMM shall not lease property located in an Environmental Justice Population neighborhood for a use that creates an Environmental Burden, as defined in M.G.L. c. 30, s. 62. Environmental Justice Populations can be found here: https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations

7.7. Access & Opportunity: In all competitive solicitations involving real property by Lease, proposers shall submit a written plan for how their project will create opportunities for individuals or groups from historically under-represented demographics. Said plan will be utilized as part of DCAMM's comparative evaluation criterion.

B. GENERAL SPECIFICATIONS

The Landlord's Services in § B-1 describe the services that the Landlord should 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. Conditional selection of a proposal may include a requirement that the proposer withdraw a proposed modification.

The Landlord's Improvements in § B-2 describe the improvements that Landlord should 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. Conditional selection of a 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 reserves the right to waive programmatic elements to make a selection if it meets the User Agency's needs and is in the best interest of the Commonwealth.

1. LANDLORD'S SERVICES

1.1. Hours of Operation: The User Agency's Hours of Operation are from 9:00 a.m. to 5:00 p.m. Monday through Friday except state holidays.

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

During the Hours of Operation, Landlord must ensure that HVAC is available and properly operating and functioning throughout the Premises and Landlord must maintain the temperature within 70º and 74° Fahrenheit in the wintertime and within 72º and 76° Fahrenheit in the summertime.

In the Main Distribution Frame (MDF), and Intermediate Distribution Frames (IDFs), if any, Landlord must maintain the temperature at no more than 70º 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 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 or walk off mat 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. Demolished ceiling tiles and floor coverings are to be recycled or returned to the manufacturer.

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 SAFS in § B-3 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, at Tenant's request, 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 provide, maintain and service 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 IDFs, Landlord must provide a 24/7 alarm monitoring service to alert Landlord's property manager and User Agency of an alarm.

The space occupied by the Commonwealth under a lease executed pursuant to this RFP will be serving a public purpose and the right of the people to protest on public property shall be protected subject to the Commonwealth's reasonable time, place, and manner restrictions.

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 Safety Data Sheets for all cleaning products used on-site to Tenant and User Agency. Services include:

Daily: Empty all waste baskets; remove trash; wash and clean all fixtures, counters, and floors in all restrooms, in each Staff Support Room, and in the Wellness Room; replenish paper and soap and hand-sanitizing products in all restrooms, and supply and replace all liners for all waste and sanitary napkin receptacles; replenish paper and hand-sanitizing products in the Restrooms, Wellness Room and in each Staff Support Room; sweep or dry-mop uncarpeted floors (including entrances, lobbies, and corridors); vacuum carpeting with HEPA-filter vacuum; clean drinking fountains and H20 points of use.

Weekly: Wash all uncarpeted floors, dust furniture and all horizontal surfaces, including, by way of example and not limitation, fixtures, blinds, windowsills, 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 glass panels.

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

Semi-Annually: Clean carpet using a non-toxic cleaning method consistent with the 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 the Wellness Room and in each Staff Support Room, supply and replace all liners for all waste and sanitary napkin receptacles; exterminate pests; spot-clean carpets.

Recyclables Collection: Landlord must provide recycling receptacles for paper in each office and at each workstation, and Landlord must empty the receptacles as needed, but not less than once per week, into Landlord-provided recycling bins for recycling by Landlord. In addition, Landlord must provide the User Agency with recycling services for, at a minimum, 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 that have one or more of the following third-party labels; EPA Safer Choice, Green Seal Certified Cradle to Cradle or UL EcoLogo. USDA BioPreferred products are preferred. The Landlord and Landlord's professional cleaning-service company must supply the following products and ensure compliance is met.

- Hand soaps located throughout the building should not include antimicrobials.
- Plastic waste bags to have recycled plastic postconsumer material (RPPCM).
- Paper towels, toilet paper and toilet seat covers to have no added inks, dyes or fragrances and include post-consumer waste recycled content and whenever possible have a Forest Stewardship Council Recycled certification.

