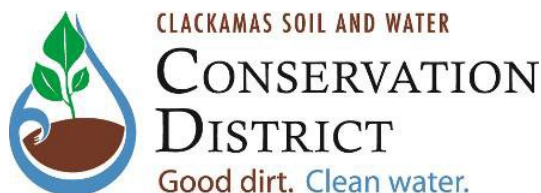


Clackamas SWCD

Conservation Resource Center Tenant Improvement Project



Conservation Resource Center (CRC) Construction Documents

Notes:

This tenant improvement project will take place in a walled and carpeted space left unfinished for the purposes of this buildout. The Conservation Resource Center is the headquarters of Clackamas Soil and Water Conservation District, a local government entity created for the purpose of providing conservation services to landowners, managers, and citizens in Clackamas County.

Construction of this space is estimated to take place this fall with the intention of leasing the space in late fall or early winter. Construction will need to comply with the drawings and requirements listed below when complete. Responsive proposals will acknowledge these requirements and that they will be met at the proposed cost.

Construction Requirements from Prospective Federal Lessee:

- Exhibit B - Supplemental Lease
- Exhibit F - Prelease Fire Protection and Life Safety Evaluation
- Exhibit G - Agency Specific Requirements
- Exhibit H - Physical Security Requirements
- Exhibit I - Facility Signage Guide
- Exhibit J - OCIO Technical Requirements
- Exhibit K - Seismic Offer Forms

Design Drawings:

- CRC Full Floorplan with lease space highlighted
- CRC Lease Space Design ver. 1.3

Photos of Space:

- Conservation Resource Center - building exterior from road
- Space for lease - from NE exterior entry looking SW
- Space for lease - from SE open office entry looking NW

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SECTION 1 GENERAL TERMS, CONDITIONS, AND STANDARDS

1.01 DEFINITIONS AND GENERAL TERMS (SMALL) (SEP 2015)

Unless otherwise specifically noted, all terms and conditions set forth in this Lease shall be interpreted by reference to the following definitions, standards, and formulas:

A. Common Area Factor (CAF). The Common Area Factor (CAF) is a conversion factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example, 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% [(11,500 RSF-10,000 ABOA SF)/10,000 ABOA SF]. For the purposes of this Lease, the CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.

B. Rentable Space or Rentable Square Feet (RSF). Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: ABOA SF of Space x (1 + CAF) = RSF.

C. Space. The Space shall refer to that part of the Premises to which the Government has exclusive use, such as Office Area, or other type of Space. Parking areas to which the Government has rights under this Lease are not included in the Space.

D. Office Area. For the purposes of this Lease, Space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." References to ABOA mean ANSI/BOMA Office Area.

1.02 INTENTIONALLY DELETED

1.03 AUTHORIZED REPRESENTATIVES (OCT 2016)

Signatories to this Lease shall have full authority to bind their respective principals with regard to all matters relating to this Lease. No other persons shall be understood to have any authority to bind their respective principals except to the extent that such authority may be explicitly delegated by notice to the other party, or to the extent that such authority is transferred by succession of interest. The Government shall have the right to substitute its Lease Contracting Officer (LCO) by notice without an express delegation by the prior LCO.

1.04 HUBZONE SMALL BUSINESS CONCERNS ADDITIONAL PERFORMANCE REQUIREMENTS (SIMPLIFIED) (MAR 2012)

If the Lessor is a qualified HUBZone small business concern (SBC) that did not waive the price evaluation preference then as required by 13 C.F.R. 126.700, the HUBZone SBC must spend at least 50% of the cost of the contract incurred for personnel on its own employees or employees of other qualified HUBZone SBC's and must meet the performance of the work requirements for subcontracting in 13 C.F.R. § 125.6(c). If the Lessor is a

HUBZone joint venture, the aggregate of the qualified HUBZone SBC's to the joint venture, not each concern separately, must perform the applicable percentage of work required by this clause.

If the Lessor is a HUBZone small business concern (SBC) that did not waive the price evaluation preference, the Lessor shall provide a certification within 10 days after Lease award to the LCO (or representative designated by the LCO) that the Lessor was an eligible HUBZone SBC on the date of award. If it is determined within 20 days after award that a HUBZone SBC Offeror that has been awarded the Lease was not an eligible HUBZone SBC at the time of award, and the HUBZone SBC Lessor failed to provide the LCO with information regarding a change to its HUBZone eligibility prior to award, then the Lease shall be subject, at the LCO's discretion, to termination, and the Government will be relieved of all obligations to the Lessor in such an event and not be liable to the Lessor for any costs, claims, or damages of any nature whatsoever.

1.05 WAIVER OF RESTORATION (OCT 2018)

Lessor shall have no right to require the Government to restore the Premises upon expiration or earlier termination (full or partial) of the Lease, and waives all claims against the Government for waste, damages, or restoration arising from or related to (a) the Government's normal and customary use of the Premises during the term of the Lease (including any extensions thereof), as well as (b) any initial or subsequent alteration to the Premises regardless of whether such alterations are performed by the Lessor or by the Government. At its sole option, the Government may abandon property in the Space following expiration or earlier termination (full or partial) of the Lease, in which case the property will become the property of the Lessor, and the Government will be relieved of any liability in connection therewith.

1.06 NOVATION AND CHANGE OF OWNERSHIP (SMALL) (OCT 2016)

Consistent with GSAM 570.115, in the event of a transfer of ownership of the leased premises or a change in the Lessor's legal name, FAR 42.12 applies.

1.07 ASBESTOS (SMALL) (SEP 2015)

The leased space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials and in compliance with applicable Federal, State, and local environmental laws and regulations. If asbestos abatement work is to be performed in the Space after occupancy, the Lessor shall submit to the Government the occupant safety plan and a description of the methods of abatement and re-occupancy clearance, in accordance with OSHA, EPA, DOT, state, and local regulations and guidance, at least 4 weeks prior to the abatement work.

1.08 INTENTIONALLY DELETED

SECTION 2 CONSTRUCTION STANDARDS AND SHELL COMPONENTS

2.01 WORK PERFORMANCE (SMALL) (SEP 2015)

All work in performance of this Lease shall be done by skilled and licensed workers or mechanics and shall be acceptable to the LCO.

2.02 EXISTING FIT-OUT, SALVAGED, OR REUSED BUILDING MATERIAL (SMALL) (SEP 2015)

The Lessor shall reuse items or materials in the construction phase of the project, as long as such meet the quality standards set forth by the Government in this Lease.

2.03 WOOD PRODUCTS (SIMPLIFIED) (OCT 2019)

For all new installations of wood products, the Lessor is encouraged to use independently certified forest products. Refer to the Forest Stewardship Council United States ([HTTPS://US.FSC.ORG/EN-US](https://us.fsc.org/en-us)), or the Sustainable Forestry Initiative ([HTTP://WWW.SFIPROGRAM.ORG/](http://www.sfiprogram.org/)). Particle board, strawboard, and plywood materials used shall be free of formaldehyde or sufficiently aged prior to use such that indoor air levels in the finished leased space shall not exceed 0.016 parts per million (ppm) of formaldehyde. . All materials comprised of combustible substances, such as wood plywood and wood boards, shall be treated with fire retardant chemicals by a pressure impregnation process or other methods that treats the materials throughout as opposed to surface treatment.

2.04 ADHESIVES AND SEALANTS (SIMPLIFIED) (OCT 2019)

All adhesives employed on this project (including, but not limited to, adhesives for carpet, carpet tile, plastic laminate, wall coverings, adhesives for wood, or sealants) shall meet the requirements of the manufacturer of the products adhered or involved. The Lessor shall use adhesives and sealants with no heavy metals and that do not result in indoor air levels above 0.016 parts per million (ppm) of formaldehyde. Adhesives and other materials used for the installation of carpets shall be limited to those having a flash point of 140 degrees F or higher.

2.05 BUILDING SHELL REQUIREMENTS (SMALL) (OCT 2019)

A. The Building Shell shall be designed, constructed, and maintained in accordance with the standards set forth herein and completed prior to acceptance of Space.

B. Base structure and Building enclosure components shall be complete. All common areas accessible by the Government, such as lobbies, fire egress corridors and stairwells, elevators, garages, and service areas, shall be complete. Restrooms shall be complete and operational. All newly installed Building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), electrical, ceilings, sprinklers, etc., shall be furnished, installed, and coordinated with TIs. Circulation corridors are provided as part of the base Building only on multi-tenanted floors where the corridor is common to more than one tenant. On single tenant floors, only the fire egress corridor(s) necessary to meet code is provided as part of the shell.

C. The Building Shell rental rate shall also include, but is not limited to, insurance, taxes, lease commission and management, in addition to profit, reserve costs and loan financing for the Building.

2.06 RESPONSIBILITY OF THE LESSOR AND LESSOR'S ARCHITECT/ENGINEER (SMALL) (SEP 2015)

THE LESSOR REMAINS SOLELY RESPONSIBLE FOR DESIGNING, CONSTRUCTING, OPERATING, AND MAINTAINING THE LEASED PREMISES IN FULL ACCORDANCE WITH THE REQUIREMENTS OF THE LEASE. The Lessor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, or other services, as noted by the Government's review or otherwise.

2.07 MEANS OF EGRESS (MAY 2015)

A. Prior to occupancy, the Premises and any parking garage areas shall meet or will be upgraded to meet either the applicable egress requirements in the National Fire Protection Association, Life Safety Code (NFPA 101) or the International Code Council, International Building Code (IBC), each current as of the Lease Award Date, or use an alternative approach or method that achieves an equivalent level of safety deemed acceptable by the Government.

B. The Space shall have unrestricted access to a minimum of two remote exits on each floor of Government occupancy.

C. Interlocking or scissor stairs located on the floor(s) where Space is located shall only count as one exit stair.

D. A fire escape located on the floor(s) where Space is located shall not be counted as an approved exit stair.

E. Doors shall not be locked in the direction of egress unless equipped with special locking hardware in accordance with requirements of NFPA 101 or the IBC.

2.08 AUTOMATIC FIRE SPRINKLER SYSTEM (SEP 2013)

EXHIBIT B TO RLP
ATTACHMENT 1 TO LEASE

- A. Any portion of the Space located below-grade, including parking garage areas, and all areas in a Building referred to as "hazardous areas" (defined in National Fire Protection Association (NFPA) 101) that are located within the entire Building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For Buildings in which any portion of the Space is on or above the sixth floor, then, at a minimum, the Building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- C. For Buildings in which any portion of the Space is on or above the sixth floor, and lease of the Space will result, either individually or in combination with other Government Leases in the Building, in the Government leasing 35,000 or more ANSI/BOMA Office Area SF of Space in the Building, then the entire Building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.
- D. Automatic fire sprinkler system(s) shall be installed in accordance with the requirements of NFPA 13, Standard for the Installation of Sprinkler Systems that was in effect on the actual date of installation.
- E. Automatic fire sprinkler system(s) shall be maintained in accordance with the requirements of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems (current as of the Lease Award Date).
- F. "Equivalent level of safety" means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems.

2.09 FIRE ALARM SYSTEM (SEP 2013)

- A. A Building-wide fire alarm system shall be installed in the entire Building in which any portion of the Space is located on the 3rd floor or higher.
- B. The fire alarm system shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code, that was in effect on the actual date of installation.
- C. The fire alarm system shall be maintained in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date).
- D. The fire alarm system shall transmit all fire alarm signals to the local fire department via any of the following means: directly to the local fire department, to the (911) public communications center, to a central station, to a remote supervising station, or to a proprietary supervising station.
- E. If the Building's fire alarm control unit is over 25 years old as of the date of award of this Lease, Lessor shall install a new fire alarm system in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date), prior to Government acceptance and occupancy of the Space.

2.10 ENERGY INDEPENDENCE AND SECURITY ACT (SMALL) (SEP 2015)

- A. The Lessor shall either earn the ENERGY STAR® Label or complete all cost effective energy efficiency and conservation improvements, agreed to by Lessor prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease).

2.11 ELEVATORS (SMALL) (OCT 2016)

- A. The Lessor shall provide suitable passenger elevator and, when required by the Government, freight elevator service to any of the Premises not having ground level access. Service shall be available during the normal hours of operation specified in the in this Lease
- B. Code: Elevators shall conform to the current requirements of the American Society of Mechanical Engineers ASME A17.1/CSA B44, Safety Code for Elevators and Escalators (current as of the Lease Award Date) Elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1/CSA B44. Fire alarm initiating devices (e.g., smoke detectors) used to initiate Phase I emergency recall operation shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code. The elevators shall be inspected and maintained in accordance with the current edition of the ASME A17.2, Inspector's Manual for Elevators. Except for the reference to ASME A17.1 in ABAAS, Section F105.2.2, all elevators must meet ABAAS requirements for accessibility in Sections 407, 408, and 409 of ABAAS.
- C. Safety Systems: Elevators shall be equipped with telephones or other two-way emergency communication systems. The system used shall be marked and shall reach an emergency communication location staffed 24 hours per day, 7 days per week.

2.12 DEMOLITION (JUN 2012)

The Lessor shall remove existing abandoned electric, telephone, and data cabling and devices, as well as any other improvements or fixtures in place to accommodate the Government's requirements. Any demolition of existing improvements that is necessary to satisfy the Government's layout shall be done at the Lessor's expense.

2.13 ACCESSIBILITY (FEB 2007)

The Building, leased Space, and areas serving the leased Space shall be accessible to persons with disabilities in accordance with the Architectural Barriers Act Accessibility Standard (ABAAS), Appendices C and D to 36 CFR Part 1191 (ABA Chapters 1 and 2, and Chapters 3 through 10). To the extent the standard referenced in the preceding sentence conflicts with local accessibility requirements, the more stringent shall apply.

2.14 CEILINGS (SMALL) (OCT 2019)

A complete acoustical ceiling system (which includes grid and lay-in tiles or other Building standard ceiling system as approved by the LCO) throughout the Premises and all common areas accessible to Government tenants shall be required. The acoustical ceiling system shall be furnished, installed, and coordinated with TIs.

Ceilings shall be uniform in color and appearance throughout the Space, with no obvious damage to tiles or grid.

2.15 EXTERIOR AND COMMON AREA DOORS AND HARDWARE (SEP 2013)

A. Exterior Building doors and doors necessary to the lobbies, common areas, and core areas shall be required. This does not include suite entry or interior doors specific to TIs.