Additional Janitorial Services during the Term: From time to time, by agreement between Tenant and Landlord, Landlord may be required to perform additional janitorial services or increase the frequency of the services described above.

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 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/m3	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 approximately 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 more than five years or if the original Term of Lease is extended beyond five 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. Landlord must correct identified deficiencies.

1.10. **EO 594 Compliance During Lease Term**: Landlord must agree to complete an annual EO-594 compliance survey and provide timely, good-faith responses to related information requests throughout the lease term, and further commit to undertaking commercially reasonable decarbonization efforts during the term of the lease to support applicable sustainability and emissions-reduction objectives.

1.11. **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.

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 SAFS in § B-3.

2.1.5. Submittals: Landlord must submit three full sets of the Working Drawings to Tenant and one full set in AutoCAD DWG format, electronically.

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 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. As-Built Plans; Cable Documentation: Landlord must provide AutoCAD DWG format and PDF in electronic form to DCAMM 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.

2.1.7. Newly Constructed Building: If a new ground-up building is proposed, Proposer shall outline the overall development approach, including general building systems, sustainability strategy, structural design, and core and shell specifications consistent with Class A or B commercial office standards, as well as LEED or Energy Star Certification. The building shall be designed to provide efficient, flexible floor plates; high-performance building envelope systems; modern HVAC and electrical infrastructure; and compliance with all applicable codes, accessibility requirements, and life-safety standards. Landlord shall be solely responsible for all aspects of development, including site due diligence, entitlements, permitting, architectural and engineering design, consultant coordination, and construction management, and shall deliver the Premises in a fully completed, code-compliant condition ready for User Agency occupancy in accordance with the agreed project schedule.

2.2. Materials: Whenever feasible, Landlord must use environmentally preferable materials such as by way of example and not limitation, the following sub-sections. It is best practice to use fewer finish materials to reduce construction waste and limit transportation emissions.

2.2.1. Reuse Existing Materials: Reuse includes salvaged, refurbished, or reused materials. Reuse materials, products and furniture.

2.2.2. Recycled Content: Prefer materials with the highest percentage of post-consumer or post-industrial recycled content.

2.2.3. Bio-Based Materials: Prefer materials and products that utilize bio-based materials and that have been tested using ASTM Test Method D6866 or equivalent or are USDA Certified Biobased Product. Examples of these products include, but not limited to, solid wood, engineered wood, bamboo, wool, cotton, cork, straw, natural fibers, soy-based and corn-based.

2.2.4. Avoid Toxic Materials: Whenever possible, avoid materials that contain chemicals from the Red List. Such as by way of example and not limitation, Polyvinyl Chloride (PVC), Per- and Polyfluorinated Substances (PFAS), Alkylphenol Ethoxylates (APEs) and Formaldehyde.

2.2.5. Low emissions of volatile organic compounds (VOCs): Materials must be tested and comply with the current version of California Department of Public Health (CDPH) Standard Method, and according to the current version of their appropriate VOC content evaluation method; South Coast Air Quality Management District (SCAQMD) Rule 1113, South Coast Air Quality Management District (SCAQMD) Rule 1168, or California Air Resource Board (CARB) 2007 Suggested Control Measure (SCM).

2.2.6. Product Certifications: If possible, materials should have an industry wide or product specific Type III Environmental Product Declaration (EPD) with cradle to grave scope and either a Health Product Declaration (HPD) with full disclosure of known hazards to at least 0.1% (1,000 ppm) or a Declare Label that is Red List

Free or Declared. If a Declare label is “Approved”, then it should demonstrate content inventory to 0.1% (1,000 ppm). Third-party verification HPD is preferred.

2.2.7. Design for Deconstruction: Prefer materials and assemblies that are easily able to be deconstructed for reuse, recycled at a local recycling facility or returned to the manufacturer at the end of its life. To assist in the deconstruction process, minimizing the number of different materials is preferred.