B. Exterior doors shall be weather tight and shall open outward. Hinges, pivots, and pins shall be installed in a manner which prevents removal when the door is closed and locked. These doors shall have a minimum clear opening of 32" clear wide x 80" high (per leaf). Doors shall be heavy duty, flush, 1) hollow steel construction, 2) solid core wood, or 3) insulated tempered glass. As a minimum requirement, hollow steel doors shall be fully insulated, flush, #16-gauge hollow steel. Solid-core wood doors and hollow steel doors shall be at least 1-3/4 inches thick. Door assemblies shall be of durable finish and shall have an aesthetically pleasing appearance acceptable to the LCO. The opening dimensions and operations shall conform to the governing building, fire safety, accessibility, and energy codes and/or requirements. Fire door assemblies shall be listed and labeled. Labels on fire door assemblies shall be maintained in a legible condition. Fire door assemblies and their accompanying hardware, including frames and closing devices shall be installed in accordance with the requirements of NFPA 80, Standard for Fire Doors and Other Opening Protectives.

C. Exterior doors and all common area doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall or floor mounted) and silencers. All public use doors and restroom doors shall be equipped with kick plates. All doors shall have automatic door closers. All Building exterior doors shall have locking devices installed to reasonably deter unauthorized entry.

2.16 WINDOWS (SMALL) (SEP 2015)

All windows shall be locked and weather tight. Windows accessible from fire escapes must be readily operable from the inside of the Building.

2.17 PARTITIONS: PERMANENT (SMALL) (OCT 2019)

Permanent partitions shall extend from the structural floor slab to the structural ceiling slab, surrounding the Space, stairs, corridors, elevator shafts, restrooms, all columns, and janitor closets. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by the applicable building code, fire code and ordinances adopted by the jurisdiction in which the Building is located (such as the International Building Code, etc.) current as of the Lease Award Date.

2.18 INSULATION: THERMAL, ACOUSTIC, AND HVAC (SIMPLIFIED) (OCT 2019)

A. No insulation installed with this project shall be material manufactured using chlorofluorocarbons (CFCs), nor shall CFCs be used in the installation of the product.

B. All insulation containing fibrous materials exposed to air flow shall be rated for that exposure or shall be encapsulated.

C. Insulating properties for all materials shall meet or exceed applicable industry standards. Polystyrene products shall meet American Society for Testing and Materials (ASTM) C578 91.

D. All insulation shall contain low emitting volatiles and not result in indoor air levels above 0.016 parts per million (ppm) of formaldehyde.

E. The maximum flame spread and smoke developed index for insulation shall meet the requirements of the applicable local codes and ordinances (current as of the Lease Award Date) adopted by the jurisdiction in which the Building is located.

2.19 PAINTING – SHELL (SIMPLIFIED) (OCT 2019)

The Lessor shall bear the expense for all painting associated with the Building shell, including all common areas. Exterior perimeter walls and interior core walls within the Space shall be spackled and prime painted. If any Building shell areas are already painted prior to TIs, then the Lessor shall repaint, at the Lessor's expense, as necessary during TIs.

2.20 FLOORS AND FLOOR LOAD (SMALL) (OCT 2019)

A. All adjoining floor areas shall be of a common level.

B. Under-floor surfaces shall be smooth and level. Office areas shall have a minimum live load capacity of 50 pounds per ABOA SF plus 20 pounds per ABOA SF for moveable partitions. Storage areas shall have a minimum live load capacity of 100 pounds per ABOA SF, including moveable partitions. Lessor may be required to provide a report by a registered structural engineer showing the floor load capacity, at the Lessor's expense. Calculations and structural drawings may also be required.

2.21 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL (SMALL) (SEP 2015)

- A. The Lessor shall be responsible for meeting the applicable requirements of all federal, state, and local codes and ordinances. When codes conflict, the more stringent standard shall apply.
- B. The Lessor shall provide and operate all Building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures.
- C. Convenience outlets shall be installed in accordance with NFPA Standard 70, National Electrical Code, or local code, whichever is more stringent. The Lessor shall provide duplex utility outlets in restrooms, corridors, and dispensing areas.

2.22 DRINKING FOUNTAINS (OCT 2018)

On each floor of Government-occupied Space, the Lessor shall provide a minimum of two drinking fountains with chilled potable water within 200 feet of travel from any Government-occupied area on the floor. At least one of these two drinking fountains must be outfitted with a water bottle filling station. The fountains shall comply with Section F211 of the Architectural Barriers Act Accessibility Standard. Potable is defined as water meeting current EPA primary drinking water standards or more stringent, applicable state or local regulations. The Lessor shall serve as first responder to any occupant complaints about drinking water. The Lessor shall promptly investigate any such complaints and implement the necessary controls to address the complaints and maintain potable water conditions.

2.23 RESTROOMS (SMALL) (SEP 2015)

Separate restroom facilities for men and women shall be provided in accordance with local code or ordinances, on each floor occupied by the Government in the Building. The facilities shall be located so that employees will not be required to travel more than 200 feet, on one floor to reach the restrooms. Each restroom shall have sufficient water closets enclosed with modern stall partitions and doors, urinals (in men's room), and hot (set in accordance with applicable building codes) and cold water. Water closets and urinals shall not be visible when the exterior door is open.

2.24 HEATING, VENTILATION, AND AIR CONDITIONING – SHELL (SIMPLIFIED) (OCT 2016)

Central HVAC systems shall be installed and operational, including, as appropriate, main and branch lines, VAV boxes, dampers, flex ducts, and diffusers, for an open office layout, including all Building common areas. Systems shall be designed with sufficient systems capacity to meet all requirements in this Lease; equipment shall be concealed. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.

Any ductwork to be reused and/or to remain in place shall be cleaned, tested, and demonstrated to be clean in accordance with the standards set forth by NADCA. The cleaning, testing, and demonstration shall occur immediately prior to Government occupancy to avoid contamination from construction dust and other airborne particulates.

During working hours in periods of heating and cooling, ventilation shall be provided in accordance with the latest edition of the American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 62.1, Ventilation for Acceptable Indoor Air Quality.

Heating and air-conditioning air distribution systems (air handling units, VAV boxes, fan coil units, etc.) for the Space shall be equipped with particulate matter air filters that meet the Minimum Efficiency Reporting Value (MERV) specified in the current edition of ANSI/ASHRAE Standard 62.1. Locations that do not meet the EPA National Ambient Air Quality Standards (NAAQS) for particulates (PM 10 or PM 2.5) must be equipped with additional filtration on outdoor air intakes as required in ANSI/ASHRAE Standard 62.1. NAAQS information can be found at [HTTPS://WWW.EPA.GOV/GREEN-BOOK](https://www.epa.gov/green-book).

2.25 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (SMALL) (SEP 2015)

- A. Building telecommunication rooms must be completed, operational, and ready for use by Government's telecommunications provider. The telephone closets shall be equipped with deadlocking latch bolt and include a telephone backboard.
- B. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable Telecommunications Industry Association (TIA), Electronic Industries Alliance (EIA) and NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, NEC National Electrical Code, and other applicable NFPA standards and/or local code requirements.

2.26 INTENTIONALLY DELETED

2.27 LIGHTING: INTERIOR AND PARKING – SHELL (SMALL) (OCT 2019)

NOTE: FOR PRICING ESTIMATING PURPOSES, FIXTURES WILL BE INSTALLED AT THE AVERAGE RATIO OF 1 FIXTURE PER 80 ABOA SF.

- A. INTERIOR FIXTURES: Light fixtures (and associated ballasts or drivers) shall be installed as either ceiling grid or pendant mounted for an open-office plan. Ceiling grid fixtures shall be either 2' wide by 4' long or 2' wide by 2' long. Lessor shall provide, as part of Shell Rent, a minimum overall lighting fixture efficiency of 85 percent. Lamps shall maintain a uniform color level throughout the lease term.
- B. LIGHTING LEVELS: Fixtures shall have a minimum of two tubes and shall provide 50 foot-candles at desktop level (30" above finished floor) with a maximum uniformity ratio of 1.5:1. Lessor shall provide, as part of Shell Rent, 10 average foot-candles in all other Building areas within the Premises with a uniformity ratio of 4:1. Emergency egress lighting levels shall be provided in accordance with the local applicable building codes (but not less than 1 foot-candle) by either an onsite emergency generator or fixture mounted battery packs.
- C. POWER DENSITY: The maximum fixture power density shall not exceed 1.4 watts per ABOA SF.

D. **BUILDING PERIMETER:** Exterior parking areas, vehicle driveways, pedestrian walks, and the Building perimeter lighting levels shall be designed per Illuminating Engineering Society (IES) standards. Provide 5 foot-candles for doorway areas, 3 foot-candles for transition areas and at least 1 foot-candle at the surface throughout the parking lot. Parking lot fixtures shall provide a maximum to minimum uniformity ratio of 15:1 and a maximum to average uniformity ratio of 4:1..

E. **PARKING STRUCTURES:** The minimum illuminance level for parking structures is 5 foot-candles as measured on the floor with a uniformity ratio of 10:1.

F. **EXTERIOR POWER BACKUP:** Exterior egress, walkway, parking lot, and parking structure lighting must have emergency power backup to provide for safe evacuation of the Building.

2.28 INDOOR AIR QUALITY DURING CONSTRUCTION (SMALL) (OCT 2016)

A. All safety data sheets (SDS) shall comply with Occupational Safety and Health Administration (OSHA) requirements for the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The Lessor and its agents shall comply with all recommended measures in the MSDS to protect the health and safety of personnel.

B. Where demolition or construction work occurs adjacent to occupied Space, the Lessor shall erect appropriate barriers (noise, dust, odor, etc.) and take necessary steps to minimize interference with the occupants. This includes maintaining acceptable temperature, humidity, and ventilation in the occupied areas during window removal, window replacement, or similar types of work.

2.29 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - LEASE (SMALL) (SEP 2015)

A. Where a Memorandum of Agreement or other pre-award agreement concluding the Section 106 consultation includes mitigation, design review or other continuing responsibilities of the Government, Lessor must allow the Government access to the Property to carry out compliance activities. For Tenant Improvements and other tenant-driven alterations within an existing historic building, that could affect historic properties, compliance also may require on-going design review. In these instances, Lessor will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA Qualifications Standards for Preservation Architects*. These standards are available at: [HTTP://WWW.GSA.GOV/HISTORICPRESERVATION](http://www.gsa.gov/historicpreservation)>Project Management Tools>Qualification Requirements for Preservation Architects. The preservation architect will be responsible for developing preservation design solutions and project documentation required for review by the Government, the State Historic Preservation Officer (SHPO), the Tribal Historic Preservation Officer (THPO), if applicable, and other consulting parties in accordance with Section 106. For Tenant Improvements and other tenant-driven alterations within an existing historic building, the preservation architect must develop context-sensitive design options consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

B. The costs for development of design alternatives and review submittals for work required under the Lease are the sole responsibility of Lessor. In addition, building shell costs relating to such design alternatives are the sole responsibility of Lessor and must be included in the shell rent

SECTION 3 DESIGN, CONSTRUCTION, AND POST AWARD ACTIVITIES

3.01 SCHEDULE FOR COMPLETION OF SPACE (SIMPLIFIED) (SEP 2013)

Design and construction activities for the Space shall commence upon Lease award. The Lessor shall schedule the following activities to achieve timely completion of the work required by this Lease:

A. Design Intent Drawings. The Lessor shall prepare and deliver to the Government, as part of the shell cost, design intent drawings (DIDs) meeting all requirements set forth in the Lease within **10 Working Days** of the Lease Award Date. The Government shall respond within **10 Working Days** of receipt of the DIDs by either issuing a Notice to Proceed or providing notice indicating the manner in which the DIDs do not meet all requirements of the Lease. If the DIDs do not conform to the Lease requirements, the Lessor shall revise and resubmit the DIDs within **3 Working Days**. The Lessor shall be responsible for delays to Acceptance of the Premises attributable to the Lessor's failure to prepare DIDs conforming to the Lease requirements.

B. Notice to Proceed (NTP). If the DIDs conform to the Lease requirements, the Government shall issue NTP; however, the Government shall not be obligated to issue a NTP less than **10 Working Days** from receipt of DIDs, as originally submitted or revised. Issuance of NTP shall not be construed as a waiver of any requirement set forth in this Lease.

C. Construction Schedule. The Lessor shall complete all required build-out conforming to the Lease and approved DIDs within 40 Working Days of issuance of NTP.

3.02 ACCESS BY THE GOVERNMENT PRIOR TO ACCEPTANCE (SIMPLIFIED) (APR 2011)

Subject to the Lessor's permission, which shall not be unreasonably withheld, the Government or its contractors shall have access to the Premises prior to acceptance of the Space to prepare the Space for occupancy. If the work to be completed by the Government is a prerequisite for the issuance of a Certificate of Occupancy, or its equivalent, the Government shall be entitled to at least 10 Working Days to complete work by its own contractors.

3.03 ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (SIMPLIFIED) (SEP 2015)

A. The Government shall accept the Space only if the construction of Building shell and TIs, as applicable, conforming to this Lease and any layout drawings is substantially complete, as determined by the Lease Contracting Officer, and a Certificate of Occupancy (C of O) has been issued. The Space shall be considered substantially complete only if the Space may be used for its intended purpose and completion of remaining work will not interfere unreasonably with the Government's enjoyment of the Space.

B. The Lessor shall provide a valid C of O, issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue C of O's or if the C of O is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that indicates the Space and Building are compliant with all applicable local codes and ordinances and all fire protection and life safety-related requirements of this Lease.

3.04 LEASE TERM COMMENCEMENT DATE AND RENT RECONCILIATION (SMALL) (SEP 2015)

The Lease Term Commencement Date, and final measurement verification of the Premises, shall be memorialized by Lease Amendment.

3.05 AS-BUILT DRAWINGS (SMALL) (OCT 2019)

Not later than 60 days after the acceptance of the Space, the Lessor, at Lessor's expense, shall furnish to the Government a complete set of Computer Aided Design (CAD) files of as-built floor plans showing the Space under Lease, as well as corridors, stairways, and core areas. As-built drawings shall include Civil, Architectural, Mechanical, Electrical, and Plumbing features, including, but not limited to, those for IT, Communications, Security, and Fire Protection. The plans shall have been generated by a CAD program which is compatible with the latest release of AutoCAD.

3.06 SEISMIC RETROFIT (SEP 2013)

The following requirements apply to Leases requiring seismic retrofit:

A. The Lessor shall provide a final construction schedule, all final design and construction documents for the seismic retrofit, including structural calculations, drawings, and specifications to the Government for review and approval prior to the start of construction. When required by local building code, a geotechnical report shall be made available to the Government.