2.2.8. 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.

2.3. Systems Furniture

2.3.1. 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 SAFS in § B-3. 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.

2.4. 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. The use of USG Ecosmart panels or approved equivalent is preferred. Other materials, including pre-finished wall systems, providing similar acoustics, durability, environmental compliance, 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, environmental compliance, acoustical performance, and physical appearance as the conventional 5/8” gypsum wallboard (GWB) on metal studding assembly. Whenever possible, use lightweight natural gypsum boards, post-consumer recycled content and limit the number of gypsum board types such as grades, thicknesses, and sizes. Avoid the use of mold-resistant wallboards unless absolutely necessary.

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. The Landlord shall design and construct the Premises and all demising partitions in accordance with commercial office building (or other building use as specified in Permitted Uses) standards to achieve minimum sound transmission performance of STC 50 for all tenant-to-tenant demising walls, STC 45 for corridor-to-tenant partitions, and STC 40 for interior private offices and conference rooms. Assemblies shall be tested or constructed in accordance with ASTM International standards, All partitions shall extend slab-to-slab and be properly sealed at deck, penetrations, and perimeter conditions to prevent flanking paths.

2.4.1. 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 50 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 the floor and structural ceiling, a mid-course row of horizontal stiffeners, a sound attenuating blanket between the studs, 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 an acoustical sealant at the top and bottom of the wall and around all penetrations.

2.4.2. Full-Height Partition: Landlord must provide and install full-height partitions at locations identified on the SAFS in § B-3. Full-height partitions must achieve an STC rating of 43 to 44 or better. A suggested assembly consists of 35/8" 25-gauge metal studs and tracks, a sound attenuating blanket between studs, 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. Landlord must fasten tracks directly to the floor and structural ceiling or install angle bracing from the structural ceiling to the top of the track to provide a rigid assembly.

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

2.5. Doors: Doors and frames must match the acoustical, fire code, and/or security qualities of the surrounding walls. Doors must comply with all accessibility requirements including maneuvering clearances, door clear width, hardware, pull force and opening speed limits. Standard door and hardware upgrades, by type and location, are specified on the SAFS in § B-3. 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. All paints, including tints, must be of low- or no-VOC content. New doors must not contain particleboard components made with urea-formaldehyde binders. All existing doors and frames that will remain must be prepared to receive new finishes.

2.5.1. Tenant Entry Doors: Landlord must provide and install 1¾" 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.

2.5.2. Standard Interior Door and Frame: Landlord must provide and install 13/4" thick x 3'-0" wide x 6'-8" to 7'-0" high solid core wood flush doors with hardwood stain grade veneer in extruded aluminum or 16-gauge steel frames, knock-down construction, with 5/8" deep stops, with factory-applied transparent finish or with factory-applied primer to receive two coats of compatible paint finish on-site.

2.5.2.1. 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 SAFS in § B-3.

2.5.2.2. 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 SAFS in § B-3.

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

2.5.4. 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.

2.6. Hardware

2.6.1. Standard Hardware Package: On standard interior doors, Landlord must provide and install Grade 2 hardware package including 1½ pair non-rising pin butt hinges; latchset with lever handles; silencers; floor or wall-mounted door stops 5/8" deep. Latchsets must 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.

2.6.2. Locks: Landlord must provide and install cylinder locksets 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 SAFS in § B-3.

2.6.3. 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 must be Arrow, Best or Schlage only. Landlord must provide and install a turn piece on the inside face of the door. Up to two additional deadbolt units must be provided and installed if indicated on the SAFS in § B-3. Landlord must install closers and panic bars as required by code.

2.6.4. Remote Door Release: Landlord must provide and install an electronic strike plate powered and wired to the reception desk or other locations as indicated on the SAFS in § B-3. Landlord must coordinate electrical and security tie-ins as needed.

2.6.5. Doorbell System: Landlord must provide and install an ADA compliant doorbell system suitable for an office building where indicated on the SAFS and in § B-3. The system shall integrate with reception notification system. Landlord must coordinate electrical and security tie-ins as needed.

2.7. Finishes and Specialties: The following finishes and specialties are minimum standards; all finishes are subject to approval. New finishes must first be chosen from manufacturers' open stock to allow proper matching. Refer to the SAFS in § B-3 for location of all finishes.

2.7.1. Ceilings: Ceilings may be new or existing acoustical tile systems. Exposed ceilings may be acceptable in historic renovations, subject to DCAMM approval, if utilities are organized and the visual appearance is pleasing.

For new installations, 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. Ceilings must be at least 8 feet and no more than 11 feet from the floor unless otherwise specified. All piping must be concealed in hung ceilings.

If the existing system is to be reused, it must be level and meet the standards of new construction. Landlord must remove, recycle or return, all soiled or damaged ceiling tiles and replace them to match the finish, pattern, and color of surrounding tiles. Landlord must replace bent or otherwise damaged grid members.

2.7.2. Floors: Floor finishes for all rooms/areas are specified on the SAFS in § B-3 and must comply with all applicable accessibility requirements with regard to floor materials, door threshold, carpeting height, and anchoring details. All floors must be level and smooth before laying down agency floor finishes.

2.7.2.1. Carpet Tile and Straight Base: Except where otherwise indicated on the SAFS in § B-3, Landlord must provide and install 100% solution dyed non-toxic carpet tile with a minimum 1/12-gauge and minimum pile density of 6,000 ounces per cubic yard, or with a minimum of 10 stiches per inch and

a minimum pile density of 6,000 ounces per cubic yard. Carpet tile must have a minimum ten-year guarantee, and an anti-static warranty. Tiles are preferred to have recycled content, CRI Green Label Plus certification and be Cradle to Cradle Certified Silver or higher under the current version, if possible. All carpet tiles are preferred to be free of antimicrobials, flame retardants and per- and polyfluoroalkyl substances (PFAS). All carpet backing is preferred to be free of Polyvinyl Chloride (PVC), polyurethane, synthetic styrene butadiene latex and fly ash.

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 a 4"-high rubber or wood straight wall base. Preference is put on products that comply with Cradle-to-Cradle Silver, UL GreenGuard Gold, and contain no red list chemicals.

2.7.2.2. Resilient Tile Flooring and Cove Base: In areas indicated on the SAFS in § B-3, Landlord must provide and install 2.5 mm thick commercial-grade linoleum tile flooring. It is preferred flooring be Floorscore certified and/or Cradle to Cradle Silver or higher under the current version.

Landlord must install a 4"-high cove rubber base along all walls. Preference is put on products that comply with Cradle-to-Cradle Silver, UL GreenGuard Gold, and contain no red list chemicals.

2.7.3. Wall Finish

2.7.3.1. 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 all Entry Areas and Meeting Areas indicated on the SAFS in § B-3, 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 approved equal.

All paints, including tints, must be of low- or no-VOC content.

2.7.4. Specialties

2.7.4.1. 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 and any MAAB requirement. The signage system within the Premises must extend to each modular workstation. 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 and the name of the User Agency.

2.7.4.2. Reserved, Electric Vehicle Charging, and Accessible Parking Signage: Landlord must provide and install signage for all Reserved, Electrical Vehicle Charing, and Accessible parking spaces. Signage must be durable and weather resistant. Text and symbols should be clearly visible and legible from a distance of at least 20 feet. Each sign must display the designation "Reserved for," "Accessible Parking," Drop-Off Parking, or "Visitor Parking" etc. All signage designs must be submitted for review and approval during the design phase. The Landlord shall ensure that signage remains in good condition and replace damaged or illegible signs promptly at no additional cost to the User Agency. Signage must meet all local code requirements.