B. The Lessor's registered civil or structural engineer shall perform special inspections to meet the requirements of Chapter 17 of the International Building Code (IBC).

C. For Leases requiring seismic retrofit, the Space will not be considered substantially complete until a Seismic Form E - Certificate Of Seismic Compliance - Retrofitted Building, certifying that the Building meets the Basic Safety Objective of ASCE/SEI 41, executed by a registered civil or structural engineer, has been delivered to the LCO.

SECTION 4 TENANT IMPROVEMENT COMPONENTS

4.01 TENANT IMPROVEMENTS AND PRICING (SMALL) (SEP 2015)

- A. The Lease is a fully serviced, turnkey Lease with a fixed rent that covers all Lessor costs, including all demolition, shell upgrades, TIs, insurance, operating costs, taxes, parking, and security upgrades. Rent will be based upon a proposed rental rate per rentable square foot (RSF), limited by the offered rate and the maximum ABOA SF solicited under this RLP. The Tenant Improvements to be delivered by the Lessor will be based upon information provided with this Lease. The Lessor will be required to design and build the TIs and will be compensated for the TI costs through the rent. Offerors are encouraged to consider the use of existing fit-out and other improvements to minimize waste.
- B. The TI Unit Costs listed below will be used to make the adjustment for variances between turnkey pricing based on the agency specific requirements package (ASRs), and the approved design intent drawings. The prices quoted will also be used to order alterations during the first year of the Lease. The prices quoted shall be the cost to furnish, install, and maintain each item, unless otherwise specified. These prices may be indexed or renegotiated to apply to subsequent years of the Lease upon mutual agreement of the Lessor and the Government. Final rent calculations will be reconciled and the Lease will be amended after acceptance of the Space.
1. The cost per linear foot of office subdividing ceiling-high partitioning. _____
 2. The cost per floor-mounted duplex electrical outlet. _____
 3. The cost per wall-mounted duplex electrical outlet. _____
 4. The cost per floor-mounted fourplex (double duplex) electrical outlet. _____
 5. The cost per wall-mounted fourplex (double duplex) electrical outlet. _____
 6. The cost per dedicated clean electrical computer receptacle. _____
 7. The cost per floor-mounted telephone outlet. _____
 8. The cost per wall-mounted telephone outlet. _____
 9. The cost per interior door. _____
- C. The Government shall have the right to make lump sum payments for any or all TI work. The Government also shall have the right to withhold payment of all or a portion of TI costs until the TI has been completed per the terms of the Lease and to the LCO's satisfaction.

4.02 FINISH SELECTIONS (SMALL) (SEP 2015)

The Lessor must consult with the Government prior to developing a minimum of three (3) options of coordinated finish samples. The finish options must be approved by USDA prior to installation. The Lessor may not make any substitutions.

4.03 WINDOW COVERINGS (SIMPLIFIED) (AUG 2011)

All exterior windows shall be equipped with window blinds in new or like new condition, as approved by the Government.

4.04 DOORS: SUITE ENTRY (SIMPLIFIED) (OCT 2019)

Suite entry doors shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 84" high (per leaf). Doors shall meet the requirements of being a flush, solid core, 1-3/4-inch thick, wood door with a natural wood veneer face or an equivalent pre-approved by the Government. Hollow core wood doors are not acceptable. They shall be operable by a single effort; and shall meet the requirement of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a semi gloss oil-based paint finish that does not result in indoor air quality levels above 0.016 parts per million (ppm) of formaldehyde.

4.05 DOORS: INTERIOR (SMALL) (OCT 2019)

Doors within the Space shall have a minimum clear opening of 32" wide x 80" high and shall be flush, solid core, wood with a natural wood veneer face or an equivalent door pre-approved by the LCO. They shall meet the requirements of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a semi-gloss oil-based paint finish and which do not result in indoor air levels above 0.016 parts per million (ppm) of formaldehyde.

4.06 DOORS: HARDWARE (SMALL) (SEP 2015)

Doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. All door entrances leading into the Space from public corridors and exterior doors shall have automatic door closers. Doors designated by

the Government shall be equipped with 5-pin, tumbler cylinder locks and strike plates. All locks shall be master keyed. Furnish at least two master keys for each lock to the Government. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by Government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or pinned mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent tampering of the latch hardware. Doors used for egress only shall not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101 or the International Building Code current as of the Lease Award Date.

4.07 PARTITIONS: SUBDIVIDING (SMALL) (OCT 2019)

- A. Office subdividing partitions shall comply with applicable building codes and local requirements and ordinances. Partitioning shall extend from the finished floor to the finished ceiling and shall be designed to provide a minimum sound transmission class (STC) of 37. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84).
- B. HVAC shall be rebalanced and lighting repositioned, as appropriate, after installation of partitions.
- C. If installed in accordance with the "Automatic Fire Sprinkler System" and "Fire Alarm System" paragraphs, sprinklers and fire alarm notification appliances shall be repositioned as appropriate after installation of partitions to maintain the level of fire protection and life safety.
- D. Partitioning requirements may be satisfied with existing partitions if they meet the Government's standards and layout requirements.

4.08 PAINTING – TI (SIMPLIFIED) (OCT 2019)

Prior to acceptance, all surfaces within the Space which are designated by USDA for painting shall be newly finished in colors and type of paint acceptable to the Government.

4.09 FLOOR COVERINGS AND PERIMETERS (SMALL) (OCT 2019)

- A. Unless otherwise specified, carpet tiles shall be installed in accordance with manufacturing instructions to lay smoothly and evenly throughout the Space. Floor perimeters at partitions shall have wood, rubber, vinyl, or carpet base.
- B. The use of existing carpet may be approved by the Government; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement as stated in the specifications below.
- C. Any alternate flooring shall be pre-approved by the Government.
- D. SPECIFICATIONS FOR CARPET TO BE NEWLY INSTALLED OR REPLACED

- 1. Performance requirements for modular tile.

- a. Static: Less than or equal to 3.5 kV when tested by AATCC Test Method 134 (Step Test Option).
- b. Flammability: Meets CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.
- c. Flooring Radiant Panel Test: Meets NFPA 253 Class I or II depending upon occupancy and fire code when tested under

ASTM E-648 for glue down installation.

- d. Smoke Density: NBS Smoke Chamber - Less than 450 Flaming Mode when tested under ASTM E-662.

- 2. Texture Appearance Retention Rating (TARR). Moderate; ≥ 3.0 TARR.

4.10 HEATING AND AIR CONDITIONING (SMALL) (SEP 2015)

Provide individual thermostat control for office Space Areas that routinely have extended hours of operation shall be environmentally controlled through dedicated heating and air conditioning equipment. Portable space heaters are prohibited.

4.11 ELECTRICAL: DISTRIBUTION (SMALL) (SEP 2015)

- A. All electrical outlets shall be installed in accordance with NFPA Standard 70.
- B. The Lessor shall in all cases safely conceal outlets and associated wiring (for electricity, voice, and data) to the workstation(s) in a method acceptable to the Government.

4.12 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (JUN 2012)

Telecommunications floor or wall outlets shall be provided as part of the TIs. At a minimum, each outlet shall house one 4-pair wire jack for voice and one 4-pair wire jack for data. The Lessor shall ensure that all outlets and associated wiring, copper, coaxial cable, optical fiber, or other transmission medium used to transmit telecommunications (voice, data, video, Internet, or other emerging technologies) service to the workstation shall be safely concealed under raised floors, in floor ducts, walls, columns, or molding. All outlets/junction boxes shall be provided with rings and pull strings to facilitate the installation of cable. Some transmission medium may require special conduit, inner duct, or shielding as specified by the Government.

4.13 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (AUG 2008)

Provide sealed conduit to house the agency telecommunications system when required.

4.14 DATA DISTRIBUTION (JUN 2012)

The Lessor shall be responsible for the cost of purchasing and installing data cable. The Lessor shall safely conceal data outlets and the associated wiring used to transmit data to workstations in floor ducts, walls, columns, or below access flooring. The Lessor shall provide, as part of the TI, outlets with rings and pull strings to facilitate the installation of the data cable. When cable consists of multiple runs, the Lessor shall provide ladder type or other acceptable cable trays to prevent Government-provided cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop.

4.15 ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE (JUN 2012)

A. The Lessor shall provide as part of the TIs separate data, telephone, and electric junction boxes for the base feed connections to Government provided modular or systems furniture, when such feeds are supplied via wall outlets or floor penetrations. When overhead feeds are used, junction boxes shall be installed for electrical connections. Raceways shall be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The Lessor shall provide all electrical service wiring and connections to the furniture at designated junction points. Each electrical junction shall contain an 8-wire feed consisting of 3 general purpose 120-V circuits with 1 neutral and 1 ground wire, and a 120-V isolated ground circuit with 1 neutral and 1 isolated ground wire. A 20-ampere circuit shall have no more than 8 general purpose receptacles or 4 isolated ground "computer" receptacles.

B. The Government shall be responsible for the cost of purchasing data and telecommunications cable. Said cable shall be installed and connected to systems furniture by the Lessor/contractor with the assistance and/or advice of the Government or computer vendor. The Lessor shall provide wall mounted data and telephone junction boxes, which shall include rings and pull strings to facilitate the installation of the data and telecommunications cable. When cable consists of multiple runs, the Lessor shall provide ladder-type or other acceptable cable trays to prevent Government provided cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop. Said cable trays shall provide access to both telecommunications data closets and telephone closets.

C. The Lessor shall furnish and install suitably sized junction boxes near the "feeding points" of the furniture panels. All "feeding points" shall be shown on Government approved design intent drawings. The Lessor shall temporarily cap off the wiring in the junction boxes until the furniture is installed. The Lessor shall make all connections in the power panel and shall keep the circuit breakers off. The Lessor shall identify each circuit with the breaker number and shall identify the computer hardware to be connected to it. The Lessor shall identify each breaker at the panel and identify the devices that it serves.

D. The Lessor's electrical contractor must connect power poles or base feeds in the junction boxes to the furniture electrical system and test all pre-wired receptacles in the systems furniture. Other Government contractors will be installing the data cable in the furniture panels for the terminal and printer locations, installing the connectors on the terminal/printer ends of the cable, and continuity testing each cable. Work shall be coordinated and performed in conjunction with the furniture, telephone, and data cable installers. Much of this work may occur over a weekend on a schedule that requires flexibility and on-call visits. The Lessor must coordinate the application of Certification of Occupancy with furniture installation.

4.16 LIGHTING: INTERIOR AND PARKING – TI (SMALL) (SEP 2015)

FIXTURES: Any additional lighting fixtures and/or components required beyond what would have been provided under the paragraph, "Lighting: Interior and Parking – Shell (SMALL)" are part of the TIs.

SECTION 5 UTILITIES, SERVICES, AND OBLIGATIONS DURING THE LEASE TERM

5.01 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS (SIMPLIFIED) (JUN 2012)

The Government's normal hours of operations are established as **6:00 AM to 6:00 PM**, Monday through Friday, with the exception of Federal holidays. Services, maintenance, and utilities shall be provided during these hours. The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed during normal hours.

5.02 UTILITIES (APR 2011) The Lessor is responsible for providing all utilities necessary for base Building and tenant operations as part of the rental consideration.

5.03 HEATING AND AIR CONDITIONING (SMALL) (OCT 2018)

A. In all office areas, temperatures shall conform to local commercial equivalent temperature levels and operating practices in order to maximize tenant satisfaction. These temperatures shall be maintained throughout the leased Premises and service areas, regardless of outside temperatures, during the hours of operation specified in the Lease. The Lessor shall perform any necessary systems start-up required to meet the commercially equivalent temperature levels prior to the first hour of each day's operation. At all times, humidity shall be maintained below 60% relative humidity.

B. During non working hours, heating temperatures shall be set no higher than 55° Fahrenheit, and air conditioning shall not be provided except as necessary to return Space temperatures to a suitable level for the beginning of working hours. Thermostats shall be secured from manual operation by key or locked cage. A key shall be provided to the Government's designated representative.

C. Thermal comfort. During all working hours, comply with the latest edition of ASHRAE Standard 55, Thermal Comfort Conditions for Human Occupancy.

D. Warehouse or garage areas require heating and ventilation only. Cooling of this Space is not required. Temperature of warehouse or garage areas shall be maintained at a minimum of 50° Fahrenheit.

E. The Lessor shall conduct HVAC system balancing after any HVAC system alterations during the term of the Lease and shall make a reasonable attempt to schedule major construction outside of office hours.

F. Normal HVAC systems' maintenance shall not disrupt tenant operations.

G. The Space shall have a Server room which shall receive cooling at all times (24 hrs a day, 365 days a year). The temperature of this room shall be maintained at the temperature and humidity described in the attachments to this Lease.

H. In addition to the server room requirements stated above, the following areas shall receive HVAC at all times:

1. _____
2. _____

I. The 24 hour, 365 days a year HVAC service(s) stated above shall be provided by the Lessor as part of the operating rent established under the Lease.

5.04 OVERTIME HVAC USAGE (SMALL) (SEP 2016)

A. Overtime usage services may be ordered by the Government's authorized representative only at the rate prescribed in the Lease.

B. Failure to submit a proper invoice within 120 days of providing overtime utilities shall constitute a waiver of the Lessor's right to receive any payment for such overtime utilities pursuant to this Lease.

5.05 JANITORIAL SERVICES (SMALL) (SEP 2015)

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors, and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restrooms. Clean all restroom fixtures and replenish restroom supplies. Dispose of all trash and garbage generated in or about the Building. Spray buff resilient floors in main corridors, entrances, and lobbies. Clean elevators and escalators. Remove carpet stains. Police sidewalks, parking areas, and driveways. Sweep loading dock areas and platforms. Clean glass entry doors to the Space.

B. Three times a week. Sweep or vacuum stairs.

- C. Weekly. Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalks, parking areas, and driveways (weather permitting).
- D. Every two weeks. Spray buff resilient floors in secondary corridors, entrance, and lobbies. Damp mop and spray buff hard and resilient floors in office Space.
- E. Monthly. Completely sweep and/or vacuum carpets.
- F. Twice a year. Wash all interior and exterior windows and other glass surfaces.
- G. Every two years. Shampoo carpets in all offices and other non-public areas.
- H. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts. Remove snow and ice from entrances, exterior walks, and parking lots of the building by the beginning of the normal working hours and continuing throughout the day
- I. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).
- J. Cleaning and Disinfecting requirements. The Lessor shall routinely wipe down all solid, high contact surfaces in common and high traffic areas using soap and water, followed by a disinfectant from the EPA-registered list of products. Cleaning staff shall use products in accordance with directions provided by the manufacturer, including the use of personal protective equipment (PPE), if applicable. Disinfection application and products should be chosen so as to not damage interior finishes or furnishings.