2.7.4.3. 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 must be approved by the User Agency during the design phase.

2.7.4.4. Emergency Evacuation Plans: Landlord must provide and install Emergency Evacuation plans throughout the premises.

2.8. Plumbing

2.8.1. Plumbing for Drinking Water: Landlord must provide and install a ¾" cold water feed with back-flow preventer under the sink serving the Staff Support Rooms and to the refrigerator described immediately below for installation by the Landlord's vendor.

2.8.2. 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 each Staff Support Room described in § B-2.11 Assemblies and Architectural Woodwork and indicated on the SAFS in § B-3.

2.8.3. Plumbing for Wellness Room: Landlord must provide and install an accessible stainless-steel sink with protected waste lines and 15" x 18" x 7" minimum overall dimensions in the counter of the Wellness Room described in § B-2.11 Assemblies and Architectural Woodwork and indicated on the SAFS in § B-3.

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

2.9.1. 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; and
- 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.

2.9.2. Heating and Air Conditioning Systems: The Heating and Air Conditioning 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 must not exceed a noise criterion (NC) number of 35. In the MDF, and IDF if any, the temperature must be maintained at no more than 70° Fahrenheit 24/7.

2.9.3. Ventilation: Office areas, restrooms, conference rooms, staff support rooms, and special equipment rooms are preferred to be Energy Star certified and 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.

2.9.4. 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.

The 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.

2.9.5. CO2 Sensors and Air Exhaust Fans: Landlord must provide and install a CO^2 sensor and an associated Energy Star air exhaust fan in each room with an area of 300 square feet or more under the category Meeting Areas on the SAFS in § B-3.

2.10. 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.

2.10.1. Service: The 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 the main distribution switchboard in multi-tenant buildings, power panels must not be shared with other tenants. Landlord must provide and install panels for lighting branch circuits independent from panels supplying receptacles and power-operated equipment if the premises measure more than 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.

2.10.2. Wiring: All wire must be copper. The size of feeders must be determined by connected loads and must 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. Metal-clad or armored cable must be used above hung ceilings and in partitions; non-metallic sheathed cable may not be used. 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 liquid-tight type conduit and fittings. Independent grounds for computer outlets must be insulated copper wire; metal raceways must not be used as a ground.

2.10.3. Type and Number of 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 duplex outlets in each enclosed office or room of 100 square feet or less and 1 quad outlet on desk wall; and one duplex in each enclosed office or room in excess of 100 square feet and 1 quad outlet on desk wall in an office larger than 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 each Staff Support Room described in § B-2.11 Assemblies and Architectural Woodwork and indicated on the SAFS in § B-3, 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 each Staff Support Room. Power outlets in any Staff Support Room must each be connected to a separate, dedicated circuit.

In the Wellness Room described in § B-2.11 Assemblies and Architectural Woodwork and indicated on the SAFS in § B-3, Landlord must provide and install two wall-mounted, three-pronged, ground fault outlet above the counter within an accessible reach.

2.10.4. Electrical Connections for User Agency-Provided Systems Furniture (UA-Wkstn): Landlord must bring power to and connect the User Agency-provided liquid-tight whips to the user agency-provided modular furniture system. Landlord must plan one such power feed for every six workstations at a ratio of 2 workstations per circuit.

2.10.5. 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 measuring 200 square feet or more.
In addition, in all rooms where a ceiling-mounted projector, or a Television/Display Screen (by Tenant) and a floor core with poke-thru device (by Landlord) are noted in the Comments section of the SAFS in § B-3, Landlord must install a 1 ½" empty conduit with pull string from the floor core to 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.

2.10.6. 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 40-foot candles at desk-top height above desks in individual offices and above the worksurfaces of 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).

All fixtures must be UL-listed recessed 2' x 2' or 2' x 4' energy-efficient LED fixtures with direct/indirect acrylic lenses.

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. In all Entry Areas, Landlord must provide and install locked panels to prevent tampering.

All lighting switches must be equipped with occupancy-sensor devices, must be linked to an energy-management system (EMS), and must be dimmable by the occupants in all individual offices and in all meeting rooms. In all Open Areas, all lighting must be dimmable by zones not greater than 600 square feet with controls located in electrical closets.

2.11. Low-Voltage Cabling, Main Distribution Frame, Intermediate Distribution Frame:

2.11.1. Data Cabling: Landlord must provide and install a complete data cabling system for the leased space that conforms to EOTSS's Cabling and Standards 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 EOTSS's Cabling and Standards Guidelines may be downloaded from https://www.mass.gov/service-details/infrastructure-guidelines (reference to participation in ITC68 contract is waived in its entirety). 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 EOTSS's Cabling and Standards 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 EOTSS's Cabling and Standards Guidelines, including a physical cable test with signed acceptance.

Landlord must provide and install data outlets as follows: two in each conference room, interview 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 unless otherwise noted in the SAFS in § B-3; and one per workstation and per 150 square feet of open space area. In addition, in all ceilings throughout the premises, Landlord must provide and install one plenum-rated Category 6, 24 AWG, Unshielded Twisted Pair (UTP) cable at a ratio of one for every 1,500 square feet of space for installation by Tenant of Tenant's Wireless system. The User Agency must confirm the location of all data outlets during the design phase.

All cabling work in this Section must be performed by a qualified telecommunication cabling installer certified in the installation of low voltage cabling 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 conduits or cable trays.

All twisted pair cables must be tested by the installer for opens, shorts, crossed pair, properly terminated connections, and 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 voice and data cabling 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 records must, at a minimum, include station numbers, 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.

2.8.1. **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 theElectrical Code. The electrical panels serving the MDF must be located in the MDF. For the purposes of this RFP, Proposers should assume a need for four (4) duplex receptacles each on a dedicated 20-amp circuit, one (1) 20-amp in-feed direct wired to agency provided access control head end and four (4) 15-amp duplex courtesy receptacles (can be on samecircuit).

In addition to general lighting, Landlord must install one emergency powerfailure light, and three convenience outlets.

Landlord must equip the MDF with the following:

- one hand-held fire extinguisher;
- 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 thesecurity-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 one (1) 6'-0" x 6'-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 one (1) 19" four-post server rack for installation of theUser 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.

2.12. Security Systems

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

2.12.2. 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 120-day history; card readers at every Building entrance to be used by User Agency's staff, every door serving as entry point to User Agency's premises, every stairwell door leading to or from the premises, at the MDF room, and at up to 5 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.

2.12.3. Carbon Monoxide Detectors: Landlord must install 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.

2.13. 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. All paints, including tints, must be of low- or no-VOC content.

High-pressure, general purpose-type laminate, Class 1 that is made with FSC certified wood content and recycled content must be used throughout. Horizontal surfaces must be .028" thick, colors 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 particleboard, or better. All composite wood products are preferred to meet California Air Resource Board (CARB) no-added-formaldehyde (NAF) or ultra-low-emitting formaldehyde (ULEF) emissions requirements.

2.13.1. Counter and Cabinetry in Staff Support Room: 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 each Staff Support Room identified on the SAFS in § B-3.

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.

2.13.2. Counter and Cabinetry in Wellness Room: Landlord must provide and install a plastic laminate countertop 24" wide x 6' long with a 4" high continuous backsplash, one two-foot-wide base cabinet, room for an under-counter or similar refrigerator to be provided by the User Agency, and open wheelchair access under the sink in the Wellness Room identified on the SAFS in § B-3.

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.

B-3 SPACE ALLOCATION AND FINISH SCHEDULE (SAFS)

B-4 TECHNICAL EXHIBITS

Technical Exhibit 2	Typical Reception Counter (Tempered Glass)
Technical Exhibit 3	Perimeter Shelving
Technical Exhibit 4	Chair Rail