"Routinely," for purposes of this section, is defined as no less than once daily. More frequent cleaning and disinfection may be required based on level of use.

Examples of common and high traffic areas include, but are not limited to, handrails, door knobs, key card scan pads, light switches, countertops, table tops, water faucets and handles, elevator buttons, sinks, toilets and control handles, restroom stall handles, toilet paper and other paper dispensers, door handles and push plates, water cooler and drinking fountain controls. Disinfected surfaces should be allowed to air dry.

5.06 MAINTENANCE OF PROVIDED FINISHES (SMALL) (SEP 2015)

A. Paint, wall coverings. Lessor shall maintain all wall coverings and high performance paint coatings in "like new" condition for the life of the Lease. All painted surfaces, shall be repainted at the Lessor's expense, including the moving and returning of furnishings, any time during the occupancy by the Government if the paint is peeling or permanently stained, except where damaged due to the negligence of the Government. All work shall be done after normal working hours as defined elsewhere in this Lease.

B. Carpet and flooring.

1. The Lessor shall repair or replace flooring at any time during the Lease term when:
 - a. Backing or underlayment is exposed;
 - b. There are noticeable variations in surface color or texture;
 - c. It has curls, upturned edges, or other noticeable variations in texture;
 - d. Tiles are loose; or,
 - e. Tears or tripping hazards are present.
2. Repair or replacement shall include the moving and returning of furnishings, including disassembly and reassembly of systems furniture per manufacturer's warranty, if necessary. Work shall be performed after normal hours.

5.07 IDENTITY VERIFICATION OF PERSONNEL (OCT 2016)

A. The Government reserves the right to verify identities of personnel with routine and/or unaccompanied access to the Government's Space, including both pre and post occupancy periods. The Lessor shall comply with the agency personal identity verification procedures below that implement [Homeland Security Presidential Directive-12](#) (HSPD-12), Office of Management and Budget (OMB) guidance [M-05-24](#) and [M-11-11](#), and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended. These policies require the Government to conduct background investigations and make HSPD-12 compliant suitability determinations for all persons with routine or unaccompanied access to Government leased Space. By definition, this includes at a minimum each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased Space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's Space.

B. Application Process: The background investigation will be done using the Government's prescribed process. The Lessor must provide information on each of their contractor/personnel meeting the above criteria to the Government, whereupon each identified contractor/personnel will be notified with instructions for completing the identity verification application within a given time frame. The application process will include completing supplemental information forms that must be inputted into the identity verification system in order for the application to be considered complete. Additionally, the Lessor must ensure prompt completion of the fingerprint process for their contractor/personnel. Email notifications will be sent with instructions on the steps to be taken to schedule an appointment for fingerprinting at an approved regional location along with instructions on how to complete the background investigation application.

C. The Lessor must ensure the Lease Contracting Officer (or the Lease Contracting Officer's designated representative) has all of the requested documentation timely to ensure the completion of the investigation.

D. Based on the information furnished, the Government will conduct background investigations. The Lease Contracting Officer will advise the Lessor in writing if a person fails the investigation, and, effective immediately, that person will no longer be allowed to work or be assigned to work in the Government's Space.

E. Throughout the life of the Lease, the Lessor shall provide the same data for any new employees, contractors, or subcontractors who will be assigned to the Government's Space in accordance with the above criteria. In the event the Lessor's contractor or subcontractor is subsequently replaced, the new contractor or subcontractor is not required to have persons re-apply who were cleared through this process while associated with the former contractor or subcontractor in accordance with USDA policy. The Lessor shall require each cleared person to re-apply and obtain a new clearance in accordance with USDA policy.

F. The Lessor is accountable for not allowing contractors to start work without the successful completion of the appropriate background investigation as required by USDA policy.

G. Access Card Retrieval/Return: Upon an Entry on Duty notification, the Government will issue a Personal Identity Verification (PIV) credential that is sometimes referred to as a USDA Access card. Lessors are responsible for all PIV credential issued to their contractors/personnel pursuant to this Lease. Lessors are specifically responsible for ensuring that all USDA PIV access cards are returned to the Lease Contracting Officer or their designee whenever their employees or a contractor no longer require access to the Space (such as when no longer needed for contract performance, upon completion of the Contractor employee's employment, and upon contract completion or termination). Additionally, the Lessor must notify the Lease Contracting Officer or their designee whenever a USDA PIV Access card is lost or stolen in which event the Lessor may be responsible for reimbursing the Government for replacement credentials at the current cost per PIV HSPD12 credential. Unreturned PIV Access cards will be considered as lost or stolen cards.

H. The Government reserves the right to conduct additional background checks on Lessor personnel and contractors with routine access to Government leased Space throughout the term of the Lease to determine who may have access to the Premises.

I. The Lease Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

J. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.

5.08 RANDOLPH-SHEPPARD COMPLIANCE (SMALL) (SEP 2015)

The Government may provide vending machines within the Government's leased area under the provisions of the Randolph-Sheppard Act (20 USC 107 et. seq.). During the term of the Lease, the Lessor may not establish vending facilities within the leased Space that will compete with any Randolph-Sheppard vending facilities.

5.09 INDOOR AIR QUALITY (OCT 2019)

A. The Lessor shall control airborne contaminants at the source and/or operate the Space in such a manner that indoor air quality action limits identified in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits, and generally accepted consensus standards are not exceeded.

B. The Lessor shall avoid the use of products containing toxic, hazardous, carcinogenic, flammable, or corrosive ingredients as determined from the product label or manufacturer's safety data sheet. The Lessor shall use available odor-free or low odor products when applying paints, glues, lubricants, and similar wet products. When such equivalent products are not available, lessor shall use the alternate products outside normal working hours. Except in an emergency, the Lessor shall provide at least 72 hours advance notice to the Government before applying chemicals or products with noticeable odors in occupied Spaces and shall adequately ventilate those Spaces during and after application.

C. The Lessor shall serve as first responder to any occupant complaints about indoor air quality (IAQ). The Lessor shall promptly investigate such complaints and implement the necessary controls to address each complaint. Investigations shall include testing as needed, to ascertain the source and severity of the complaint.

D. The Government reserves the right to conduct independent IAQ assessments and detailed studies in Space that it occupies, as well as in space serving the Space (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Lessor shall assist the Government in its assessments and detailed studies by:

1. Making available information on Building operations and Lessor activities;
2. Providing access to Space for assessment and testing, if required; and
3. Implementing corrective measures required by the LCO. The Lessor shall take corrective action to correct any tests or measurements that do not meet GSA policy action limits in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits, and generally accepted consensus standards.

E. The Lessor shall provide to the Government safety data sheets (SDS) upon request for the following products prior to their use during the term of the Lease: adhesives, caulking, sealants, insulating materials, fireproofing or firestopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, janitorial cleaning products, pesticides, rodenticides, and herbicides. The Government reserves the right to review such products used by the Lessor within the Space, common building areas, ventilation systems and zones serving the Space, and the area above suspended ceilings and engineering space in the same ventilation zone as the Space.

F. The Lessor shall use high efficiency (HEPA) filtration vacuums for cleaning and minimum MERV 10 rated ventilation system filtration whenever feasible.

G. The Lessor is encouraged to comply with best practices outlined in Appendix D- Indoor Air Quality in GSA Leased Facilities (Best Practices) within the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8).

5.10 RADON IN AIR (OCT 2016)

If Space planned for occupancy by the Government is on the second floor above grade or lower, the Lessor shall, prior to occupancy, test the leased Space for 2 days to 3 days using charcoal canisters. The Lessor is responsible to provide Space in which radon levels in air are below the GSA action levels of 4 picoCuries per liter (pCi/L) for childcare and 25 pCi/L for all other space. After the initial testing, a follow-up test for a minimum of 90 days using alpha track detectors shall be completed. For further information on radon, go to: <HTTPS://WWW.EPA.GOV/RADON>.

5.11 RADON IN WATER (JUN 2012)

A. If the water source is not from a public utility, the Lessor shall demonstrate that water provided to the Premises is in compliance with EPA requirements and shall submit certification to the LCO prior to the Government occupying the Space.

B. If the EPA action level is reached or exceeded, the Lessor shall institute appropriate abatement methods which reduce the radon levels to below this action.

5.12 HAZARDOUS MATERIALS (SEP 2013)

A. The leased Space shall be free of hazardous materials, hazardous substances, and hazardous wastes, as defined by and according to applicable Federal, state, and local environmental regulations. Should there be reason to suspect otherwise, the Government reserves the right, at Lessor's expense, to require documentation or testing to confirm that the Space is free of all hazardous materials.

B. Lessor shall, to the extent of its knowledge, notify Government of the introduction of any hazardous materials onto the Property by Lessor or others, including but not limited to, co-tenants occupying Space in the Building.

5.13 MOLD (SIMPLIFIED) (OCT 2018)

A. Actionable mold is either visible mold or airborne mold of types and concentrations in excess of that found in the local outdoor air or non-problematic control areas elsewhere in the same building, whichever is lower.

B. The Lessor shall provide Space to the Government that is free from actionable mold and free any conditions, such as ongoing water leaks or moisture infiltration, that reasonably can be anticipated to permit the growth of actionable mold or are indicative of the possibility that actionable mold will be present (indicators). Ventilation zones serving the Space shall also be free of actionable mold. The Lessor shall safely remediate all actionable mold in accordance with methods identified in "Mold Remediation in Schools and Commercial Buildings" (EPA 402-K-01-001, September 2008 and all applicable state laws pertaining to mold remediation practices.

5.14 OCCUPANT EMERGENCY PLANS (SMALL) (SEP 2015)

The Lessor is required to cooperate, participate and comply with the development and implementation, and any subsequent revisions of the Government's Occupant Emergency Plan (OEP) and if necessary, a supplemental Shelter-in Place (SIP) Plan.

SECTION 6 ADDITIONAL TERMS AND CONDITIONS

6.01 SECURITY REQUIREMENTS (SMALL) (OCT 2019)

The Lessor agrees to the requirements of Security Level I attached to this Lease. Level I Security is included in shell rent.

6.02 MODIFIED LEASE PARAGRAPHS (OCT 2016)

The following paragraphs have been modified in this Lease:

6.03 RENTAL CONSIDERATION FOR SMALL LEASES (OCT 2019)

Rent shall be paid by electronic funds transfer (EFT) using the EFT information contained in the System for Award Management (SAM). In the event the EFT information changes, the Lessor shall be responsible for providing the updated information to SAM. Failure by the Lessor to maintain an active registration in SAM may result in delay of rental payments until such time as the SAM registration is activated. Rent shall be inclusive of all costs incurred by the Lessor for the construction of Building shell, Tenant Improvements (TIs) specified in the Lease, all taxes of any kind, and all operating costs. Unless a separate rate is specified, rights to parking areas will be deemed included in the rent.

6.04 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (OCT 2019)

The following representation is attached to and made part of this Lease: Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment

6.05 AGENCY SPECIFIC REQUIREMENTS (ASR)

The lessor agrees to provide the Agency Specific Requirements attached to this Lease.

6.06 HOLDOVER

In the event of a holdover past the term of the lease, the tenancy shall continue on a month-to-month basis at the same rental rate in effect at the time of the lease's expiration, and all terms and conditions of the lease shall continue in full force and effect. Any claims by the Lessor resulting from the holdover shall be handled through the process established in the Contract Disputes Act of 198 (51 USC 611), and the tenancy shall continue throughout the resolution of the dispute.

6.07 ADDITIONAL FIRE PROTECTION AND LIFE SAFETY

The following Fire Protection and Life Safety standards are required in addition to those elsewhere in the Lease document:

A. The Lessor shall provide and maintain appropriate types, size, and number of fire extinguishers for the building per NFPA-10 and NFPA-101. This requirement is in addition to the required fire extinguisher for the IT/ADP room identified within the USDA/OCIO/ITS Requirements Document contained with the Agency Specific Requirements.

B. The Lessor shall provide and maintain smoke and carbon monoxide detectors throughout the Government leased space and one (1) Automatic Electronic Defibrillator device.

6.08 POSTAL CENTER

If the US Postal Service will not deliver and pick up mail from each USDA agency inside the Premises, then the Lessor is required to provide separate mailboxes for each USDA agency in the Premises. The mailboxes must be lockable and acceptable to both USDA and USPS. The incoming mailboxes must be of sufficient size to accept a single package of 9" wide x 11 ½" deep x 12" high, or a separate common oversized mailbox of that minimum size must be provided. A separate outgoing mailbox capable of holding outgoing parcel of a minimum of 9" wide x 11 ½" deep x 12" high must also be provided by Lessor.

6.09 FACILITY IDENTIFICATION AND SIGNAGE

Supplementing the requirements in the USDA Signage Guide attached to this Lease, if the Government is to be the sole occupant of the building, a sign must be provided by the Lessor in front of the office, and Lessor must provide a light fixture to illuminate the sign. Also, location of the sign area must be such that the sign is visible from both directions of traffic. Lessor to provide, maintain, and replace as needed all exterior, interior, and directional agency signs in accordance with USDA signage specifications attached to this Lease. If the Government is to be part of a multi-tenant building, Lessor to provide suitable exterior, interior, and directional signs in accordance with the USDA signage specifications attached to this lease. If the location of the USDA space is not evident to visitors upon arrival to the address, Lessor shall provide, maintain, and replace as necessary signage to direct visitors to the location. The Lessor is responsible for keeping signage visible and legible. USDA may abandon any signage.

6.10 BREAK ROOM

Each Break Room shall have the following attributes:

1. The Lessor shall supply, as part of operations and maintenance of the Premises, the following:
 - a. Refrigerator (18-26 cubic feet with freezer section)
 - b. Microwave
 - c. Ice Maker (may be a standalone unit or part of a freezer)
 - d. Garbage disposal (if allowed per local code)
 - e. Paper towels

The Lessor shall retain ownership of the above items at Lease termination.

2. The Lessor is responsible for maintaining the above-listed items and for cleaning or replacing them as needed, with cleaning schedule to be provided to the LCO.
3. The Lessor shall provide 10'0" LF of post formed plastic laminate counter with integral back splash with double basin stainless steel sink and all associated plumbing. The Break Room sink shall produce both hot and cold water from the faucet.
4. The Lessor shall provide 10'0" LF of plastic laminate commercially available base cabinets with concealed hinges and staple pulls. Provide 10'0" LF of plastic laminate commercially available wall cabinets with concealed hinges and staple pulls. Both upper and lower cabinets shall be provided by the Lessor as a Tenant Improvement cost.
5. The Break Room floor covering shall be a hard surface (ie, no carpeting).

6.11 RECEPTION AREA

A single reception area shall be provided. The reception area shall contain a clear separation between the "public" area and the area accessible by only Government employees so that members of the public cannot easily access the Government area. This may be accomplished by lessor-provided and installed millwork, by construction of a counter that spans the width of the reception area, or installation of a walk-up window in a wall of the reception area. Please see additional details in the Physical Security requirements attached to this Lease. This separating counter/wall shall be included in Tenant Improvement costs.

6.12 SINGLE-USER RESTROOMS

Supplementing Section 3.37 above, the Lessor shall provide single-user restrooms to the extent single-user restrooms are allowable per the Lease, and per local code, and appropriate for the number of Government employees in the Premises. Any single-user restrooms provided shall be fitted out as unisex restrooms in accordance with the International Plumbing Code.

6.13 SERVICE CALLS

The Lessor is required to respond to all requests for service within 24 hours of the request being made. If the service request is an emergency, the Lessor is required to provide immediate resolution, or evidence of immediate working toward resolution. Routine, non-emergency service requests shall be resolved, or evidence of working toward resolution, within 72 hours of the request being made. The Government encourages the Lessor to implement a service call management system or software. The costs to provide service call responses and any system or software shall be included in the Lessor's operations and maintenance.

RLP EXHIBIT F

PRELEASE

FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

The prelease form contains two parts that must be completed depending on which floor the proposed offered space is located within a building. Part A must be completed when an offered space is located below the 6th floor of a building. Part A shall be completed by the Offeror or their authorized representative. Part B must be completed when an offered space is located on or above the 6th floor of a building. Part B shall be completed by a professional engineer. The Fundamental Code Requirements apply to Part A and Part B.

Fundamental Code Requirements

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the most recent edition of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. (Note: a building with a Certificate of Occupancy indicating that a building fully complies with the International Building Code shall be deemed to comply with this requirement.) All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.
- b. A fire escape located on the floor(s) where the offered space is located shall not be counted as an approved exit stair.
- c. An interlocking or scissor stair located on the floor(s) where the offered space is located shall only count as one exit stair.
- d. The number of floors used to determine when Part A or Part B is applicable is based on counting the number of floors starting from the street floor.

RLP EXHIBIT F

PRELEASE FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING PART A

The Offeror or their representative shall complete Part A. Part A consists of a series of short answer and yes/no/not applicable questions related to general building information and fire protection and life safety systems. Upon completion of Part A, the Offeror must sign and date the "Offeror's Statement". Part A is applicable to offered space located below the 6th floor of the building.

I. BUILDING ADDRESS						
Building Name:						
Building Address:						
City:						
State:						
9-Digit Zip Code:						
II. GENERAL BUILDING INFORMATION						
a. Identify each floor on which space is offered and the square footage of space on each floor offered to Government:						
Floor						
Sq. Ft. Per Floor						
b. Identify the total number of floors in the building starting at the street floor:						
c. Identify the total number of floors in the building below the street floor:						
d. Identify which floor(s) in the building permit reentry from the exit stair enclosure to the interior of the building:						
III. OTHER USES IN BUILDING (Check All That Apply)						
<input type="checkbox"/> Restaurants	<input type="checkbox"/> Laboratories	<input type="checkbox"/> Storage	<input type="checkbox"/> Retail	<input type="checkbox"/> Parking Garage	<input type="checkbox"/> Other (list)	
IV. AUTOMATIC FIRE SPRINKLER SYSTEM						
Please Check YES, NO, or N/A to the following questions:				YES	NO	N/A
a. Is an automatic fire sprinkler system installed throughout the building?						
b. If automatic fire sprinklers are installed within the building, is the automatic fire sprinkler system maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> ?						
V. FIRE ALARM SYSTEM						
Please Check YES, NO, N/A to the following questions:				YES	NO	N/A
a. Is a fire alarm system installed in the building?						
b. Is an emergency voice/alarm communication system installed in the building?						
c. If a fire alarm system is installed in the building, are audible devices (e.g., horns, bells, speakers, etc.) installed on the floor in which the offered space is located in the building?						
d. If a fire alarm system is installed in the building, are strobe devices installed on the floor in which the offered space is located in the building?						
e. If a fire alarm system is installed in the building, is the fire alarm system over 25 years old?						
f. If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department via any of the following means: directly to the local fire department, to the (911) public communications center, to a central station, to a remote supervising station, or to a proprietary supervising station?						
g. If a fire alarm system is installed in the building, is the fire alarm system maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm and Signaling Code</i> ?						

RLP EXHIBIT F

PRELEASE FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

VI. EXIT SIGNS & EMERGENCY LIGHTING

Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
a. Are exit signs installed in the paths of egress travel to the exit stairs or exits?			
b. Is emergency lighting installed in the paths of egress travel to the exit stairs or exits?			
c. If an emergency lighting system is installed in the building, is the emergency lighting system arranged to provide illumination automatically in the event of any interruption of the building's normal lighting system?			

VII. ELEVATORS

Please Check YES, NO, or N/A to the following questions:	YES	NO	N/A
Are elevators installed in the building?			
If elevators are installed in the building, are the elevator cars equipped with a telephone or another two-way communication system?			
If elevators are installed in the building, are the elevators recalled by smoke detectors located in the elevator lobbies and elevator machine rooms?			

VIII. ADDITIONAL INFORMATION

OFFEROR'S STATEMENT

I hereby attest that the above information is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Firm: _____



RLP EXHIBIT G

LEASE ATTACHMENT 4

Agency Specific Requirements
Solicitation Number: 57-41005-20-FA
Clackamas County, Oregon City, OR

The Agency Specific Requirements (ASRs) do not reduce the minimum requirements contained within the Lease. These ASRs provides specific agency requirements, which may be complementary, more specific, or more stringent than those of the Lease minimum requirements. To the extent the contents of these ASRs conflicts with the contents of the Lease, the more stringent requirement shall apply.

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SECTION 1 ROOM SCHEDULE AND DETAILS

1.01 ROOM SCHEDULE

The following spaces in these sizes shall be provided by the Lessor.

Summary of Space Requirements	FSA	NRCS	CEC	Total Proposed SF
Private Offices (120 SF each)	120	120	0	240
Other: secured storage			50	50
Other: mud room		85		85
Other:				0
				375
SHARED SPACE				
Conference Room				300
Break Room				140
Reception				150
Consultation Room				0
ADP Room				100
Shared secured storage	50	60		110
Mail / general storage				150
Open space (Includes open workstations, circulation, open resource space)				1,058
Other:				
				2,008
RLP ABOA SF				2,383
RLP RENTABLE SF (15% CAF)				2,740

1.02 SPACE DETAILS

- A. Please refer to the Lease for the construction standards applicable to the interior tenant area build-out. These standards provide a general outline of the interior build-out requirements. For a complete list of requirements, refer to the Lease document.
- B. **GENERAL OFFICE AREA:** Throughout the space provide manual lighting control. Provide Modular Carpet, Agency color approved wall paint, 4-inch rubber base cove on carpeted areas and tiled areas. Provide acoustical sound deadening ceiling tile throughout. (In case of conflict with the Lease Agreement, the standard that is stricter shall apply.)
- C. **PRIVATE OFFICE AREA:** Shall have exterior windows with lessor provided horizontal blinds. Doors shall be solid core and lockable. Lighting in these rooms shall be on a separate switch and motion detector. Coordinate VoIP Phone/Data installation with OCIO. Provide four (duplex) power outlets at work surface height and one (4-plex) data port in each enclosed office. Coordinate with USDA furniture. Wall mounted power outlet shall be mounted at 18 inches AFF to centerline, unless noted otherwise in each enclosed office. Coordinate with USDA furniture. Wall mounted power outlet shall be mounted at 18 inches AFF to centerline, unless noted otherwise.
- D. **OPEN WORKSTATIONS:** There shall be five (5) 48 sf workstations located within the open work areas. Coordination among the Lessor's General Contractor, Electrical Contractor, Design Team, USDA and Government's Furniture Provider is necessary to avoid "Pig Tails" that provide electrical and data connecting ability. Lack of coordination with the Government's Furniture Provider could result in added time completing any needed Tenant Improvements. Provide 4 duplex power outlets at work surface height

and 2 additional power outlets below work surface. Provide a (4-plex) data ports at work surface height. Provide access to daylight with ability to control glare (e.g., blinds). Provide GSA approved sound masking system in open office areas.

WORKSTATION EXAMPLE BELOW:



- E. **LATERAL FILES AND HIGH-DENSITY CABINET AREA:** Ensure floor load limit has the capacity to hold the following file cabinets:

13 vertical file cabinets @ 5' tall by 2.5' deep and 1.5' wide
7 horizontal file cabinets @ 5' 1.5 deep and 3.5' wide
6 storage supply cabinets @ 6.5' tall by 3.5' deep and 1.5' wide
8 bookcases @ 4' tall by 3' wide and 1' deep

- F. **PARKING:** Parking Requirements: 17 TOTAL Parking Spaces: 4 Government parking spaces required, 8 public parking spaces, and 5 employee parking spaces. Provide a rough site plan outlining parking area to accommodate the Government requirement. Include a computer aided drawing (CAD) of the parking layout to support the Government's requirement.

Government Vehicles shall be located on site and in reserved spaces. Identified spaces within the ASRs must accommodate 1 UTVS, 1 enclosed utility trailer, and 1 flatbed trailers. Secured fencing will include locking gate.

Employee Parking/Client Customer See paragraph **1.02 C** of RLP. Stalls shall be readily available and near the building, no more than a quarter mile away from the main business entrance. One of the onsite parking stalls shall be large enough to park and accommodate a 50-foot pull through truck and trailer combination.

Exterior Parking Lot Lighting Exterior parking areas, vehicle driveways, pedestrian walks, and building perimeter lighting levels shall be designed per Illuminating Engineering Society (IES) standards. Provide 5-foot-candles for doorway areas, 3-foot-candles for transition areas and at least 1-foot-candle at the surface throughout the parking lot. Parking lot fixtures shall provide a maximum to minimum uniformity ratio of 15:1 and a maximum to average uniformity ratio of 4:1. In case of conflict with the Lease Agreement, the stricter standard shall apply.)

Exterior Power and Water Source: Power and water source to be located in an easily accessible area.

- G. **CONFERENCE/CONSULTATION ROOM:** Meeting rooms shall be used for large meetings, tele/video conferencing, and training as well as presentations. Locate the rooms centrally within the office and adjacent to the reception/service desk/entry to provide

immediate access for invited guests. Locate doors off the open office area for acoustic privacy. Sidelights the full length of the door no less than 1 foot wide on either side of the door to provide visibility to open office area, and to allow daylight to penetrate through. Provide for Electrical and OCIO data capability preferably in floor level with the floor (no monuments or power poles). Provide supports for and install Tenant provided Video and Sound webinar equipment and Monitor. Wall Mounted power outlets shall be mounted at 18" AFF to centerline, unless noted otherwise. Coordinate with furniture. Provide Concealed venting for A/V in wall to plenum above, if required. Coordinate with OCIO IT for installation of 4-data outlets in this room. Lessor provided Adjustable Horizontal Blinds for all windows and sidelights.

- H. **BREAK ROOM:** The facility shall have a Break area located on the outside wall of the conference room and provide a solid core main door between the two areas for access to and from the Conference Room if possible. The wall between this Area and the Conference room shall have a sound deadening insulation factor of no less that STC 50. Consider use of drywall with sound deadening properties or similar effective product, floating acoustic ceilings or walls or breaks in the ceiling in this room and associated areas. Make certain attenuation does not occur due to compromised flanking noise traveling around the wall partition and ceiling or through the contiguous frame of the structure. Wrap piping and do not align electrical outlets back to back with electrical outlets directly on the other side of break Area walls. The purpose of this design is to allow both staff and Conference room attendees access to the Break area during times the Conference room is in use. Include compost and recycle bins. Provide a white board and pin-up space when possible.

Cabinets and Countertop Provide a set of upper and lower cabinets with drawers, and cabinets with doors, both above and below a countertop. The cabinet area and countertop shall be no less than 8-feet long and 3-4-foot-deep floor tile area the full length of the cabinet and refrigerator area (and under the refrigerator) shall be provided as a splash zone. Provide undermount lighting below upper cabinetry. This area shall meet current Architectural Barriers Act Accessibility Standards (ABAAS) requirements.

The Counter shall hold a full-size double sink outfitted with a $\frac{3}{4}$ horse power disposal that has sound deadening between the counter top and the counter and built into the actual machine itself. The area under this sink shall be insulated with water proof insulation on all 4-sides including doors, and under the sink, to reduce the disposer sound when in use. Hot and cold running water and drainage shall be provided at the sink. Provide Low-Flow/water saving faucets.

Electrical Outlets 4-Ground Interrupt duplex electrical outlets shall be evenly space above the counter (below the shelved upper cabinets). Wall mounted power outlets shall be mounted at 42" AFF to centerline. Provide duplex Ground Fault Interrupt plug shall be provided for the refrigerator area. Provide plumbing for a tenant provided refrigerator with ice making capacity.

Sound Proofing On the adjoining walls of the Break Area, provide sound dampening and flanking isolation through properly sealed pipes and electrical outlets, avoiding back to back electrical outlets, and treating recessed lighting and or similar items. Include the ceiling areas near these walls to deaden noise passing through open plenum ceiling areas.

- I. **INFORMATION TECHNOLOGY:** Please review, in detail, the attached Department Regulations DR3901-001 and DR3902-001 to ensure compliance and buildout pricing is sufficient to meet the requirements.

SECTION 2 CONCEPTUAL DESIGN

2.01 CONCEPTUAL DESIGN

The conceptual design below is a rough representation of the layout needed for this Space. It depicts USDA's preferred adjacencies and general locations for different space functions. The conceptual design may not align with the ABOA SF and RSF described in Section 1 above and should not be relied upon by the Lessor for space measurement purposes. **Please confirm with the Lease Contracting Officer location of IT, Shared Conference room, and IT Secured Storage** The Lessor is responsible for using the room schedule in section 1.01 of these ASRs and this layout to adapt the Government's requirements to the Space. Specific questions regarding the layout should be directed to the Lease Contracting Officer for resolution. The Government shall not be responsible for errors, omissions, or assumptions made by the Lessor in the adaption of the Government's requirements or conceptual design to the Lessor's Space.

LESSOR: _____ GOVERNMENT: _____

RLP EXHIBIT H

USDA-FPAC PHYSICAL SECURITY REQUIREMENTS FOR LEASE SOLICITATIONS- FACILITY SECURITY LEVEL I (SERVICE CENTERS)

THIS DOCUMENT CONTAINS ADDITIONAL SECURITY REQUIREMENTS, AND, UNLESS INDICATED OTHERWISE, ARE TO BE PRICED AS TENANT IMPROVEMENTS. WHERE THEY ARE IN CONFLICT WITH ANY OTHER REQUIREMENTS ON THIS LEASE, THE STRICTEST SHALL APPLY.

INTERAGENCY SECURITY COMMITTEE (ISC) FACILITY SECURITY LEVEL I (FSL-I) BASELINE LEVELS OF PROTECTION (LOP) AND USDA-FPAC ENHANCED LEVELS OF PROTECTION REQUIRED:

Security Criteria	Security Criteria Description
Facility Entrances-Perimeter	All perimeter entrance and exit doors leading to USDA space shall have the means to be secured at all times. USDA-FPAC reserves the right to control access to all USDA leased space.
Facility Entrances- Service Center Main Entrance	The main customer entrance shall be open during business hours. However, USDA reserves the right to secure these entrance doors, shall it be determined that a higher level of security is needed. Therefore, a locking device is required that will easily allow for unlocking to allow customers into and out of the facility. An entrance door chime shall be installed to notify employees when a visitor enters the facility. <u>Not required but desired:</u> Since these doors will typically be unsecured (during business hours), it is desired that these doors are electrified (magnetic lock or electronic door strike) and have the ability to be secured immediately via an emergency shut-down button located at the Service Center counter. However, this is not a requirement.
Customer Service Counter	A Customer Service Counter shall be installed to adequately block off access from the public side of the Service Center (public side of counter) from the employee work space.
Space Compartmentalization- General	USDA-FPAC space must be compartmentalized and secure from all other tenant or public space in the facility. No other tenant or the general public shall be able to access USDA space undetected or unmonitored.
Space Compartmentalization- False Ceiling	Any suspended (false) ceilings that lead into USDA-FPAC space from a wall in a common hallway or other tenants space must be secured in a manner that no individual can enter USDA space undetected or unmonitored by exploiting the gap above the false ceiling wall.

Perimeter Doors and Door Locks Leading to USDA-FPAC Space	<p>Perimeter doors to USDA space must be either glass storefront doors, metal high-security doors, or solid-core wood doors. Hollow core doors are not permissible.</p> <p>Door hinges must be located on the inside of the door (non-public side) or exposed door hinge pins must be permanently secured to prevent removal. Approved methods include tack welding or locking screws to hold pin in place.</p> <p>Perimeter door locks must be either electronic access control, high security cipher, or high-security mechanical locks, preferably with a dead-bolt. All exposed door locking mechanisms, except for deadbolts, must be covered by a door strike plate cover to prevent the mechanism from tampering.</p> <p>The lessor is required to rekey all door locks prior to USDA leasing the space and all keys must be accounted for on a sign-out log.</p>
Emergency Exit Doors	Lessor shall secure emergency exits doors using an automatic door closer and exit hardware that is compliant with applicable life safety codes and standards. All emergency exits doors shall have signage posted on the interior side of the door stating, "Emergency Exit Only". These doors shall not be used for employee or tenant convenience.
Employee Access Control	Lessor shall provide a means to secure employee entrance doors via a high security door lock or cipher lock. All access to USDA space must be secured and compartmentalized. The lessor must ensure no other tenants can access USDA space unfettered, meaning physical walls and doors must separate USDA space from all other tenant space.
Visitor Access Control	Main Entrance must be accessible to USDA visitors during business hours. After hours, the visitor entrance shall be secured, to include perimeter facility entrances not controlled by USDA-FPAC.
Burglary Resistance of Windows	Lessor will ensure that all operable basement and ground floor windows have appropriate locking mechanisms to ensure windows can be secured at all times. It is preferred that windows are non-operable.
Security of Critical Areas	Lessor shall ensure critical areas are identified for interior USDA-FPAC space, and that these critical areas are properly secured with appropriate walls, doors, and door locks.
Security of Building Systems and Roof Access	Secure all facility utility, mechanical, electrical, fire/sprinkler, and telecom rooms at all times to include access to the roof. This includes any room or space that has critical utility access that supports USDA space, even if it provides utilities for commercial entities and tenants. Doors and door locks to these areas must meet the same standards as the Security Criteria for "Perimeter Doors & Door Locks".
Protection of Exterior Gas Mains Adjacent facility.	Exposed gas mains near a facility or in a parking lot must have bollards (typically yellow safety bollards) around it to protect it from a vehicle.
Security of Exterior Electrical Panels and Switches.	Exterior electrical panels on the outside of the building should be secured via a locking device at all times unless not permitted by local code.
Protection of Air Intakes and HVAC Control	<p>Lessor must provide emergency shutdown, Structural Insulated Panels (SIPs), and evacuation procedures and secure accessible air intake grilles from tampering or removal. In this instance; SIP = Shelter-in-Place. SIP and evacuation is not the lessor's responsibility, only the emergency shut down procedures.</p> <p>Lessor must develop written procedures for the emergency shut-down or exhaust of air handling systems. The lessor shall also develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas.</p>
Security of Ventilation Equipment & Controls	Lessor must protect the system controls from unauthorized access.
Emergency Generator Protection	If an emergency generator is used, lessor must secure it against unauthorized access and locate the emergency generator and fuel tank at least 25 feet away from loading docks, entrances, parking, or implement standoff to include hardening and venting methods to protect utilities.
Fire and Carbon Monoxide Detection	Lessor shall install appropriate amount of smoke and carbon monoxide detection devices.

Publicly Accessible Restrooms	Lessor must secure public restrooms in a manner that only facility tenants can access them. This can be done by either hard key or an access code. If the restrooms are located in USDA only space (i.e. behind the service counter), then no further action is needed as USDA will control who can enter employee space.
Landscaping	Lessor shall maintain landscaping (trees, bushes, hedges, land contour, etc.) around the facility. Landscaping shall be neatly trimmed in order to minimize the opportunity for concealment of individuals and packages/containers. Landscaping shall not obstruct the views of security guards and CCTV cameras, or interfere with lighting or IDS equipment.
Site Lighting	The Building Owner shall ensure exterior lighting fixtures at entrances, walkways, and in parking areas meet the ISC minimum foot-candle or lux standard. In addition, lessor shall have a lighting preventative maintenance plan in place to inspect perimeter lighting for broken fixtures or burnt out bulbs and service any non-operable lights within 10 business days.
Signage – Facility; Sensitive Areas; Regulatory	POSTING OF SIGNAGE IDENTIFYING THE SPACE AS GOVERNMENTAL- The Lessor shall not post sign(s) or otherwise identify the facility and parking areas as a Government, or specific Government tenant, occupied facility, including during construction, without written Government approval. The government prohibits the lessor from posting signs that would identify sensitive USDA-FPAC areas, unless required by other standards/codes. The lessor must permit the government to post necessary regulatory, statutory, and/or site-specific signage. Examples would be prohibited weapons signage and the GSA Rules and Regulations Notice.
Vehicle Access to Controlled Parking	Lessor to designate employee and visitor parking areas.
Pedestrian Access to Controlled Parking Areas	Lessor to ensure areas of concealment are minimized in and around parking areas.
Hazardous Materials Storage	If there is HAZMAT storage, Lessor shall locate it in a restricted area or storage container away from loading docks, entrances, and uncontrolled parking.
Receptacle and Container Placement	Trash receptacles, containers, mailboxes, vending machines, or other fixtures and/or features that could conceal packages, brief cases, or other portable containers shall be located 10 feet away from building.
Security System Testing and Maintenance	Lessor shall conduct security system performance testing annually on all electronic security system components maintained by the lessor (if applicable). Implement a preventive maintenance program for all security systems. Any critical component that becomes inoperable must be replaced or repaired within 5 business days.
Access to Facility Information	Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, by the development of an access list and controlled copy numbering. The Contracting Officer may direct that the names and locations of -Government tenants not be disclosed in any publicly accessed document or record. If that is the case, the Government may request that such information not be posted in the building directory. Lessor shall have emergency plans and associated documents readily available in the event of an emergency.
Janitorial and Maintenance Staff	Any lessor provider maintenance/janitorial staff must undergo a background check equivalent to a government National Agency Check with Inquiries (NACI). USDA-FPAC reserves the right to request daytime cleaning in USDA space.
Facility Security Committee (FSC) Participation	The Lessor shall cooperate and work with the buildings Facility Security Committee (FSC) throughout the term of the lease.
Electronic Building Access Control Systems (BACS) Requirements	<p>A. Lessors are prohibited from connecting any portion of their building and access control systems (BACS) to any federally-owned or operated IT network. BACS include systems providing fire and life safety control, physical access control, building power and energy control, electronic surveillance, and automated HVAC, elevator, or building monitoring and control services (including IP addressable devices, application servers, or network switches).</p> <p>B. In the event of a cybersecurity incident related to BACS, the Lessor shall initially assess the cyber incident, identify the impacts and risks to the Building and its occupants, and follow their organization's cyber and IT procedures and protocols related to containing and handling a cybersecurity incident. In addition, the Lessor shall immediately inform the Lease Contracting Officer's (LCO's) designated representative, i.e., the Lease Administration Manager (LAM), about cybersecurity incidents that impact a federal tenant's safety, security, or proper functioning.</p> <p>C. Lessors are encouraged to put into place the following cyber protection measures in order to safeguard facilities and occupants:</p> <ol style="list-style-type: none"> 1. Engineer and install BACS to comply with the Department of Homeland Security Industrial Control Systems Computer Emergency Response Team (DHS ICS-CERT) cyber security guidance and recommendations (https://ics-cert.us-cert.gov/Recommended-Practices). 2. Refer to the National Institute of Standards and Technology Cyber Security Framework (NIST-CSF) (https://www.nist.gov/cyberframework) and cybersecurity guidance in the DHS Commercial Facilities Sector-Specific Plan (https://www.dhs.gov/publication/nipp-ssp-commercial-facilities-2015) for best practices to manage cyber risks.

	<p>3. Encourage vendors of BACS to secure these devices and software through the following:</p> <ul style="list-style-type: none"> a. Develop and Institute a proper Configuration Management Plan for the BACS devices and applications, so that the system can be supported. b. Safeguard sensitive data and/or login credentials through the use of strong encryption on devices and applications. This means using NIST- approved encryption algorithms, secure protocols (i.e., Transport Layer Security (TLS) 1.1, TLS 1.2, TLS 1.3) and Federal Information Processing Standard (FIPS) 140-2 validated modules. c. Disable unnecessary services in order to protect the system from unnecessary access and a potential exposure point by a malicious attacker. Examples include File Transfer Protocol-FTP (a protocol used for transferring files to a remote location) and Telnet (allowing a user to issue commands remotely). Additionally, use of protocols that transmit data in the clear (such as default ZigBee) should be avoided, in favor of protocols that are encrypted. d. Close unnecessary open ports to secure against unprivileged access. e. Monitor and free web applications and supporting servers of common vulnerabilities in web applications, such as those identified by the (Open Web Application Security Project (OWASP) Top 10 Project (https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project)). f. Enforce Least Privilege, where proper permissions are enforced on a device or application so that a malicious attacker cannot gain access to all data. Enforcing Least Privilege will only allow users to access data they are allowed to see. Additional information can be found at https://www.beyondtrust.com/blog/what-is-least-privilege/ g. Protect against Insufficient User Access Auditing, where device or application does not have a mechanism to log/track activity by user. Enforce changing of factory default Username and Password to prevent unauthorized entry into the BACS system. h. Use updated antivirus software subscription at all times. Kaspersky-branded products or services, prohibited from use by the Federal Government, are not to be utilized. i. Conduct antivirus and spyware scans on a regular basis. Patching for workstations and server Operating System (OS), as well as vulnerability patching should follow standard industry best practices for software development life cycle (SDLC). j. Discontinue the use of end of life (EOL) systems and use only applications/systems that are supported by the manufacturer. k. Operating Systems must be supported by the vendor for security updates (e.g., do not use Windows Server 2003). l. Proposed standard installation, operation, maintenance, updates, and/or patching of software shall not alter the configuration settings from the approved United States Government Configuration Baseline (USGCB) or tenant agency guidance (if applicable). m. Disallow the use of commercially-provided circuits to manage building systems and install building systems on a protected network, safeguarded by the enterprise firewalls in place. Workstations or servers running building monitor and control systems are not connected and visible on the public internet. n. Systems should have proper system configuration hardening and align with Center for Internet Security (CIS) BENCHMARKS or other industry recognized benchmarks. Additional information can be found at https://www.cisecurity.org/cis-benchmarks/.
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USDA SIGNAGE GUIDE



United States Department of Agriculture

April 2014

Facility Signage Guide

USDA Facility Signage

Facility signs play a major role in projecting a clear, strong impression of USDA. This facility signage guide serves as a manual for the development and implementation of a comprehensive signage and wayfinding system for both exterior and interior signage. The purpose of this guide is to establish the image of USDA, creating a sense of space that welcomes visitors and staff; defining USDA as a destination, and informing, orientating, and directing visitors to and through all USDA facilities.

All USDA interior facility signage designating a permanent room or space must be ADA compliant. For the latest ADA signage standards and guidelines, contact www.ADA.gov

USDA facilities within the Washington, DC, metropolitan area must comply with special DC/Metro signage requirements. Contact the Office of Operations (OAO) for the latest version.

The objective of this guide is not to replace current signs but, rather, to ensure that when the signs need to be replaced with new signs, they comply with these new guidelines.

Facility Signage

Signature Lockups

Signature lockups must be used on all Department facility signage. Signature lockups combine the USDA Symbol and the Department name. Do not use the USDA Symbol without the Department name. Only use signature lockups supplied by USDA's Office of Communications. Any substitution of fonts on signature lockups is unacceptable. Do not attempt to create signature lockups in any manner.

Color

The signature lockup shall be reproduced in either one or three colors. The official colors for the USDA symbol are dark blue (PMS 288) and dark green (PMS 343), and the Department name is black. When reproduced in one color, the signature lockup shall be black or the most dominant color available. When the signature lockup is placed on a color background, it can be reproduced in one color, either black or white.

Acceptable Signature Lockup Variations



United States Department of Agriculture



United States
Department of
Agriculture



United States Department of Agriculture



United States Department of Agriculture

Dark Blue
PMS 288

Dark Green
PMS 343



Three Color

Solid Black

United States
Department of
Agriculture



One Color - Black

United States
Department of
Agriculture

Color
Background



United States
Department of
Agriculture

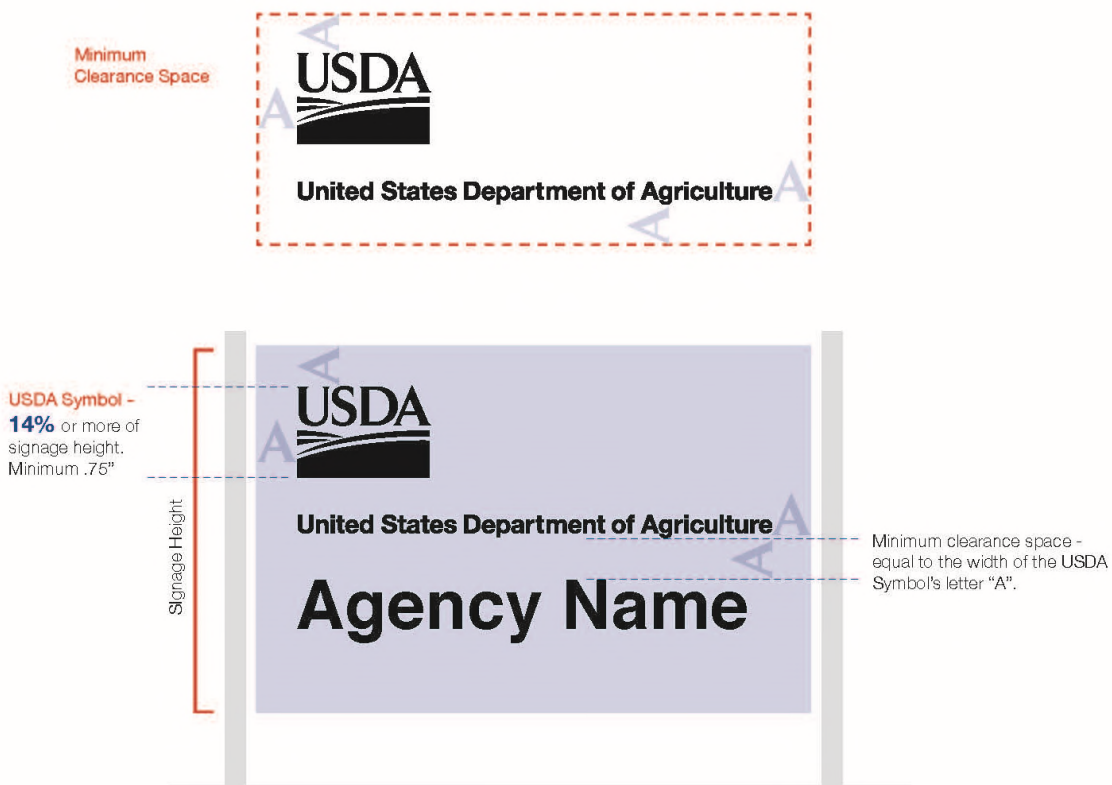
One Color - Black or White

Signature Lockups

Clearance Space, Proportions, and Placement

Signature lockups must be used on all Department facility signage. Signature lockups are comprised of the USDA Symbol and the Department name. To ensure maximum visibility, the signature lockup should be placed at the top of any signage above the Agency's name. Only use signature lockups supplied by USDA's Office of Communications. Any substitution of typefonts on signature lockups is unacceptable. Do not attempt to create signature lockups in any manner.

Clearance space shall be used on all signage to provide a clean, consistent background area and position for the signature lockup. All acceptable versions of the signature lockups can be used. No images, gradations, or other graphics can appear within the clearance space. All other types of visual elements, images, and typography can fall below the clearance space. Helvetica and Arial are the preferred typefonts.



Free-Standing Signage



Monumental Signage



Building-Mounted Signage

Free-Standing Signage

Signature lockup must be positioned above all other names.



Building-Mounted Signage

Use street address or site number as required by the office complex or landlord. Signature lockup must be positioned above all other names.



Directional Signage

Directional arrows can be placed where appropriate outside the signature lockup clearance space.



Office Room Signage

USDA Facility

All USDA interior facility signage designating a permanent room or space must be ADA compliant. For the latest ADA signage standards and guidelines contact www.ADA.gov. Signature lockup must be positioned above all other names.



Office Room Signage

Non-USDA Facility

Signature lockup is not required.

9201

Agency Name

Division Name

Tenant Name

Tenant Name

Tenant Name

Building Directory

USDA Facility

Signature lockup must be positioned above all other names.



United States Department of Agriculture

Service Center

Farm Service Agency	201
Rural Development	201
Natural Resources Conservation Service	205
Culpeper Soil and Water Conservation District	207

Building Directory

Non-USDA Facility

The Department name must be fully spelled out and positioned above the Agency name.

Department
name only



XYZ Office Building

Other Tenant	201
Other Tenant	201
United States Department of Agriculture	202
Other Tenant	205
Other Tenant	207

Department
name with
Agency name
on second line



XYZ Office Building

Other Tenant	201
Other Tenant	201
United States Department of Agriculture Agency Name Here	202
Other Tenant	205
Other Tenant	207

RLP EXHIBIT J

Office of the Chief Information Officer Technical Requirements

U.S. DEPARTMENT OF AGRICULTURE

USDA/OCIO/ITS REQUIREMENTS

I. SPECIFICATIONS FOR THE ADP ROOM

- A. **Square Footage.** The ADP/computer room shall be a minimum of 75 square feet and a maximum of 100 square feet. The configuration of the room shall allow a three-foot clearance around equipment.
- B. **Doors.** The number of entrances to the ADP room will be kept to a minimum as required by local fire code. Every entrance into an ADP room must be a metal clad or solid core, lockable door. A managed process will be utilized to control all access to the room. The process can be electronic or manual (key access). One key or code will be assigned to an individual from each service center agency (SCA). All computer room doors shall be removed from the master key system of the facility. Exterior doors must have either interior hinges or exterior hinges with non-removable pins.
- C. **Windows.** There shall be **NO WINDOWS** in the ADP room, even if a portion of the room has exterior walls.
- D. **Flooring.** The flooring shall be anti-static hard surface; no carpet.
- E. **Walls.** Walls of the ADP room shall extend from the structural floor slab to the structural ceiling slab with sound transmission class 40 or better.
- F. **Temperature and Humidity.** The ADP room shall be cooled at all times. The ambient room temperature shall be maintained between 65° to 78°F (18° to 26°C). The ambient relative humidity levels shall be maintained between 35% and 55%. The temperature and humidity controls shall be managed within the room, including point of contacts for emergency situations. The ADP room shall have access to temperature readings within the space. Air conditioning must be controlled on the weekends as needed to maintain the minimum temperature in the room.
- G. **Plumbing.** Due to the potential danger of water damage, the ADP room shall not be located in areas where water bearing pipes would be overhead.
- H. **Fire Suppressant Systems.** A sprinkler system will be installed when local building codes require it. A dry-pipe system is preferred. Sprinkler heads shall be placed so that they are not directly above any equipment. Each ADP room shall be equipped with a clean agent fire extinguisher. An annual inspection must be performed on the fire extinguisher.

I. SPECIFICATIONS FOR THE ADP ROOM (continued)

- I. Design Approval.** ADP (computer) room floor plans must be provided to and approved by the Lease Contracting Officer prior to beginning construction. The plans must include the locations of all phone jacks, data ports, and electrical outlets.
- J. Physical Locations.** The ADP room should not be located either above, adjacent, or below public areas in multi-story buildings. The ADP room will be located in the interior of the building away from exterior windows, if practical.
- K. Mailrooms and Loading Docks.** The ADP room will be located a minimum of 50 feet from public areas, mailrooms, and loading docks.
- L. Signage.** Ensure that all signs identifying the ADP room are removed from public view. Directories or building maps that identify the location of critical or sensitive asset locations shall not be displayed.
- M. Electrical Power.** Where possible, the capability of shutting off power to an information system component that may be malfunctioning or threatened without endangering personnel by requiring them to approach the equipment shall be included in new or refurbished ADP rooms.

II. ADP ROOM EQUIPMENT OUTPUTS

Refer to the manufacturer's requirements for all equipment that will be located in the room.

III. DEDICATED ELECTRICAL CIRCUITS AND OUTLETS FOR ADP EQUIPMENT

- A. Computer Room Circuits.** Provide and install dedicated electrical circuits with isolated grounds in the computer room. Dedicated circuits must be 110 volt, 20-ampere standard three-prong circuits with true earth ground terminated into orange or other uniquely marked ("computer use only") duplex outlets. Provide and install duplex outlets for each dedicated electrical circuit in the computer room. Dedicated electrical circuits will be used for the telephone systems. The main electrical panel for the computer/voice (if computer/voice is available) equipment will be properly grounded to meet TIA/EIA and Federal Information Processing Standards (FIPS).
- B. General Office Space Circuits.** Provide dedicated electrical circuits with multiple outlets at designated locations throughout the service center with multiple outlets to accommodate the peripheral equipment (i.e. computer workstations, printers).

III. DEDICATED ELECTRICAL CIRCUITS AND OUTLETS FOR ADP EQUIPMENT (continued)

C. Electrical Requirements for Uninterruptible Power Supply (UPS) Circuit. Critical servers are required to be connected to the UPS.

(1) Uninterruptible Power Supply (UPS). Dedicated Circuits will be required for use by UPS.

(2) Number and Type of Circuits. There will be a minimum of 2 (two) 120 volt, 30 amp minimum with true ground, terminated into a twisting-lock receptacle. Each dedicated circuit must have insulated, isolated earth ground; conduit ground is not acceptable.

(3) Receptacle. The receptacle will be a NEMA L5-30R twist-locking receptacle.

(4) Location of the UPS receptacle. The UPS receptacle will be located in the ADP/Computer room where the Local Area Network (LAN)/Wide Area Network (WAN)/Voice (LWV) cabinet is installed. The receptacle will be located within a maximum of 4.5 feet from the back of the United States Department of Agriculture (USDA) wiring cabinet.

IV. PLYWOOD

One sheet of ¾-inch 4 x 8 foot plywood shall be vertically mounted on the wall in the computer room within 3 feet of an electrical outlet and the wiring cabinet. The backboard should be attached to the wall using correct mounting hardware and procedures. If the wall is sheet-rocked, attach the backboard to the studs. If the wall is concrete, attach the backboard using anchors. The backboard should be painted with fire retardant paint the same color as the interior walls of the building. This will be the extended demarcation point and for the installation of phone equipment.

V. TELEPHONE SYSTEM

A telephone demarcation point (D-mark) must be provided on a type 66S block on the backboard for all telephone lines prior to the move date. The telephone system will be moved by and installed by USDA technicians during move-in. Lessor shall meet with the Government (TSD Group Manager) to coordinate this process so that it is smooth.

VI. DISTRIBUTION

Facilities requiring multiple distribution points within the building or on multiple floors will comply with ANSI/TIA/EIA-569-B standards.

VII. DATA CABLING/TELECOMMUNICATIONS

A. General Specifications. The lessor shall pay for the installation of all data/telecommunications cabling.

All premise data/telecommunications cabling will comply with TIA/EIA-568-B. All new installations will use Category 6 cabling, as specified in TIA/EIA-568-B.2-1, or higher. All cabling will meet local building codes.

- B. Exceptions.** Renovations to buildings which currently comply with TIA/EIA-568-A and contain Category 5 cable and terminations may continue to use Category 5 wiring and terminations as specified in TIA/EIA-568-A.

All substantial additions to, or replacements of, existing wiring should comply with the specifications in 12(a) where possible.

NOTE. Category 5 wiring is unsuitable for Ethernet speeds above 100 Mb/sec.

C. Copper Cable Installation.

(1) Provide, place, terminate and test Cat-6 certified 100-ohm Balanced Twisted Pair cables according to applicable standards.

(2) Data cable and voice cables shall be terminated with Cat-6 compliant terminations (patch panels, wall outlets, etc.).

(3) All Balanced Twisted Pair cables shall be terminated using the T568A pin/pair assignments as specified in TIA/EIA-568-B and per FTR 1090-1997.

- D. Copper Cable Specification.** All cable equipment and materials must be manufactured by facilities that are International Organization for Standardization (ISO) 9001 registered and certified as follows:

(1) Shall be Cat-6 or Cat-6a rated in accordance with ANSI/TIA/EIA-568-B.

(2) Shall be four-pair, balanced, 100-Ohm, 24 American Wire Gage (AWG).

(3) The selected cable must have contiguous, two-foot segment-length markers printed on the cable jacket. The markings must also show cable manufacturer, cable model number or name, cable part number, Cat-6 or Cat-6a designation, a UL or ETL verification designation, a CMP type, and a "tested to 350 MHz" or above designation.

(4) Shall be tested and certified by the installer to comply with the previous requirements.

E. Data Fiber Cable Installation.

(1) Fiber optic cable shall be used for all links in excess of 90 meters and where appropriate. There shall be no 90° bends in any fiber cables with a radius of less than three (3) inches.

(2) All fiber cable links less than 500 meters shall be 6-strands, multimode optical fiber cable.

(3) All Optical Fiber, Conductive, Plenum (OFCP) or Optical Fiber Conductive Riser (OFCR) rated fiber cable shall be properly grounded at both ends and may not be installed in the same cable tray or conduit as power cables.

(4) All ANSI/TIA/EIA-568-B requirements for fiber cable installation, testing, and termination will be observed.

(5) All strands of each fiber cable shall be terminated at each end of the cable, with either Straight Tip (ST) or Standard Connector (SC) connectors, as appropriate to the related equipment interface connector, and will be conveyed to the selected cable contractor upon request.

FIGURE 1



SC Connector

FIGURE 2



ST Connector

(6) Supply several sets of fiber patch cords that should not only serve immediate switch connection concerns, but allow for possible switch update connections in the future. The unused fiber patch cables will be kept in reserve at this site, in the event that such switch updates do occur.

F. Data Fiber Cable Specifications.

(1) All fiber cable shall be 6-strand, multimode, tight buffered, 50 x 125 μ m optical fiber, rated OFCP or OFCR as appropriate, and must be clearly marked as such on the cable sheathing.

(2) All fiber link cable runs, shall be run within orange, plenum-rated inter-duct, and appropriately sized according to the number of fiber runs to be contained.

(3) Both the fiber cable sheathing and the protective inter-duct shall be colored orange to denote multimode fiber.

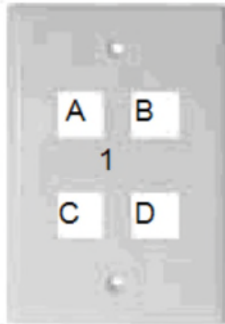
G. Wall Input/Output (I/O) Face Plates for Work Area I/O Connections.

Work areas will have a quad or hex outlet plate connector with four or six RJ-45 connectors (see diagram). Extra outlet plate connectors will also be required in some common areas.

FIGURE 3
Quad Plate

FIGURE 4
Hex Plate

Quad Plate – Ports A, B, C – Data
Port D- Phone



Hex Plate – Ports A, B, C, D, E - Data
Port F – Phone



In most cases, quad/hex plate ratio will be as shown in table below:

Office Size	Number of quad/hex plates
3 – 5 people	1 per person, plus 5
6 – 14 people	1 per person, plus 6
15 – 22 people	1 per person, plus 7
23 – 29 people	1 per person, plus 8
30 – 45 people	1 per person, plus 9
46 – 57 people	1 per person, plus 10
NOTE: In addition to the quad/hex plates listed above, 3 quad/hex plates shall be located in the conference room, one (1) in the mailroom and one (1) in the breakroom. Two (2) quad/hex plates will be located on opposite walls in each private office.	

All drops will be identified and numbered on the office floor plan prior to installation. Each of the four or six connectors will be cabled with 4-pair balanced twisted-pair cable. The data cables will be category 6 as listed in the cable specification block. These cables will be terminated with RJ-45 connectors at the device end. The other end will be punched down on an RJ-45/110-type patch panel in the LWV wiring cabinet. Each quad plate **MUST** be labeled with the work station number (1, 2, etc.) and the A, B, C, etc. format. Each connection **MUST** be identified as (1A, 1B, 2A, 2B, etc.) on the corresponding patch panel location.

VIII. LAN/WAN/VOICE CABINET

The government will provide the LAN/WAN/VOICE cabinet. The lessor shall provide and install wiring, cabling, and patch panels in the cabinet as specified by the Government (TSD Group Manager). Patch panels will be RJ-45/110 type and appropriately-sized, based upon the number of quad and/or hex outlet plates. A wire service loop that will allow the cabinet to freely move a minimum of six feet in any direction will be installed by the cable installation contractor as part of the cable installation. The RJ-45/110-type patch panel must be mounted in the cabinet in the place designated by the Government TSD Group Manager.

IX. COPIES OF RELATED DOCUMENTS

- A. Copies of Federal Telecommunications Recommendations (FTRs). Copies of FTRs are available from:

National Communications System (NCS), Technology and Standards Division (N6)
701 South Court House Road
Arlington, Virginia 22204-2198
Telephone: (703) 607-6204

- B. Copies of the specifications and related documents. Copies of the specifications and related documents can be obtained from:

- (1) Global Engineering Documents
15 Inverness Way East
Englewood, Colorado 80112
Telephone: (800) 854-7179 or (303) 397-7956
www.global.ihs.com
- (2) National Resource for Global Standards
www.nssn.org

RLP AND FORM 3626 ATTACHMENT 7

SEISMIC OFFER FORMS

RLP OFFER ATTACHMENT - SEISMIC OFFER FORMS

Instructions for Offeror:

Forms A through D are pre-award submittals. Depending upon the form, either the Offeror or the Offeror's engineer shall complete and sign the form to confirm seismic compliance with RP 8. When the engineer fills out a form, he or she is also required to stamp it. The Offeror's engineer shall represent whether the Building meets RP 8 standards, using Form A for Benchmark Buildings or Form B for other existing buildings. If the engineer's certification indicates that the Building does not meet RP 8 standards, the Offeror shall agree to retrofit the building to meet the standards, using Form C, Part 1. Offerors providing new construction shall commit to a design code, using Form C, Part 2. Offerors may represent that their building meets an exemption criteria, using Form D.

Forms E and F are post-award submittals. They only apply when the Offeror has agreed to either retrofit an existing building (use Form E) or is constructing a new building (use Form F). Prior to the Government accepting leased space, the Lessor's engineer shall complete, stamp, and sign the appropriate representation.

The forms must include the supporting documentation stated in the RLP and Lease.

Below is a detailed explanation of each of the forms.

SEISMIC FORM A - CERTIFICATE OF SEISMIC COMPLIANCE BENCHMARK BUILDING

A benchmark building is one that was designed and built or retrofitted in accordance with structural provisions that are considered to provide acceptable life-safety protection. RP 8, Section 1.3, Table 1-1 shows the construction codes that qualify a building as a Benchmark Building. If a building qualifies, no additional hazards need be considered. If the seismicity of a region has changed since the benchmark dates listed in the table, the building must be evaluated in accordance with the now current or greater seismicity of the region to be compliant with the RP 8 Standards.

SEISMIC FORM B - CERTIFICATE OF SEISMIC COMPLIANCE EXISTING BUILDING

The engineer shall evaluate the building to determine compliance with the Life Safety Performance Level. He or she shall use RP 8 Chapter 3 and ASCE/SEI 31 to determine compliance. The evaluation must include the appropriate Structural, Nonstructural, and Geologic Site Hazard and Foundation Checklists with backup calculations.

SEISMIC FORM C – BUILDING RETROFIT OR NEW CONSTRUCTION PRE-AWARD COMMITMENT

Part 1 only applies to planned retrofit of an existing building. The Offeror shall identify the engineer in charge of the seismic retrofit and commit that the retrofit's design and construction will conform to the requirements of ASCE/SEI 41, Basic Safety Objective. The commitment must also include a Tier 1 report with supporting documentation, a narrative, scope, and schedule of the proposed renovations.

Part 2 only applies to new construction. The Offeror shall identify the engineer in charge of the design of the building and specify which building code he or she is using to design and construct.

SEISMIC FORM D – OFFEROR'S REPRESENTATION OF EXEMPTION FROM SEISMIC STANDARDS

The Offeror may claim an exemption from seismic compliance if representing that the offered building meets either of the following exemptions:

- In an area of moderate seismicity, the total space leased in the building by the Federal government, including the offered space, will be less than 10,000 ABOA SF upon commencement of the lease term.
- In an area of high to very high seismicity, the offered building is a one-story building of steel light frame or wood construction with less than 280 m² (3,000 ABOA SF).

SEISMIC FORM E - CERTIFICATE OF SEISMIC COMPLIANCE RETROFITTED BUILDING

The engineer in charge of the building's structural retrofit of the leased building shall certify that the design standard was the Basic Safety Objective as set forth in ASCE/SEI 41, Seismic Rehabilitation of Existing Buildings, and that the building was retrofitted to that standard.

SEISMIC FORM F - CERTIFICATE OF SEISMIC COMPLIANCE NEW BUILDING

The engineer shall certify that the design and construction of new buildings or additions to existing buildings conforms to the seismic provisions of the latest edition of the applicable State or local government codes under which it was built.

DEFINITIONS - The following definitions apply to the completion of the above-referenced forms:

1. **Engineer** means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
2. **ASCE/SEI 31** means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings." ASCE/SEI 31 can be purchased from ASCE at (800) 548-2723, or by visiting <http://www.pubs.asce.org>.
3. **ASCE/SEI 41** means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings." ASCE/SEI 41 can be purchased from ASCE at (800) 548-2723, or by visiting <http://www.pubs.asce.org>.
4. **Seismic Certificate** means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this solicitation together with any required attachments.

5. **RP 8** means "Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. You can obtain RP 8 from the Building and Fire Research Laboratory, National Institute of Standards and Technology, Gaithersburg, MD 20899, or download copy at http://www.wbdg.org/ccb/NIST/nist_gcr11_917_12.pdf.

**CERTIFICATE OF SEISMIC COMPLIANCE
BENCHMARK BUILDING**

Date: _____

This affirms that _____ served as engineer in charge of the seismic evaluation of the building located at _____.

The building has the following characteristics:

ASCE Building Type:	No. of Stories:	Approx. Area:
Building Design Code:	Year of Design Code:	Year of Construction:

On the basis of the building characteristics and to the extent permitted by this level of evaluation, it is my opinion that the subject Building qualifies as a Benchmark Building as indicated in ASCE/SEI 31, Table 1-1.

Affix Stamp and Sign Here

Engineer's Name:

Firm:

Address:

Telephone:

License No.:

License State:

Expiration Date:

**CERTIFICATE OF SEISMIC COMPLIANCE
EXISTING BUILDING**

Date: _____

This affirms that _____ served as engineer in charge of the seismic evaluation of the building located at _____.

The building has the following characteristics:

ASCE Building Type:	No. of Stories:	Approx. Area:
Building Design Code:	Year of Design Code:	Year of Construction:

I have evaluated this building at the Life Safety Performance Level as set forth in the ICSSC RP 8, Standards of Seismic Safety for Existing Federally Owned and Leased Buildings, using ASCE/SEI 31 methodology:

___ Tier 1 Evaluation

___ Tier 2 Evaluation

___ Tier 3 Evaluation

___ Other (please explain below)

Documentation of this evaluation must be attached to this Certificate.

On the basis of the building characteristics and to the extent permitted by this level of evaluation it is my opinion that subject Building (*check one*) ☐ does / ☐ does not meet the Life Safety Performance Level of ICSSC RP 8.

Affix Stamp and Sign Here

Engineer's Name:

Firm:

Address:

Telephone:

License No.:

License State:

Expiration Date:

Comments:

Attach: ASCE/SEI 31 Checklist(s) Structural, Nonstructural, and Geologic Site Hazards and Foundation.

**BUILDING RETROFIT OR NEW CONSTRUCTION
PREAWARD COMMITMENT**

PART 1**PREAWARD COMMITMENT TO RETROFIT BUILDING:**

Date: _____

This affirms that _____ shall serve as the engineer in charge of the seismic retrofit of the building located at _____. The retrofit must be designed to meet the **Basic Safety Objective**, as set forth in ASCE/SEI 41 Seismic Rehabilitation of Existing Buildings.

In accordance with the requirements of this Standard and the seismic paragraph in the Request for Lease Proposals (RLP), our offer includes a commitment to retrofit the building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41. The offer includes a Tier 1 report with all supporting documents, a narrative explaining the process, scope of renovations, and a schedule for the seismic retrofit. Documentation shall be provided before award that demonstrates the seismic retrofit will meet the seismic standards and be completed within the time frame required.

PART 2**PREAWARD COMMITMENT TO CONSTRUCT A NEW BUILDING:**

Date: _____

This affirms that _____ will serve as the engineer in charge of the structural design of the building located at _____. The criteria for design must be the _____ edition of the _____ building code.

In accordance with the requirements of this code, we prepared a quality assurance plan that included requirements for testing and inspecting critical elements of the structure and also periodic observation by our staff. We reviewed special inspection and testing reports prepared by the inspection agency and contractor submittals. On the basis of this, and to the extent permitted by this level of construction surveillance, it is my opinion that the Building was designed and constructed in conformance with the requirements of the above code.

The building has the following characteristics:

Building Type:	Building Height:	Approx. Area:
Building Design Code:	Year of Design Code:	Year of Construction:

OFFEROR

SIGNATURE

NAME OF SIGNER

OFFEROR'S REPRESENTATION OF EXEMPTION FROM SEISMIC STANDARDS

Date: _____

I represent that my building is exempt from the requirements of RP 8 because:

- ☐ The Building is located in an area of medium seismicity and the Building will have less than 10,000 ABOA SF of space leased to the Federal Government upon commencement of the lease term.
- ☐ The Building is located in an area of high to very high seismicity, and it is a one-story building with a steel light frame or wood construction with less than 3,000 ABOA SF of space in the building.

_____ _____ OFFEROR	
SIGNATURE	NAME OF SIGNER
_____	_____

**CERTIFICATE OF SEISMIC COMPLIANCE
RETROFITTED BUILDING**

PRE-OCCUPANCY CERTIFICATE:

Date: _____

This affirms that _____ served as the engineer in charge of the structural retrofit of the building located at _____. The standard for design was the Basic Safety Objective as set forth in ASCE/SEI 41 Seismic Rehabilitation of Existing Buildings.

In accordance with this Standard, we prepared a quality assurance plan, which requires staff to observe, test, and inspect the seismic retrofit work. We have also reviewed special inspection and testing reports prepared by the inspection agency and contractor submittals. On the basis of this, and to the extent permitted by this level of construction surveillance, it is my opinion that building was designed and constructed to conform with the requirements of the Standard listed above.

The building has the following characteristics:

ASCE Building Type:	No. of Stories:	Approx. Area:
Building Design Code:	Year of Design Code:	Year of Construction:
Retrofit Design Standard:	Year of Retrofit Standard:	Year of Retrofit:

Documentation of this retrofit must be available to GSA.

On the basis of the above, it is my opinion that subject Building ____ does, ____ does not meet the Basic Safety Objective - Performance Level as set forth in ASCE/SEI 41, Seismic Rehabilitation of Existing Buildings.

Affix Stamp and Sign Here

Engineer's Name:

Firm:

Address:

Telephone:

License No.:

State:

Expiration Date:

CERTIFICATE OF SEISMIC COMPLIANCE
NEW BUILDING

PRE-OCCUPANCY CERTIFICATE:

Date: _____

This affirms that _____ served as the engineer in charge of the structural design of the building located at _____. The criteria for design were the _____ edition of the _____ code.

In accordance with the requirements, we prepared a quality assurance plan, which requires staff to observe, test, and inspect the structure's critical elements. We have also reviewed special inspection and testing reports prepared by the inspection agency and contractor submittals. On the basis of this, and to the extent permitted by this level of construction surveillance, it is my opinion that the building was designed and constructed to conform with the requirements of the code listed above.

The building has the following characteristics:

Building Type:	Bldg. Height:	Approx. Area:
Building Design Code:	Year of Design Code:	Year of Construction:

Affix stamp and sign here

Engineer's Name:

Firm:

Address:

Telephone:

License No.:

State:

Expiration Date:

Comments:

