State of New Hampshire
Lottery Commission

Space Needs and Specifications

FOR

The New Hampshire Lottery Commission

September, 2017
PUBLIC NOTICE

Wanted to purchase, lease to own or lease in the Concord, New Hampshire or adjacent towns, an office building with a warehouse of approximately 35,000 square feet of space for use by the State of New Hampshire Lottery Commission. The office space should be approximately 20,000 square feet, and warehouse/garage area is to be approximately 15,000 square feet. The space offered must be renovated to meet the requirements and program specifications, which must be reviewed in advance of submitting a Letter of Interest in response to this solicitation. To obtain a copy of these specifications please contact the New Hampshire Lottery Commission, 14 Integra Drive, Concord NH 03301, Attn: Lynda E. Plante, Deputy Director, 603-271-7104 or email to: Lynda.plante@lottery.nh.gov. The specification information may also be obtained online at: http://das.nh.gov/bpm/currentLease_RFPs.asp. Any and all letters of interest must be received by 4:00 PM on Friday, September 22, 2017. The State of New Hampshire reserves the right to accept or reject any or all proposals.

RFP SPECIFICATIONS FOR DISTRIBUTION

Wanted to purchase, lease to own or lease in Concord, New Hampshire or adjacent towns, commencing on or before April 1, 2019, an office and warehouse building for Lottery headquarters. The building with attached warehouse is to be renovated/ built to program specifications, which include but are not limited to the following:

1. **Space**: renovated for buyers or leasers in “turn-key” condition, ground floor level space shall be preferred. Multi floor buildings will be considered if the building has an accessible elevator/s which meets current city and state building codes.

2. **Office space and Warehouse Space**: to be approximately 35,000 square feet of space in one building. Must be in Concord, NH or adjacent towns. Office to be approximately 20,000 square feet and be configured for office space as further defined below. Warehouse space to be approximately 15,000 square feet to be configured as warehouse/garage space as further defined below. Building must be ground level ADA compliant with elevator for a multi-story structure. Must be in one building as the office space and warehouse space. Warehouse must have a 20'-0”-height to roof deck.

3. **Purchase rate/Landlord lease rate**: Proposals must offer a full “gross” purchase price, or lease with a term up to ten years, inclusive of all fit-up costs. Letter of Interest shall state which options (purchase, lease, or both) being proposed.

4. **Location**: Proposals that offer appropriate space located with visibility from I93 and/or I89, highways and with room for expansion shall be shown favorable preference during the RFP review process. This favorable preference is required by RSA 9B, the State of New Hampshire’s “Smart Growth” initiative.

5. **Architecturally barrier-free access**: Favorable preference will be shown to spaces offering all areas (interior and exterior) of the proposed site in conformance with or renovated to be in conformance with all current codes and regulations regarding provision of architectural barrier-free access. These codes include but are not limited to: the Code for Barrier-Free Design for the State of New Hampshire (IBC 2009, ICC/ANSI A117. I-2009 citations), the State Building Code (IBC 2009, ICC/ANSI A117.1-2003, and NFPA 101 v. 2015 citations), and the Americans with Disabilities Act Standards for Accessible Design Code (2010 ADA/ADAAG citations).

6. **Permits and Testing**: The responsibility and costs of all required permits and testing shall be borne solely by the seller/landlord.

7. **Clean Indoor Air**: If proposed premises are selected and lease/purchase subsequently executed, after completion of renovations but prior to occupancy the landlord or seller shall have the interior space tested for and provide State certified compliance with rules set forth by the Department of Environmental Services refer to section 13 of the attached specifications. The landlord or seller will be responsible to remedy any deficiencies shown by said testing,
8. **General Scope of Work:** Upon completion of construction and/or renovation the premises shall be turned over to the Tenant/Buyer in turn-key condition; work provided shall include but not limited to: site, utility, parking lots, and access thereto, sidewalks to the building, and all exterior and interior fit up will include but not limited to provision of all walls, doors and frames, hardware, millwork, finishes, fixtures, HVAC systems, fire suppression systems; telecommunications, lighting, electrical systems. Provide all electrical circuitry and outlets, and all telecommunications data outlets. Provision of empty conduit with pull string and low voltage power at designated doors to accommodate tenant/buyer security systems will also be required. All doors with the exception of rest rooms, breakrooms, maternal care room, conference rooms, and private offices shall be fitted with electronic locks that activate via a card key and code, and/or software. A multi-story building will require elevator access to all floors.

9. **Parking:** A minimum of 85 exterior parking spaces shall be provided free of charge for tenant/buyer use, the space shall conform with the following: Parking to comply with local City zoning ordinances.

9.1. **Visitor Parking:** At least 15 parking spaces shall be onsite adjacent to the public entry for Tenant/Buyers customers. These spaces shall include provision of the proper number of “handicapped accessible” parking spaces, loading zones and path of travel walkways required for conformance with current and prevailing codes.

9.2. **Staff Parking:** At least 70 parking spaces for the tenants/buyers staff with favorable preference shown to proposals offering these spaces as dedicated and located in close proximity to the building.

10. **Zones of indoor space security:** The interior space shall be configured to provide three distinct and secure (from each other) zones; a public “retail visitor” zone, and “office and office visitor only” zone, and a “secure warehouse” zone. Separate exterior entrances, Corridors, circulation paths, and security doors shall be provided as required in order to accommodate these zones.

11. **Entrances:** A minimum of three (3) main entrances/exits into the proposed space will be required, one for public/visitor, one for the secure staff area, and one for secure warehouse. Provide additional secondary exits for secondary exiting, as required by code.

12. **Restrooms:** Provide at least three restrooms:

12.1. One separate single unisex rest room for public use in retail sales office, handicapped accessible.

12.2. Office: At least one multi-stall rest room per gender, centrally located, with six (6) stalls each in the secure staff zone. All restrooms and fixture counts must be provided in compliance with all current and prevailing codes. Options: two (3) stall restrooms per gender.

13. **Retail Sales Office/Waiting area:** Directly accessible from public entry to the proposed space provide a public waiting area, unisex restroom (handicap accessible) and sales office with approximately 900 square feet with the design and provision of secure sales customer service millwork providing security bullet resistive Level three wall and transaction window between staff and clients and secured access into the staff office space from the secured millwork area. Millwork will be approximately 30'-0” L with (4or 5) transaction windows. There will be an additional 40’0” of bullet resistive wall to separate public and employee areas. The public waiting area shall accommodate at least 8 to 10 seated visitors. Access into the staff side of the reception area, and to staff only zones of the space, shall be provided through solid core lockable doors, these doors shall be provided with remote lock release activated electronically from a card key and code. Landlord/ owner will provide the required electronic door locks, wiring and pull strings for tenants contracted security providers.

14. **Interview/Conference Room:** Provide one (1) secure interview room/ employee conference room of at least 120 square feet, this room must be floor to 12” above suspended ceiling grid drywall construction, with a solid core
secure (electronic card/key and code access) door that leads from the office area, and a door with remote release button that leads from the sales office, waiting area. The room shall be equipped with a table and chairs for a small meeting area with public and/or staff.

15. Secure Staff Office Area:

15.1. Private Offices: Minimum quantity of eighteen (18) total: Construct with full height drywall which extents at least 12” above any suspended ceiling grid, provide solid core doors at each. Favorable consideration will be shown to proposals that include provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.

15.2. Provide one (1) at approximately 220 square feet. Wall Type 2

15.3. Provide Two (3) at approximately 145 square feet. Wall Type 2

15.4. Provide ten (14) at approximately 120 square feet. Wall Type 2

16. Hearing Room: Provide one (1) hearing room of a minimum of 800 square feet. Construct with full height drywall which extends at least 12” above any suspended ceiling grid; provide solid core doors with provision of acoustically isolating means and materials (sound attenuation insulation) within these walls (Type 2). Favorable consideration will be shown to proposals that include provision of walls extending to the deck above (Type 3), and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.

17. Conference Rooms: Provide two (2) conference rooms. Both shall be approximately 225 square feet. Construct with full height drywall which extends at least 12” above any suspended ceiling grid, (Type 2) provide solid core doors. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls (Type 3).

18. Lottery Drawing Room: Provide one (1) room of approximately 280 square feet. This room must include a solid core door of a minimum of 36” wide and 84” high. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls and the ceiling above (Type 3). This room needs to be accessed by the public (with an escort).

19. Lobby/Reception area (for Office Area): provide an entrance with a small lobby-waiting area and 2 receptionist work stations. This entrance is to be in the office area, close to the Directors office, conference room and the Hearing room.

20. ICS “Internal Control System” Room: Provide an approximate 145 square feet room housing three to four computer work stations. Room shall not contain a window and must have secure access via a key card/code. This room must be adjacent to (2) two of the 120SF hard wall offices.

21. Central file Room: Provide one (1) room of approximately 450 square feet and be located in a central location to be used as a central file room.

22. Printing and copying room: Provide one (1) room of approximately 280 square feet. Construct with full height drywall which extends at least 12” above any suspended ceiling grid; provide separate HVAC controls, intakes and diffusers in this room to accommodate the additional heat load and additional. Favorable consideration will be shown to proposals that include provision of walls extending to the deck above and provision of acoustically isolating means and materials (sound attenuation insulation) within these walls.

23. IT Staff/Server & Computer Lab Room: Provide an approximate 320 square foot room housing two 6’ x 8’ work stations, providing repair/lab space and the required racks. Room should be constructed with full height drywall, acoustically isolating means and materials, and acoustical sound attenuation insulating within the walls. Provide independent HVAC unit providing 20,000 BTU/HR cooling at a target temperature of 68 degrees.
24. **Data/Communications Room:** Provide a room of a minimum of 90 square feet, preferably accessible from the staff only zone and located adjacent to the IT staff room. Provide with an independent HVAC unit providing 20,000 BTU/HR cooling at a target temperature of 68 degrees. Provide four 20 AMP circuits, backer board, electrical and connectivity per Tenant/buyer specifications. Room shall be constructed with full height drywall (Type 3), acoustically isolating means and materials, and acoustical sound attenuation insulation with these walls. Also the floor for this space must be engineered to handle 1000 psi loads.

24.1. UPS back up for this room: shall be provided by tenant and installed by landlord.

24.2. Provide back-up power generator (min 100KW), with natural gas for power, for continuous sustainability (24/7) of mechanical systems, lighting, and mission critical tenant/buyer data systems operability for an indefinite amount of time. The physical location of the generator will be external, with favorable preference shown to provision of a securely fenced perimeter.

25. **Open Office Workstations:** Provide within the secure “staff only” zone an open office areas of approximately 2,800 square feet to accommodate modular furniture panel work stations which will be provided by tenant/buyer. Landlord/seller to provide all electrical circuitry and junction boxes (ceiling and/or wall mounted) required for proper utilization of the furniture panel’s electrified raceway. Landlord/seller to provide data trays and J hooks for routing of telecommunications in all open office areas, and an electrician to be responsible for hard-wire, hook-up of all workstations, including the securing and anchoring of all communications and electrical poles.

25.1. Sales department work stations to be in an enclosed area of approximately 575 S.F. And must be adjacent to the retail Sales Office and the warehouse.

25.2. Subscriptions department work stations are to be in an enclosed area of approximately 545 S.F. and located adjacent to Claims department, Sales Department and the retail Sales Office.

25.3. Cashiers require a private room approximately 12x16, secure for cash counting and documentation

25.4. Testing Office to be approximately 120 S.F. to be adjacent to a hard wall office.

25.5. Minimum of four 6x8 work stations near the director’s office.

25.6. Warehouse office, approximately 15’ x 45’or 675 S.F., to have approximately four work stations for warehouse staff

26. **Office Storage Room:** Provide secure storage room of at least 200 square feet within the staff zone of the space.

27. **Testing Room:** Provide testing room for online gaming systems of at least 160 square feet within the staff zone of the space.

28. **Staff Break Room/Cafeteria:** Provide a staff break room of approximately 500 square feet. Provide a kitchen counter measuring at least eight (8) lineal feet with storage cabinets above and below and a double basin stainless steel sink. Provide electrical circuitry and outlets at this counter sufficient for the safe operation of a coffee maker, three microwaves, and a toaster and toaster oven. Provide electrical outlets in this room for a full size stove, three refrigerators, and three vending machines.

29. **Maternal Care Room:** Provide a small room with privacy lockset on door. It shall be a minimum of 84 Square foot.

30. **Warehouse/Garage Space:** Provide a 15,000 square foot warehouse/garage space. Garage space should be approximately 2600 square feet with four to six bays. This space must have a separate heat and ventilation system with an exhaust/fan system sufficient to vacate vehicle fumes and provide fresh air. The clear height in this area must be at least 20'-0” ht. The warehouse must be split between a secure warehouse and a general warehouse storage area. The secured warehouse area(approx. 3,000SF) must include four workstations and a floor to ceiling heavy gauge chain link fencing with a subdivided zone within the secured fencing for a 20’x25’ security fenced walls with a 14’ security fence ceiling. Provide a 6’x 10’ gated swing door. The warehouse air handling mechanical systems shall provide consistent heat, air conditioning and ventilation throughout the year. Dust mitigation will be part of the HVAC warehouse system and design by a licensed State of NH Mechanical Engineer. The Air Handling equipment
serving the Secured ticket breakdown area (approx. 3,000SF) will provide an extra bank of dust collection supply / return ductwork and provide (6) additional dust mitigation work stations at countertop areas. Layout to be determined during tenant fit up. This warehouse and garage will be located in the same building as the main headquarters and offices. The general warehouse area must include a loading dock and available space for two dumpsters with access from inside the general warehouse area. Each subdivided section of the warehouse needs to have two gated doors with access via a key card/code.

30.1.1.1. The loading dock shall include: (1) dock leveler at (1) 10’x14’OH door, (1) 8’x8’overhead door for trash compactor access, (2) 10’x 10’overhead doors for delivery and the receiving area to have an internal airlock with an (1) 10’x 10’ overhead door and a passage door to gain access to the warehouse space.

31. OFFICE-WAREHOUSE CONSTRUCTION OUTLINE

Site to be developed for construction of a metal building structure to house the NH Lottery operations. Proposed site to be designed to accept daily deliveries of: oversized delivery trucks and 18 wheel tractor trailer truck 55 ft. in length. This receiving area should be physically separate from public or employee entrances. Utilities to be provided include but not limited to: Water/ sprinkler service, gas line, underground electric / data / fire alarm / security, storm drainage and sanitary connections.

31.1.1. A proposed site with a non-conforming building structures, parking lots, and existing utilities shall be demolished completely in preparation for a new working ground area. This is not limited to removal of existing foundations, trees/ landscaping, shrubs, underground storage and fuel tanks, abandoned underground conduits/ piping /gas line etc. Any hazardous material will be removed by the landlord at his own cost. The landlord will bring in new structural fill to prepare the building pad area; this could include structural fill for bearing capacity for the building and parking lot areas. The new proposed plan will show delivery truck turning radius and clearance. The new loading dock to include: (1) dock leveler at (1) 10’x14’OH door, (1) 8’x8’overhead door for trash compactor access, (2) 10’x 10’overhead doors for delivery and the receiving area to have an internal airlock with an (1) 10’x 10’ overhead door and a passage door to gain access to the warehouse space.

31.2. New construction area will have test boring samples taken at the corners of the building and at midpoint along the buildings perimeter. A Geotechnical engineer shall prepare a soil report and make recommendation for foundation design.

31.3. Site to accommodate parking spaces per the City of Concord code ordinances. The site must be designed to modify any existing storm drainage systems for new building, addition or site construction. This may include new underground storm water collection structures, holding tanks etc. The design must be stamped by a NH Civil Engineer and be approved by the City of Concord. Provide a drawing that shows parking lot layout, truck turning radius, delivery route, landscaping and any underground and overhead utilities.

31.4. Site plan to include ADA accessible parking, signage, stripping etc. Provide required landscaping, site lighting in accordance to the City of Concord zoning ordinance.

31.5. Curbing to be 4” wide vertical granite curbing with 6” exposure min. Provide at walks, HC / parking, islands/ grass areas, at the edge of the parking area and curb cuts at the street. Provide tipped down sloping granite curbing at ADA access areas. Site work to be in compliance with the: City of Concord Highway Department standards and State of NHDOT Standards Specification for Road & Bridge Construction which is the most restrictive.

31.6. The building construction to be Construction Type II B, (actual construction type may vary depending on the building footprint adjacencies to other building and property lines) non- combustible construction material.
The new building or addition will conform to the latest IBC for allowable building area with calculations for any required building separation requirement.

31.6.1.1. The warehouse building shall include an automatic fire suppression system, fire alarm, control panel. Design to comply with the City of Concord Fire Department and the State of NH Fire Marshal’s Office. New sprinkler feed shall extend from a permanent existing water source.

31.6.2. Soil capacity for construction to be 3,500 psi at 98% min. with barrier-one additive at the slab. Concrete design strength for; footings, foundation, 6” slab on grade with wire mesh reinforcement , 10 mil woven reinforcement vapor barrier to be 4,000 psi. Cut in slab control joints and caulk joints. Seal floors with high performance coating.

32. Foundation to be 10” min. with structural reinforcement on a spread footing. Provide concrete pier design at perimeter columns. Interior columns to be on spread footings with rebar reinforcement. Provide 4” PVC perimeter footing drains to an open drain or storm drain structure. Foundation to be designed by a Professional Engineer licensed in the State of NH, able to stamp and sign drawings for review.

32.1.1. Provide all plumbing fixtures, piping, and drainage and vent pipes required to provide a complete working system. Tie new underground drainage to the existing systems, for proper discharge from the building. Connect to existing site sanitary for proper site discharge.

32.1.2. The warehouse structure will require a new 45KW emergency generator, 3-phase service or share the 100KW emergency generator. Provide a new transformer / pad, transformer size to meet the buildings requirements. The warehouse structure shall be grounded per NEC, latest edition. The new transformer shall be lease from the utility company. Provide new interior pendant hung LED warehouse light fixtures @ 30 foot-candle (FC) min. at the floor slab. For administration layout; provide 30 to 50 FC for general and office areas at work surfaces.

32.2. The office building will require a separate public entry for the all three zones, retail, office and warehouse. Provide a concrete walk way to the office entry. Install an Aluminum framed canvas entry canopy over the entry. Approx. 6’ wide and 3’ depth. Provide a masonry opening for a new 3’x7’ HM Door and Frame assembly. Frame to be a 16 ga HM, fully welded corners, and fully grouted frame anchor to the masonry. Flush door panels, 16 ga, with half lite insulated glass unit and egress rim device hardware.

32.3. New paving shall be 1 ½” wearing course and 2 ½” binder course over min. 10” gravel, design per NHDOT Standards Specifications for Road and Bridge Construction, latest edition. Blend new paving to any existing pavement. Saw cut existing pavement and drop edge to accept a new clean edge. Provide 4” wide standard reflective stripping for parking spaces, HC spaces, etc.

32.4. New construction of a any structure shall be in accordance with the “STATE OF NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATION SERVICES, BUREAU OF PUBLIC WORKS DESIGN & CONSTRUCTION- DESIGN GUIDELINES”, Manual dated June 2013.

33. STRUCTURAL STEEL FRAME

33.1. Structural steel to include fabrication per Architecturally Exposed Structure Steel work, (AESS) erection and testing of connections. Provide structural design, fabrication drawings and shop drawing submittal, (structural steel ASTM A992, yield strength of 50 ksi, plates ASTM A36 yield strength of 36ksi). Provide stamped engineered plans by a State of NH registered structural engineer.

33.2. Building components include but not limited to: Leveling plates and anchor bolts, columns with base plates and bolts, beams and connections, channels, angles, bracing, all connection and welding, shop primer and fields paint, roof trusses and extensions, metal roof decking, and all components to complete the structure.


33.5. Building design to comply with the latest IBC, NFPA 101, NEC, ASHRA editions approved by the State of NH. Structural design loads to comply with the City of Concord and the State of NH for compliance.

33.6. Roof framing in the warehouse will be 20’ clear from the slab to the lowest structural framing member or roof truss.

BUILDING ENVELOPE

33.7. a. Roof Assembly: 90 mil EPDM roof membrane fully adhered, 30 year edge to edge warranty. Provide ½” cover board, R-38 – 2 layers min. of polyisocyanurate board, slope tapered insulation to roof drains, staggered layer joints, vapor barrier over structural metal decking (decking- ASTM 653 Grade 33, yield strength of 33,000psi, galv. coating to meet ASTM A 653 G60). Provide wood perimeter blocking and fasten to the structure. Install an extruded aluminum (2) piece metal drip edge assembly. Insulate edges of open flutes and space at truss ends to maintain the thermal barrier. Provide min. 4” roof drain with C.I. roof leaders drain toward the center of the building (provide (1) per every 2,500 SF). Provide min. 2 emergency roof drains or scuppers. Tie roof leaders to an underground discharge pipe and connect to storm drainage of on side retention pond, site engineer to provide site drainage calculations.

33.8. b. Wall Assembly: Exterior Metal Siding, Centra Exposed Fasteners Profile Econolap MR3-36 Horizontal ribbed panels 20 ga. Galvalume plus, color to be from standard color range. Provide a 48” high, 8” CMU base band around the perimeter with proper foundation design, reinforcement, flashing requirements and metal cap flashing. Install a water/air barrier membrane coating over 5/8” Dens Glass wall sheathing, seal and tape all joints over 8” metal studs at with bracing. Metal studs to be engineered for proper gauge. Insulate wall with 3 ½” spray foam closed cell insulation, min R-21 with 5/8 gypsum board finish to 12 ft. above the floor. Gyp Bd. to be taped, finished, (1) coat of primer and (2) coats of paint. Frame out window and door openings per proposed layout, wrap opening with self-adhered air barrier and trim out metal siding.

33.9. Wall Assembly Option: Provide an 8” or 10” masonry wall full height with structural steel members supports. The masonry shall be structurally reinforced with rebar, horizontal weld wire and fully grouted as required by the Engineer. Provide proper galv. steel lintels at door and proposed windows with head flashing. The interior fit out will be typical as above including the spray foam insulation.

33.10. Aluminum Windows: Units to be nominal 3”to 4” deep with a thermally broken frame system. Provide 1” Low E Insulated glass panel. Unit type will be a 4 ft. x 4 ft. slider unit with screens and stops to limit the opening. Provide sub frame and sill extension for proper drainage. Carry 20 exterior windows for pricing. Color to be Knar 500 finish from manufacture standard color line. Use EFCO or Kawneer as a base manufactures; TR-6800 horizontal slider, performance grade AW-PG50-HS.

33.11. Exterior Storefront Entry System: Provide an Aluminum thermally broken frame system with 1” insulated glass (tempered as required) and a Heavy Duty wide style 3’ x 7’ door and hardware. Unit shall be a Kawneer 451 T, 8’ x 8’ opening with sidelights and transoms for base pricing.

33.11.1.1. Interior vestibule system shall be similar system except install a 450 Aluminum frame system with 1/4 “glass (tempered as required by code) x 8’ high units. Provide 3’x7’ wide style door. See plan for actual layout. Clear dimensions shall meet ADA accessibility requirements.

33.12. Exterior man doors to be a minimum 3’ x 7’ HM 16 ga. galv.finish insulated core R-5 min. Door frames to be 16 ga. HM, fully welded corners, fully grouted double rabbited frame with 4” head. Provide 1 primer coat
and 2 finish coats. Provide low profile ½” ht. aluminum threshold set in mastic with door sweep and perimeter weather-stripping typical.

33.13. **Exterior Overhead Loading Dock Doors:** Provide (1) 10’ x 14’ and (3) 10’ x 10’ insulated flush panels with (3) double acrylic glass vison kits per unit. Use Thermacore Model 596 flush 2” panels, with options: wind load 85 psf, ½ hp RMX electric motor, standard lift heavy duty track, safety bottom sensors, weather stripping as base for pricing.

33.14. **Exterior Overhead Compaction Doors:** Provide (1) 8’ x 8’ insulated flush panels with (3) double acrylic glass vison kits per unit. Use Thermacore Model 596 flush 2” panels, with options: wind load 85 psf, ½ hp RMX electric motor, standard lift heavy duty track, safety bottom sensors, weather stripping as base for pricing.

---

**Minimum Construction Standards**

1. **STANDARDS & SPECIALTIES**

1.1. **Materials and Finishes:** With respect to the build-out of the interior space, unless otherwise stated or agreed to by the Tenant, the Landlord shall use and/or deliver to the Tenant all new materials, equipment and finishes throughout the leasehold space. Use of “green” materials made of recycled content materials and/or made of materials which are readily recycled at end of useful life shall be preferred.

1.2. **State of New Hampshire Energy Code:** With respect to the build-out of the space, the Landlord shall conform to all applicable requirements of the State of New Hampshire Energy Code. With provision of build out which exceeds the energy code by at least an additional 20 percent is encouraged, the Tenant shall show favorable preference to submittals and proposed alternates to the specifications herein which support this goal.

1.3. **Ceiling Heights:** Where possible, the following ceiling heights are required to meet current building codes: proposal to include ceiling heights for all spaces. The following is the prefer option.

   1.3.1. Lobby Area: 10 feet
   1.3.2. Conference/Training Rooms and Staff Lounge: 9 feet
   1.3.3. Private Offices: 9 feet
   1.3.4. General Office Area: 10 feet
   1.3.5. Interview Rooms: 9 feet
   1.3.6. Corridors, Hallways: 9 feet
   1.3.7. All other areas shall not exceed the above heights.

1.4. **Ceiling Materials:** Minimum standards: Grid: Armstrong - Prelude ML 15/16” Exposed Tee System. Tile: Armstrong - Fissured Minaboard. 2x2 and/or 2x4 ceiling tile panel is acceptable.
   6.4.1. Replace all damaged, stained, soiled acoustic ceiling tiles as required; Landlord’s option to reuse and recommission existing ceiling tiles in smaller ceiling areas where consistency can be maintained.

1.5. **Corridor Widths:** Unless otherwise noted or required by the authority having jurisdiction, all corridors shall be at least 60” wide.

1.6. **Window Treatments:** Landlord to repair or replace, as necessary, window treatments at all exterior glazing, interior glazing, and receptionist transaction windows; provide top and bottom attachments.
   1.6.1. Specifications: Manufacturer: Hunter-Douglas; Model: Celebrity; Type: 1” horizontal. Color(s) to be determined by the Tenant.
   1.6.2. Provide cast aluminum window locks on all exterior windows, installed with a minimum of two (2) tamper-proof allen wrench screws per lock.

1.7. **Baby Changing Station:** Provide and install one (1) at each public rest room. Manufacturer: Koala Bear Kare Model: To be determined by Tenant, i.e. horizontal and/or vertical. Installation shall be as required to be fully ADA compliant. Color: To be determined by Tenant.
   1.7.1. Specification: Horizontal or vertical application, constructed of molded polyethylene with stainless steel hinges, able to withstand static loads of 400 pounds, to include child protective straps, gas spring mechanism, usage and safety instructions in multiple languages and brail, FDA approved high-impact polyethylene resistant to fungal and bacterial growth, must meet ASTM standards for anti-fungal protection.
1.8. **Knox Box**: an exterior flush mounted Knox Box shall be provided and installed as required or requested by the local fire and/or police department. Location to be determined by said authority.

1.9. **Flag and Flag Pole**: Provide two commercial grade exterior flagpole including halyard system and necessary lighting for nighttime illumination. Type: Cone; Height: single story buildings - 20', two story buildings - 25'; Flag: Width shall be one quarter the vertical height of the pole.

1.10. **Restroom Waste Receptacles**: Shall be stainless steel finish recessed (or semi recessed - where approved by Tenant) waste receptacles. Installation location(s) shall be in conformance with required ADA clearances.

1.11. **Drinking Fountains**: Type: Refrigerated. Stainless steel, dual drinking fountains providing standard and wheelchair accessible heights and configurations. Provide minimum count required for conformance with regulatory authority; installations shall include:
   1.11.1. Drinking fountains at the Retail area close to the public restroom.
   1.11.2. Drinking fountains close to the Tenant’s staff rest room/staff lounge area
   1.11.3. Final Locations shall be reviewed with the Tenant.
   1.11.4. Drinking fountains must meet ADA requirements.

1.12. **Exterior Glazing**: All existing and new exterior glazing shall be transparent unless otherwise noted; no opaque materials are acceptable without prior specification or approval from the Tenant. Exception: skylights and restroom glazing are permitted to be constructed of opaque materials.

1.13. **Bullet Resistant Transaction Windows**: Provide and install approximately 30’-0” bullet resistant window in “Specialty Retail Areas-Reception”. Provide UL Listed Level 3 bullet resistant transaction windows with stainless steel frames providing a protection level equal to or greater than the glazing.

1.14. **Push Plate Activated Automated Doors**: Automated ADA conforming exterior and interior vestibule doors (in a quantity to be determined by Tenant) to be provided and installed at Tenant’s Public Entrance(s). See “Doors, Door Assemblies and Hardware” herein for further details.

2. **DOORS, DOOR ASSEMBLIES AND HARDWARE**: typical – unless noted otherwise. Landlord to provide Door and Hardware schedule demonstrating conformance with the following section prior to inception of construction. See “General Conditions, Construction Document” for details regarding required format of door and hardware schedule submittal.

2.1. **Hydraulic Overhead Door Closer Devices**: Shall be heavy-duty commercial grade, required manufacturers: Norton – series 8301 and/or 8501, or LCN 4040.

2.2. **Pilfer Alarms**: Required manufacturer: Security Lock Distributors (DETEX Corp.) - Exit Alarms Model EA 2500S AC powered, surface mount exit alarm. Override key to be coordinated with the building’s keying program.

2.3. **Electromagnetic Locks**: If required and where allowed by Tenant, preferred manufacturer: Locknetics Security Engineering - Series 268 Surface Mounted POWERLOCK II.

2.4. **Vandal Resistant Hinges**: Non-removable pin (NRP) hinges shall be provided at all exterior doors. All hinges shall be heavy duty steel and vandal resistant, color: silver coated or stainless steel.

2.5. **Latch Protectors**: To be provided at all exterior doors. All latch protectors shall be: heavy duty steel, furnished with washers and vandal resistant fasteners, color: silver coated or stainless steel. Latch protectors shall be a minimum size of 2-3/4” X 7”, and shall completely cover strike plates.

2.6. **Electric Door Strikes**: Required manufacturer: HES 9000 Series for exit applications; HES – 1006 Series for interior door applications. Provide strikes with HES Smart Pac in-line power control for strikes under continuous duty operation. Other acceptable unit(s): Folger-Adams - Series 300, heavy-duty commercial grade, 24 v DC continuous duty, all installations are to be mortise type.

2.6.1. Installation shall include supplying and installing all required electrical circuits, transformers, low voltage control wiring from electric strike to junction box above finished ceiling and 110v electrical supply for low voltage transformer(s).

2.6.2. Where applicable, Landlord shall also provide a set of contacts at the fire alarm panel for use by the Tenant’s security equipment vendor. Should any discrepancies arise between the Landlord and the Tenant, the Landlord shall coordinate a joint review with the Tenant and the authority having jurisdiction for final determination(s).

2.6.3. Electric Strike Function, e.g., fail-safe or secure, Landlord shall be responsible to supply strike function as required by applicable codes and/or local authority having jurisdiction, and review requirements with the Tenant.

2.7. **Door Types**: All interior and exterior doors shall be 3'-0” X 7'-0”.

2.7.1. **Interior Doors**: Solid core wood door blanks for all interior doors. (Birch, min. 3 coats natural finish).

2.7.2. **Exterior doors**: Hollow metal doors, 18 gauge; full flush styrene core insulated doors at all exterior doors.
2.7.3. Client entry - vestibule to be aluminum storefront type entry with tempered insulating glass.

2.8. Door Closer Devices: Shall be installed as required by the applicable building and/or Life Safety Codes. In addition to the foregoing, provide closer devices in the areas noted in "Specialty Areas" herein. A maximum push/pull effort of 50 pounds is required at all interior doors.

2.9. Push Plate Activated Automated Doors: Automated ADA conforming exterior and vestibule door to be provided and installed at Tenant's Public Entrance to the retail area and the office area, approximately (2) push plates. Landlord's provision to include the following:

2.9.1. Door Opener: Provide and install ANSI/BHMA A156.10 and code compliant swing door operator activated by pushbutton switches at Public Entrance of the Premises. Switches are required for both the ingress and egress operations. If an air lock or foyer condition is present, then both door assemblies, i.e. interior and exterior assemblies shall be equipped with door operators. In such cases, the Tenant shall define if the door operators shall be integrated via a relay or require separate switching.

2.9.2. Opener to provide slow opening, low-powered, automatic doors, one (1) each at exterior and interior vestibule. Door shall not open to back check faster than 3 seconds and shall require no more than 15 lb to stop door movement.

2.9.3. Interior strike for accessible doors shall be mounted no higher than 48 inches above the finished floor.

2.9.4. Exterior strike "push plates" for the accessible door passages shall be field located, either mounted on the wall approximately 18" from the latch side of the door at 48 inches above the ground or installed at 48" high on a stanchion located within three (3) feet from the door entrance. The strike plates shall be clearly marked with the universal symbol of accessibility (wheelchair), blue background with white symbol.

2.9.5. The sweep period shall be adjusted so that from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 inches from the latch, measured to the leading edge of the door.

2.9.6. Provide and install all required electrical conduit and connectivity necessary for fully operational doors.

2.9.7. Coordinate opener with relay(s) as required for interconnection with the Tenant's access control system.

2.10. Door Frames:

2.10.1. Exterior Doors: Welded metal frame, 16 gauge

2.10.2. Interior Doors w/ Electric Strikes: Welded metal frame, 16 gauge

2.10.3. Interior Doors: Knock-down metal frame, 18 gauge

2.10.4. Exterior and Security Doors: All exterior doors shall be equipped with:

2.10.4.1. Panic Hardware: Required manufacturer: Von Duprin. Mortise lock devices are preferred over rim set types. Note - may not be required on all security doors.

2.10.4.2. Door Assembly: Metal door with full flush styrene core insulation and welded frame, including narrow light vision panel, 100 square inch maximum size (approximately 3" x 33"), bottom of glass shall be 43 inches maximum above finished floor, with security wire mesh.

2.10.4.3. Lockset: Storeroom type.

2.10.4.4. Hydraulic overhead door closer device.

2.10.4.5. Electric Door Strikes: To be provided at all exterior doors. <<controlled access points>>

2.11. Door Hardware: Required manufacturer: Corbin/Russwin or Schlage-series D (heavy duty commercial grade 1):

2.11.1. Exterior and Security Door Hardware: Shall be keyed cylindrical lever locksets for heavy duty commercial use, rated for commercial grade 1 application. Provide 12" Door offset nylon pull at storefront entry each leaf typical. Approximately six exterior doors.

2.11.2. Interior Door Hardware: Shall be either lever passage latch sets or keyed cylindrical lever locksets (as determined by the final door & hardware schedule) for heavy duty commercial grade 1 application.

2.12. Hardware Standards:


2.12.2. Interchangeable Cores: All exterior and interior Tenant separation doors and the Data/Communications Room shall be provided with interchangeable cores.

2.12.3. Trim Design: Newport

2.12.4. Type: Lever (NSD) - Cast brass.

2.12.5. Finish: ANSI 630/US32D Satin Stainless Steel or to match existing hardware as requested by Tenant.

2.12.6. Replacement Keyway Cylinders: (if applicable) Required hardware shall be Corbin/Russwin. See Section 3.13 above.


2.12.8. Replacement cylinders: Original factory equipment cylinders only.

2.12.9. Finish: To match existing hardware finish, or as otherwise requested by the Tenant.

2.13. Keying: Up to four levels of keying are required (i.e.: great grand master (Landlord’s Project Key) grand master (Tenant’s Key), sub-masters and change keys. The Tenant will coordinate its keying requirements with the Landlord.

2.13.1. Stamping Requirement: Each key shall be stamped: a) by level and sequentially numbered; b) “do not duplicate.”

2.13.2. Key Blanks: All key blanks shall be original equipment manufacturer (OEM) products.

2.13.3. Great Grand Master: As defined by Landlord
2.13.4. Grand Master: Provide five (5) keys.
2.13.5. Sub Masters: Provide five (5) keys per submaster.
2.13.6. Change Keys: Provide two (2) keys per cylinder.
2.13.7. In addition to the above keys, provide 5 blanks of each key section used.
2.13.8. Key Control System: Provide a key control system including labels, tags with self locking clips, 3-way visible card index, temporary markers, permanent markers, and standard metal key cabinet, all as recommended by system manufacturer, with capacity for 150 percent of the number of keys provided to the Tenant at occupancy.
2.13.9. Provide complete cross index system set up by key control manufacturer, and place keys on markers and hooks in cabinet as determined by final keying schedule.
2.13.10. Provide hinged-panel type cabinet for wall mounting.

3. GYPSUM WALLBOARD—STANDARDS AND TYPES:

3.1. Standards: All gypsum board shall be standard 5/8” material, unless otherwise required by code (i.e.: MR board @ restrooms). All gypsum board joints shall be staggered each layer and each side. All gypsum board shall be fastened via the appropriate type and length of drywall screw. Hollow metal corner bead shall be used on all exposed vertical and horizontal edges.

3.1.1. Metal Studs @ Receptionist Wall: 20 gauge (min.).
3.1.2. Minimum Stud standard at all other full height walls: 3 5/8” metal studs @ 25 gauge.
3.1.3. Minimum Stud standard at Partial/Low height walls: 3 5/8” metal studs @ 16 gauge.
3.1.4. At all partitions, install gypsum board full height, embed joint tape in joint compound and apply first, fill (second), and finish (third) coats of joint compound over joints, angles, fastener heads, and accessories. Seal construction at perimeters, openings, and penetrations with a continuous bead of acoustical sealant including a bead at both faces of the partitions.
3.1.5. Frame door openings by attaching vertical studs at jambs with screws either directly to frames or to jamb anchor clips on door frames; install runner track section at head and secure to jamb studs. Install 2 studs at each jamb, extend double-jamb-studs continuous and attach to underside of floor or roof structure above.

3.2. WALL TYPES: The Landlord shall consult and comply with the authority having jurisdiction for determination of all structural and fire ratings required for any and all gypsum wallboard construction. In addition to conforming with this requirement, provide the following wall types:

3.2.1. Existing Walls scheduled to remain: In accordance with attached Tenant fit-up plan, certain existing walls are scheduled to remain; in the instance of such walls being at variance with applicable “Type” specification described below, the existing structure shall be modified as required to reasonably conform to these specifications.

3.2.2. Type 1: Entrances, Demising and Security: Scope of Use: Surrounds at all Exterior Entrances, all Tenant Demising and Interior Security Demising Partitions

3.2.2.1. All gypsum board partitions shall be full height and extend from floor to underside of floor/roof deck above (unless otherwise noted). Extend partition framing full height to floor/roof deck above ceilings. Continue framing above all doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board. Install framing around structural and other members below floor/roof slabs and decks, as needed, to support gypsum board closures needed to make partitions continuous from floor to underside of solid structure.

3.2.2.2. Full Wall Framing:
3.2.2.2.1. All gypsum board partitions shall be constructed of one layer of 5/8” fire rated wallboard each side.
3.2.2.2.2. All gypsum board partitions shall be installed with sound attenuation insulation, e.g. 3 1/2” minimum thic kness sound attenuation blankets (full height) in the cavity for sound retention.

3.2.3. Type 2: Typical Scope of use: “typical” interior Gypsum Wallboard Partition unless otherwise noted:

3.2.3.1. All gypsum board partitions shall be full height and extend from floor to a minimum of 1’-0” above finished ceiling. Continue framing above all doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board. Install framing around structural and other members below floor/roof slabs and decks, as needed, to support gypsum board closures needed to make partitions continuous from floor to underside of solid structure.

3.2.3.1.1. All gypsum board partitions shall be constructed of one layer of 5/8” wallboard each side
3.2.3.1.2. All gypsum board partitions shall be installed with sound attenuation insulation, e.g. 3 1/2” minimum thic kness sound attenuation blankets (full height) in the cavity for sound retention.

3.2.4. Type 3: High Performance Sound Control Partitions, scope of use: Use at all surrounds for interview rooms, Hearing Room, staff area rest rooms (note: public rest rooms shall be Type 2) and conference rooms.
3.2.4.1. All gypsum board partitions shall be full height and extend from floor to underside of floor/roof deck above (unless otherwise noted). Extend partition framing full height to floor/roof deck above ceilings. Continue framing over doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board. Install framing around structural and other members
below floor/roof slabs and decks, as needed, to support gypsum board closures needed to make partitions continuous from floor to underside of solid structure.

3.2.4.2. All “interior of room” gypsum board partitions shall be constructed of one layer of 5/8” gypsum wallboard installed on face of stud and overlaid with one layer of 5/8” gypsum wallboard. The opposing side of the effected wall shall be constructed of one layer of 5/8” wallboard minimum or as required by the adjacent room’s Gypsum Wallboard – Wall Systems specifications.

3.2.4.3. All gypsum board partitions shall be installed with sound attenuation insulation, e.g. 3” THERMAFIBER SAFB, or equal. Said sound attenuation insulation shall be installed full height and extend from the floor to the underside of the floor/deck.

3.2.5.

4. FINISHES: Shop Drawings, Product Data, MSDS documents, Samples and similar submittals shall be required. The purpose of their submittal is to demonstrate the way by which the Landlord proposes to conform to the design concept expressed in the documents.

4.1. Carpet: Unless otherwise noted, all flooring shall be modular carpet tile. The Tenant’s preference is the modular carpet tile specified below.

4.2. Color: Tenant shall make color selection from manufacturer’s full range of standard color selections. Tenant shall select no more than three (3) colors, which will be installed in a graphic color pattern in the open office areas.

4.3. Recycled materials content: All carpet submittals shall contain a 25% minimum recycled content and/or is 100% recyclable.

4.4. Samples: Shop Drawings, Product Data, MSDS, Samples and similar submittals shall be required.

4.5. Indoor Air Quality: All flooring materials must display the approval certification label of the Carpet and Rug Institute as having passed the Indoor Air Quality Carpet Testing Program.

4.6. Installation: All installation methods and materials must follow the manufactures guidelines.

4.7. Submittals: All submittals shall meet or exceed all of the following specifications, although a manufacturer is named, alternate manufactures which provide compliance with all other specifications may be considered:

**PREFERRED MODULAR CARPET TILE:**

- **Manufacturer:** SHAW – Patcraft MODULAR
- **Tile Size:** 24”x24” nominal
- **Style:** Tweed 10096
- **Construction:** Pattern Loop
- **Pile Fiber:** 100% Nylon (w/min 25% recycle content)
- **Pile Thickness:** 124 inch
- **Gauge:** 1/10"
- **Dye Method:** 100% Solution Dyed
- **Tufted Pile Height:** 3/32” Low
  - 6/32” High
- **Yarn Weight:** 20 oz.
- **Protective Treatment:** Soil Protection, Anti-microbial
- **Primary Backing:** NonWoven Synthetic
- **Smoke Density (ASTM E-662):** Less than 450
- **Static Control:** Less than 3.5 Kv
- **Traffic Class:** Heavy
- **ADA Compliance:** Min. Static Coefficient of Friction 0.6
  - Meet Guidelines - Americans with Disabilities Act
- **Warranty:** Manufacturer Lifetime Warranty for:
  - Wear, Colorfastness to light, edge ravel, and Delamination
CRI Indoor Air Quality
Certification: Must provide valid, registered certification number.
Recommended Manufacturers: Shaw Contract Group,

4.8. **Vinyl Composition Tile (VCT):** Area of use; supply and install in all rest rooms, janitorial closets, file rooms, storage rooms, public entrance lobby, maternal care rooms, the staff lounge, and data room.

4.8.1. **VCT:** Colors and installation: Tenant shall select up to three (3) colors from the manufacturer's full offering of standard colors. VCT shall be installed in janitorial closets, file rooms, storage rooms, lobby, etc. For installation in the larger areas, such as the public entrance lobby, VCT shall be installed in a graphic pattern; the pattern will be determined by the Tenant.

4.8.2. **VCT-SZ:** Provide slip-retardant tile flooring in all restrooms and staff lounges. Tenant shall select up to three (3) colors from the manufacturer's full offering of standard colors. For installation in the staff lounge, the VCT-SZ shall be installed in a graphic pattern; pattern will be determined by the Tenant.

4.8.2.1. **VCT-SZ** shall be Safety Zone, manufactured by Armstrong World Industries, Inc. Provide products complying with the following:

4.8.2.2. Tile thickness: 1/8".
4.8.2.3. Tile size: 12 in x 12 in.
4.8.2.4. Vinyl tile composed of polyvinyl chloride resin, plasticizers, fillers, pigment, and grit.
4.8.2.5. Tile shall have a nominal 0.020 in. (0.51 mm) thick pattern layer containing aluminum oxide grit.
4.8.2.6. Tile shall meet size, thickness, etc. performance requirements of ASTM F-1066 Standard Specification for Vinyl Composition Tile, Class 2, through pattern.

4.8.3. **Vinyl Cove Base:** 4" high vinyl, standard toe cove type. Manufacturer: Johnsonite or Mercer.

4.8.3.1. Areas of use: supply and install with all flooring in all areas; Tenant shall select up to three (3) colors from the manufacturer's full offering of standard colors.

4.8.4. **Vinyl Termination Strips:** To match vinyl cove base materials. Manufacturer: Johnsonite or Mercer.

4.8.4.1. Areas of use: Supply and install termination strips or change of height strips as required in order to mask all exposed flooring edges and intersections. Landlord is specifically reminded that in order to meet ADA conformance requirements, the finished installation of termination strips shall not exceed a height range of 1/4".

4.8.5. **"Walk Off" mat carpet tile (WMT):**

4.8.5.1. Areas of use: For use in public and staff entrance areas, installation shall begin at the exterior entrance doors and extend inward to provide a minimum of twenty (20) feet of "walk-off" in any direction from the entry.
4.8.5.2. Materials: Flooring materials shall be commercial grade matting fully compliant with ADA AG 4.5 standards. Provide and install at all entry areas/vestibule areas, product shall meet or exceed the following specifications:

4.8.5.3. **Required Manufacturer:** Mats, Inc.

4.8.5.4. **Style:** Mats, Inc. Diagonal Tile and/or Supreme Nop, 100 percent woven polypropylene, 19-11/16 inches by 19-11/16 inches by 3/8 inches, bitumen backing. Color shall be selected, by the Tenant, from manufacturer's standard colors.

4.8.6. **PAINTING:** Repaint all wall surfaces; Patch and repair all existing scratched, damaged, cracked, marred wall surfaces; Remove all vinyl wallcovering and adhesive from existing wall surfaces, where applicable, and skim-coat these wall surfaces prior to prime and finish painting. **All paints to be use are to be Low or No VOC paint.**

4.8.6.1. Colors: Allow up to three colors for walls and two colors for doors, frames and trim; colors shall be selected by Tenant from manufacturer's full range of standard offerings.

4.8.6.2. Areas - A minimum of one coat of primer and two coats of finish paint, or as required achieving an acceptable finish to the Tenant.

4.8.6.3. Finish at Walls: Paint shall be (scrubbable) interior eggshell latex unless otherwise noted (see "restrooms and staff lounge" below).

4.8.6.4. Finish at Doors, Frames and Casings: Paint shall be semi-gloss (scrubbable) acrylic latex.

4.8.6.5. Restrooms and Staff Lounge: Wall paint shall be semi-gloss (scrubbable) interior latex.

5. **MILLWORK:** Cabinet and counter Shop Drawings, Product Data, Samples and similar submittals shall be required. The purpose of their submittal is to demonstrate for those portions of the Work for which submittals are required by the Tenant the way by which the Landlord proposes to conform to the information given and the design intent expressed herein.
5.1. Comply with AWI Section 400 for countertops.
5.2. Provide shop drawing(s) of all millwork for review and approval by Tenant. Provide large format drawings and details depicting all countertops, cabinets, detailing core construction, locations, support brackets, installation heights and anchoring. Provide laminate samples for color, pattern and finish selections.
5.3. Laminates: Manufacturer: Wilsonart and/or Formica.
5.4. Color/Textures of all millwork finishes to be selected by Tenant. Provide laminate samples for color, pattern selection.
5.5. Counter Tops: custom grade, square edge, high-pressure laminate (standard matte finish).
5.6. Cord Management System: All counters (with exception of lounge area) shall be provided with cord management grommets, with a minimum inside diameter of 2”. Installation locations, quantities and type of grommet to be field determined by Tenant.

5.7. Specialties at Reception Area: Layout to be as shown on plan, to include the following:

5.7.1. **Bullet Resistant Transaction Windows**: UL Listed Level 3 bullet resistant transaction windows. Frames shall be stainless steel and of a protection level equal to or greater than the glazing.

- **Provide three (3) - 48”w x 42”h transaction windows** with 2” thick shelf and recessed dip tray with natural voice transmission.
- **Shelf shall be full width of window, minimum of 12” deep centered under the glazing and covered with black high-pressure laminate.**
- **Dip tray shall be 10” x 16” fabricated of 16 ga. stainless steel, #3 finish with a clear opening of 1-5/8” under the glazing.**
- **Provide one (1) - 60”w x 42”h sliding transaction window with 2” thick shelf.**
- **Shelf shall be full width of window, minimum of 12” deep centered under the glazing and covered with black high-pressure laminate. No Dip tray.**
- **The transaction shelf should be installed at a height of 34” from the finished floor.**
- **Tenant wishes to field verify installation prior to the installation of drywall.**

5.7.1.2. Manufacturers shall be Insulgard SV and/or Amortex.

5.8. **Millwork at Staff Lounge:** Furnish and install the replacement of all existing cabinets and countertops with new base cabinets, and wall cabinets where applicable, and new plastic laminate countertops with matching backsplash; placement of counter shall be as shown on Tenant Layout. Provide commercial grade base cabinets below counter and commercial grade wall cabinets, where applicable, above counter;
- provide custom grade, high pressure (25” depth) plastic laminate countertop with matching, field applied 4” backsplash. Cabinets shall have high pressure plastic laminate surface on the exterior/exposed surfaces, with low pressure laminate only as an acceptable backing material.

5.8.1. **Manufacturer:** Cabinet manufacturers: Merrillat or Shrock. Model: to be selected by Tenant from manufacturer’s standard product line.

5.8.2. Counter heights: provide at standard height, except for the section housing the sink the height of this section (which shall be at least 36” wide) shall be dropped to 34” high with at least 29” knee space below for conforming to wheelchair accessibility. No cabinets to be provided below the dropped height section; exposed plumbing pipes below the sink shall be insulated or otherwise shielded.

5.8.3. **Electrical:** Provide minimum quantity three (3) electrical outlets (with sufficient circuitry) located at counter height to provide for safe, efficient operation of Tenant’s toaster, toaster oven, coffee maker, and two (32) microwave ovens.

5.8.3.1. **Provide outlet and space** for Tenant’s two (3) full size (min. 20 c.f.) refrigerators and two (3) vending machines.

5.8.4. **Plumbing:** provide and install standard double bowl stainless steel sink with lever type faucet with sprayer.

5.8.5. **Full size stove, provide power and venting to meet current building codes for a full size stove with a range top.**

5.8.6. **Specialties:** Provide and install wall mounted paper towel dispenser and liquid soap dispensers adjacent to sink. Paper towel dispenser shall be operable with one hand; the dispensing operator height shall be no more than 48” above the floor.

6. **SIGNAGE:** All of interior and exterior signage shall be provided by Landlord, as per the Tenant’s specifications. Provision of signs shall include but not be limited to: exterior building signs; site/parking and directional signs, interior common area signs, interior directory, room numbers, work station numbers and other specific Divisional needs as required by the Tenant. Furnish and install raised letter and braille signage where permanent signs currently exist and at all restrooms.
6.1. **Permanent Signs:** As with all provisions herein Signage type and locations - both exterior and interior - shall be in full compliance with all codes, with particular attention paid to conforming with all applicable ADA provisions including ICC/ANSI A117.1-2003, and the guidelines set forth in ADAAG section 4-30 of the Americans with Disabilities Act, ADA Title III accessibility standards including Grade 2 Braille (Reference: Federal Register/Vol. 56. No. 144: 4.30.6 Mounting Location and Height).

6.2. **Typical Interior Signs:** Tenant shall provide a copy of their “Typical Signage” for the Landlord’s use and reference in a timely manner in order to facilitate Landlord’s procurement of signs.

6.3. **Manufacturer:** Tenant can make available the contact information on acceptable former suppliers.

6.4. **Sign Type:** Panel and Non-Panel

6.5. **Sign Base Material:** Plastic laminate

6.6. **Lettering:** Vinyl dye cut or dimensional lettering

6.7. **Samples:** provide samples of each component for initial selection of color, pattern and texture as required.

6.8. **All interior signs shall have raised letter and Braille inscriptions**

6.9. **Letter Style** shall match Landlord’s standard font. If there is no “standard” established for the facility, the font shall be “Arial”.

6.10. **Character Proportion:** shall comply with ICC/ANSI A117.1-2003 and ADAAG section 4.30.2: Letter and numbers on signs shall have a width to height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

6.11. **Color of sign plate and letters “to be determined”**. Color shall be either the Landlord’s existing building standard, or if there is no standard, shall be selected by the Tenant. In either case, the color selection shall be in full compliance with ICC/ANSI A117.1-2003 and the guidelines set forth in ADAAG section 4.30.5: “the characters and background of signs shall be eggshell, matte, or other non-glare finish. Characters and symbols shall contrast with their background – either light characters on a dark background or dark characters on a light background.”

6.11.1. **Samples:** provide samples of each component for initial selection of color, pattern and texture as required.

6.12. **Sign Installation Location:** Per code requirements; All signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60” above the finish floor to the top of the signs. Mounting locations shall be such that a person may approach within 3” of a sign without encountering protruding objects or standing within the swing of the door. In reception areas, mount signs in compliance with the dimensions given above, utilizing either side of the reception window as the reference point.

6.13. **Symbols of Accessibility:** (the wheelchair symbol) all elements (rest rooms for instance) required to be identified as accessible to persons with disabilities shall use the international symbol of accessibility.

6.14. **Room numbers and door numbers:** Assignment of such numbers will be provided by Landlord and coordinated with the Tenant during the Landlord’s promulgation of construction drawings. Tenant shall require all doors be designated with a door number, and all offices, conference rooms, and special use areas shall be designated with a room number.

7. **ELECTRICAL:**

7.1. **Energy Conservation:** Landlords shall utilize energy conservation equipment throughout the leasehold space. The Tenant will favorably consider energy conservation alternatives for all items within this section, including but not limited to motion-sensor light switching.

7.2. **Electrical Service:** Shall be adequate for the constant and additional demand loads of all lighting, HVAC, outlets, systems furniture (8 wire connections) specialty equipment and any and all other items; including the capacity to add additional circuitry as required at a later date. Provide duplex electrical outlets in all areas as required by code and the specifications herein. All hard wall offices and conference rooms require a minimum of (3) duplex outlet and (1) data j-box. All rooms and open areas with systems furniture, require j-boxes wired to accommodate either power poles or basefeeds for a minimum of (50) work stations. Hearing Room will require outlets placed 15'-0' apart.

7.3. **Electrical Finishes:** All switch plates and outlet covers shall be white in color unless otherwise requested by the Tenant.

7.4. **Electrical Installation Heights:** All switches shall have an installation height of 48” above finished floor to centerline of device. Other sensors shall have an installation height of 56” above finished floor to centerline of device.

7.5. **Electrical Distribution:**

7.5.1. **Electrical Outlets - Dedicated and Common Circuit Needs:** Staff areas, i.e. workstations and private offices, shall be provided with one 20 amp circuit which is to be assigned to PC use only per each 3 staff persons for PC needs, and at least one additional common circuit for non-PC use. Provide additional circuits as
required for provision of power to “hot box” (areas of shared electrical equipment use) and copier locations indicated on plans.

7.5.2. **Electrical Circuity and Outlets - at “Open Office Areas”**: See Tenant layouts providing workstations in the open office area; also see “Specialty Areas” - Layout for further description of the electrical requirements for this area.

7.5.3. **Electrical Outlets - Drywall Private Offices**: Provide (1) four-plex outlet and (6) duplex outlet in 220 sq ft. office, (1) four-plex outlet and (4) duplex outlets in each 145 S.F. office, and (1) four-plex and (3) duplex outlets per each 120S.F. office. All other hard wall offices shall have a duplex every 10’0” or a minimum of (1) per wall.

7.5.3.1. **Electrical Outlets - Interview / conference Room**: Provide three (3) duplex outlets.

7.5.3.2. **Electrical Outlets - All other areas**: Provide a minimum of two (2) 20 amp duplex outlets per wall, with spacing not to exceed one outlet per 10 lineal feet of wall.

7.5.3.3. **Common Halls**: Allowance of one duplex outlet per wall, with spacing not to exceed one outlet per 15 lineal feet of wall.

8. **LIGHTING**:

8.1. **General Lighting Fixtures, LED fixtures with dimmers are preferred.**

8.1.1. **Alternatives**: Troffer Type acrylic prismatic lens, standard 2’X 4’ three (3) lamp electronic ballasts, using high efficiency T-5, 3100 degree Kelvin lamps. Switching to be provided at all staff private offices and as otherwise determined by the Tenant.

8.2. **Interior Lighting - Ballast and Lamps**:

8.2.1. All interior lighting shall be energy conserving.

8.2.2. **All switching for ALL interior lighting within the General Office Area(s) shall be done fully from the primary Staff Entry or as directed by the Tenant.**

8.2.2.1. **Alternative to LED: Ballast Type**: High efficiency T-8. Low power T-8 ballasts are preferred within this specification. All ballasts shall provide: < 20% harmonic distortion; crest factor of <1.52 and a power factor >92%. **Lamp Type**: High efficiency T-5 w/ color rendering index of a minimum of 75. 3100 degree K.

8.3. **Interior Lighting - Illumination Standards**: Shall be adequate as to insure safe and uniform quality lighting throughout the building. The illumination standards shall be designed and maintained.

8.3.1. **Interior Areas**: 30-40 Foot-candles at 30” from finished floor.

8.3.2. **Common Areas**: 5 Foot-candles

8.3.3. **Night Light Circuits**: Shall be provided throughout the common areas of the building and as otherwise defined by the Tenant. The minimum illumination standards at floor level, are set forth as follows:

8.3.3.1. **Common Areas**: 5 Foot-candles

8.3.4. **Exterior Lighting**: Shall be adequate to insure safe and uniform quality lighting throughout all parking areas. The minimum illumination standards for all impervious surfaces, are set forth as follows:

8.3.4.1. **Active Areas**: Pedestrian traffic and entryways - 5 Foot-candles

8.3.4.2. **Building Surrounds**: Parking and roadways - 3 Foot-candles

8.3.4.3. **Flag pole(s)**: As appropriate

8.3.4.4. **Means of Egress Lighting**: Shall be provided, e.g. at all corridors, stairs, halls, toilets, outside of all exterior egress doors and stairs, and as otherwise defined and required by and in accordance with all applicable local and/or State codes, including but not limited to NFPA 101 and – ICC/IBC 2009 (International Building Code 2009).

8.4. **Emergency Power (generator)**:

8.4.1. The building generator powers, all electrical outlets for Data/Com Room(s) - Communications Room HVAC equipment, (4) P.C.’s, all the building security and night lights shall be connected on the emergency power circuit(s), in addition all power supplies for access control, telephone and security systems shall be serviced.

8.4.2. In all cases, generator power is required to be provided for any building that has either sewer injection pumps or private water supply pumps.

8.5. All electrical panels, switches and outlets shall be labeled at the device. Such labeling shall clearly identify the corresponding electrical circuits. In addition, all circuit breaker panels shall provide a physical description of the area(s) being serviced by the specific circuit breaker.

9. **COMMUNICATIONS REQUIREMENT**:

9.1. **Electrical and Data Coordination**: Electrical engineer must reference within the electrical specification the Tenant’s data communication requirements as defined by TIA/EIA 568B category 6E data cabling specifications and certification requirements as it relates to the project’s coordination of the affected trades.

9.2. **Telephone and Data Circuits**: The Landlord shall be responsible to provide all telephone and data connectivity needs as defined and required by the Tenants. All such services shall be terminated, including premise cabling, within the Tenant’s designated Data/Communications Room(s), including but not limited
to: digital data services and ISDN. Telephone riser cable must be installed from the building’s DEMARC into the Tenant’s Data/Communications Rooms. Telephone riser cable must provide 30% expansion from Tenant’s current needs.

9.3. Landlord shall be responsible for the supply and installation of one (1) 4” telephone conduit(s) with pull strings (with non-metallic 90-degree sweeps and pull boxes as required) from their building’s telephone d-mark entrance to each Tenant’s Communications Room(s).

9.4. Landlord shall be responsible for the supply and installation of one (1) 4” data conduit(s) with pull strings (with non-metallic 90 degree sweeps and pull boxes as required) from their building’s telephone d-mark entrance to each Tenant’s Communications Room(s).

9.5. **Telephone and Data Station Cabling:** Landlord shall be responsible to provide all telephone and data connectivity needs as defined and required by Tenant. All such services shall be terminated, including premise cabling, within the (Data/Com) Communications Rooms, including but not limited to: digital data services and ISDN. Landlord shall provide WiFi capabilities for guests and employees.

9.6. **CAT6E Station Cabling:** Landlord shall provide and install all CAT6E data station cabling, said cabling shall originate in the Communications Rooms. In addition, Landlord shall provide and install two (2) floor mounted 7’ high by 19” wide UL listed, two-post 6061-T6 aluminum 45U relay racks and all required 48 port patch panels with rear cable management bars, integrated vertical power strips/poles Data cabling shall be terminated on station end and patch panel ends via RJ-45 jacks, 45° exit faceplates - CAT6E modules are to be provided at all work station and drywall locations. The color of the cable and jacks shall be “Blue”. Final station cabling needs will be determined by construction document drawings. Most of these jack locations shall be shared with telephone station cabling. Typical jack location shall contain two (2) data jacks. All cabling shall be “home run” and properly installed horizontally and vertically by industry standard means and method, including but not limited to: cable trays, “J” hooks and grommets.

9.6.1. **Conduit Runs** *(reference source BICS TDM Manual):*

9.6.1.1. All runs are to be the most direct route possible (usually parallel to building lines) preferably with no more than two 90-degree bends between pull points.

9.6.1.2. Contain no 90-degree conduits (also know as an LB).

9.6.1.3. Contain no continuous sections longer than 30 m (98 ft.) For runs that total more than 30 m (98 ft.) in length, insert pull points or pull boxes so that no segment between points or pull boxes exceeds the 30 m limit.

9.6.1.4. Nonmetallic sweeps are to be utilized - 90-degree elbows are not acceptable.

9.6.2. **Grounding:** All racks, metallic backboards, cable sheaths, metallic strength members, splice cases, cable trays, etc., entering or residing in the TR or ER shall be grounded to the respective TGB or TMGB using a minimum #6 AWG stranded copper bonding conductor.

9.6.3. **Identification and Labeling:** All telecommunications cables and terminals shall be clearly and permanently labeled in accordance with the (Tenant’s) Owner’s standard labeling system.

9.6.4. **Testing and Acceptance:** All cables and termination hardware shall be 100% tested for defects in installation and to verify cabling system performance under installed conditions according to the requirements of ANSI/TIA/EIA-568-A Addendum 5, TSB-67 and TSB-95. All pairs of each installed cable shall be verified prior to system acceptance. Any defect in the cabling system installation including but not limited to cable, connectors, feed through couplers, patch panels, and connector blocks shall be repaired or replaced in order to ensure 100% usable conductors in all cables installed. Such testing results shall be provided to the Tenant in electronic form.

9.6.5. **HVAC:** Provide standalone/independent unit for this room. System must maintain an average ambient temperature of 73 degrees F with +/- 10 degree swing for thermal alarm. Building’s HVAC shall provide secondary/emergency back-up system for this room’s HVAC needs.

9.6.5.1. **BTU Outputs:** 20,000 Btu’s. Must be accounted for in primary and secondary/emergency HVAC designs.

10. **SECURITY ALARMS, CCTV AND ACCESS CONTROL SYSTEMS:**

10.1. **Systems:** Provided by Tenant.

10.2. **Conduit:** Provided by Landlord.

10.3. **Integration:** Landlord responsible to provide and assist with any and all required integration with fire alarm or fire protection systems and/or detection. Such integration and connections shall only be done after review and approval of the local fire department or other such authority having jurisdiction.

11. **FIRE SUPPRESSION SYSTEMS:**

11.1. The presence thereof or lack thereof shall be determined by any and all local, State and prevailing building codes, including but not limited to NFPA-1 and NFPA-101. The cost of any changes, modification or additions will be the sole responsibility of the Owner and/or Landlord. All required permits, fees, testing and approvals shall be borne by the Owner and/or Landlord.

11.2. The costs of any changes, modifications or additions to the existing fire suppression system shall be the solely at the Landlords expense and responsibility.
11.3. **Fire Suppression:** Fire suppression system is required throughout the building, 220 degree heads shall be installed at Data/Com Communications Rooms.

11.4. Landlord to provide connectivity to this system for Tenant’s alarm system(s).

11.5. **Fire Extinguishers:** To be provided, maintained and inspected by Landlord as required by inspection and reporting requirements set forth in Lease Agreement. Recessed or semi-recessed cabinets required.

12. **FIRE ALARM SYSTEM:**

12.1. The presence thereof or lack thereof shall be determined by any and all local, State and prevailing building codes, including but not limited to NFPA-101. The cost of any changes, modifications or additions will be the sole responsibility of the Owner and/or Landlord. All required permits, fees, testing and approvals shall be borne by the Owner and/or Landlord.

12.2. The costs of any changes, modifications or additional to the existing fire alarm system shall be solely at the Landlord’s expense and responsibility.

12.3. Landlord to provide connectivity via dry contact or other means to building’s fire alarm control panel for any and all security and access system needs.

12.4. Fire alarm horn and strobe: Furnish and install fire alarm horn and strobe light, interconnected to existing fire alarm system, in accordance with city and state current building codes.

12.5. **Access Control Card Reader:** Furnish and install electrical power as required to activate access-control card reader for approximately (15) doors. Quantity may vary depending on final design. Tenant will favor contracts with the card reader equipment and installation is included.

13. **HVAC and VENTILATION:** Adjust mechanical ceiling diffusers, ductwork, dampers, etc., to extent required to furnish proper air flow for heating and cooling in all areas according to occupancy load cfm requirements, particularly those areas specifically indicated on the Drawings; Test, adjust, balance, etc., all equipment to accommodate these requirements; Furnish and install VAV units as necessary to achieve required results.

13.1. Ducted return HVAC systems are preferred, Ducted returns are preferred over plenum returns.

13.2. **Pre-Occupancy “Clean Indoor Air” test:** After completion of all renovations but prior to tenant occupancy, Landlord to perform air quality testing conducted by certified industrial hygienist. No later than ten (10) days after Landlord’s receipt of testing results they shall provide the Tenant with a complete unabridged copy of the results, and in the instance of any problems (non-conformance) or issues being revealed by such results, the Landlord shall provide remedy at their own/sole expense. The testing criteria for “clean indoor air” shall be as follows:

13.2.1. **Ventilation:** Ventilation requirement shall be a minimum of 20 cubic feet per minute (cfm) of fresh air per person occupying the space.

13.2.2. **Noise Testing:** Levels shall be taken with all state tenant noise sources turned off, all air handling systems in operation, and noise levels shall not exceed those listed in the following table:

<table>
<thead>
<tr>
<th>Frequency (Hz)</th>
<th>Noise Level (dBA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>67</td>
</tr>
<tr>
<td>125</td>
<td>60</td>
</tr>
<tr>
<td>250</td>
<td>54</td>
</tr>
<tr>
<td>500</td>
<td>49</td>
</tr>
<tr>
<td>1000</td>
<td>46</td>
</tr>
<tr>
<td>2000</td>
<td>44</td>
</tr>
<tr>
<td>4000</td>
<td>43</td>
</tr>
<tr>
<td>8000</td>
<td>42</td>
</tr>
</tbody>
</table>

1.1.1. **Radon Testing:**

If a passive radon monitoring device is used, duplicate samples shall be collected for every 2,000 square feet of office space.

Radon testing devices shall be approved by the National Radon Safety Board (NRSE) or the National Environmental Health Association (NEMA) and analyzed by a laboratory accredited by the NRSB or certified by the NEHA.
Radon shall be measured in accordance with the NRSB or NEHA radon measurement protocol. The maximum allowable concentration of radon shall be 4.0 picocuries of radon per liter of air. Testing shall be conducted on the lowest level that will be occupied as tenant space.

1.1.2. **Asbestos Testing:** Testing shall be required unless the Owner/Landlord can document that either;
   - The building or space has been certified as asbestos-free by the building contractor, or;
   - The building or space has been inspected by an accredited asbestos inspector and determined to be asbestos-free.

   The maximum allowable concentration of asbestos shall be 0.1 fibers per cubic centimeter of air as determined by phase contrast optical microscopy, performed as described in “Asbestos and Other Fibers by PCM: Method 7400, Issue 2”, NIOSH manual of Analytical Methods (NMAM) Fourth Edition, 8/15/94.

1.1.3. **Carbon Dioxide Testing:** Shall be conducted with the heating, ventilation and air conditioning systems operating. The maximum allowable concentration shall be 800 parts of carbon dioxide per million parts of air in unoccupied office spaces, or, 1,000 parts of carbon dioxide per million parts of air in occupied office spaces.

1.1.4. **Carbon Monoxide Testing:** Shall be conducted with the heating, ventilation and air conditioning systems operating. The maximum allowable concentration shall be 5 parts of carbon monoxide per million parts of air.

1.1.5. **Formaldehyde:** The maximum allowable concentration of formaldehyde shall be 0.1 parts of formaldehyde per million parts of air.

1.1.6. **Ventilation:** Ventilation requirement shall be a minimum of 20 cubic feet per minute (cfm) of fresh air per person occupying the space.

1.2. **HVAC System - Balancing Report:** Landlord shall warrant to the Tenant that the complete HVAC system(s) and all appurtenances do and will adequately and uniformly service the entire lease space and are in full compliance with current industry standards. Prior to the Tenant’s occupancy, the Landlord shall provide the Tenant with said report, which shall be deemed a part of the lease/contract document.

1.3. **HVAC Systems - Thermal Comfort:** HVAC systems shall be designed to provide the minimum standards as set forth by ASHRAE 55-1992 - Thermal Comfort Considerations.

2. **SPECIALTY AREAS:**

2.1. **OPEN OFFICE AREA: Systems Furniture provided by Tenant**

2.1.1. **Space Requirements:** Provide open office areas, which shall be secure from retail client area, containing approximately 20,000 square feet to accommodate tenant’s Hard wall offices and conference room etc. and approximately (50 modular furniture panel system workstations), the modular panel system and freestanding furniture will be provided by and installed by the Tenant.

   Landlord shall be required to provide all electrical circuitry and junction boxes (ceiling and/or wall mounted) required for proper utilization of the furniture panel’s electrified raceway, and to provide data trays and “J” hooks for routing of telecommunications into open office areas.

   Landlord’s electrician to be responsible for the hard-wire hookup of all workstations, including the securing and anchoring of all communications and electrical poles.

   2.1.1.1. **“Hot Boxes”:** For the purpose of this document a “Hot Box” is a counter or work area designated for shared equipment requiring electrical and data connectivity. Provide for “Hot Box” common file and equipment space (such as shared printers and copiers) at the end run of certain system furniture workstations; the modular panel system and freestanding furniture will be provided by and installed by the Tenant.

   Size of the area shall be approximately 2'-6" deep with the width being equal to the adjoining workstations. These “Hot box” areas are incorporated into the modular furniture panel system’s space, care must be taken however to adequately provide electrical circuitry and connectivity to address the additional demands of these shared requirement areas.

   2.1.1.2. **Electrical Requirements:** Landlord shall be required to include provisions for and connection of all electrical circuitry and junction boxes (ceiling and/or wall mounted) required for proper utilization of the furniture panel’s electrified raceway. Typical systems furniture electrical harness configuration is three circuits consisting of 4 – hot; 2 - neutrals and 2 – grounds. Weather-tight or similar protection shall be required between junction box and connection to power pole (Pole Feed - PF) or systems raceway “whips” (Base Feed – BF). System furniture standard connectivity power whip does not exceed 6’. Provide base feed (BF) on systems furniture except as noted on plan. As an estimate of required circuitry, provide one circuit per three workstations.

   2.1.1.3. **Telephone & Data Requirements:** Landlord shall be required to include installation of Cat 6E telephone and data station cabling throughout the space, including provisions for routing of all data/telecommunications from the data room to each office and workstations as identified by the Tenant. Provide open wire cable trays in primary areas supplemented by “J” hooks as needed for
routing of telecommunications in all open office areas. Telecommunications cabling shall be "home runs" (with no breaks) from each jack to the data room.

2.1.4. Provision of Furniture Panel connectivity: Landlord to be responsible for the hard-wire hook-up of power and data/telecommunications to all Tenant workstations to either the ceiling or wall mounted electrical junction boxes; installation responsibility shall also include the securing and anchoring of all communications and electrical poles.

2.2. **EXTERIOR ENTRANCES:** All exterior entrance for retail and office shall be designed as to provide an interior vestibule (air lock). Said vestibule (air lock) shall be environmentally conditioned as to provide appropriate thermal comfort and shall be designed as to have negative pressure. In addition, all vestibules (air locks) shall be designed and constructed barrier free.

2.2.1. **Door Assembly:** Aluminum and glass storefront.

2.2.2. See also Doors and Hardware, requirement for automated push plate access at Public Entry Door.

2.2.3. See also ELECTRICAL – Night Light Circuits - The facility’s main lighting controls shall be located adjacent to the primary staff entry.

2.2.4. See also FINISHES – VCT or VCT-SZ

2.3. **STAFF RESTROOMS**: Layout shall include the following:

2.3.1. **Door Assembly:** Solid core wood door and hollow metal frame with push plate/pull bar and hydraulic overhead door closer device.

2.3.2. **Toilet Partitions:** Supply and install. Materials: Solid polymer plastic is preferred by Tenant, powder-coated steel, or plastic laminate partitions may be submitted for consideration; Styles: floor or floor to ceiling mounted; ADA compliant.

2.3.3. **Design, configuration and fixture counts:** Shall be in full compliance with all local, State and prevailing building codes as specified herein. Particular care shall be shown to the proper installation placement and height of: water closets, sinks, handrails, mirrors, partitions and privacy screens. Exposed plumbing pipes below the sink shall be insulated or otherwise shielded. Provide smooth, hard, nonabsorbent wall surface materials, i.e., ceramic tile, fiberglass-reinforced plastic, etc., minimum 60 inches high, on all walls within 24 inches of all toilets and urinals.

2.3.4. **Dispensers and receptacles:** To be supplied and installed by Landlord. Including but not limited to: toilet paper, toilet seat protectors, paper towel dispensers, feminine products waste receptacles, and recessed or semi recessed trash receptacles – see “standards and specialties” for trash receptacle specifications.

2.3.5. **Paper Towel Dispensers:** Shall be operable with the closed fist of one hand. The “Tork” hand sensor roll towel dispenser and Georgia Pacific “enMotion” automated touchless towel dispenser are preferred. Provide a minimum of one unit, or one unit per every two sink fixtures.

2.3.6. **Ventilation:** Minimum design criterion for establishing the exhaust fan size (in CFM): the greater of - total cubic feet of room divided by 4 or 4 air exchanges per hour. The intake register shall be ceiling mounted and be ducted to the exterior of the building. Continuous operation or operation via lighting switching for this room shall (automatically) operate the fan.

2.4. **PUBLIC RESTROOM:** To be located at the public entry of the retail area, to include the following:

2.4.1. **Door Assembly:** Solid core wood door and hollow metal frame with push plate/pull bar or privacy hardware (as deemed appropriate by floor plan) and hydraulic overhead door closer device.

2.4.2. **Design, configuration and fixture counts:** Shall be in full compliance with all local, State and prevailing building codes as specified herein. Particular care shall be shown to the proper installation placement and height of: water closets, sinks, handrails, mirrors, partitions and privacy screens. Exposed plumbing pipes below the sink shall be insulated or otherwise shielded. Provide smooth, hard, nonabsorbent wall surface materials, i.e., ceramic tile, fiberglass-reinforced plastic, etc., minimum 60 inches high, on all walls within 24 inches of all toilets and urinals.

2.4.3. **Baby Changing Station:** To be provided in conformance with specification herein - see Standards and Specialties.

2.4.4. **Dispensers and receptacles:** To be supplied and installed by Landlord. Including but not limited to: toilet paper, toilet seat protectors, paper towel dispensers, coin-operated feminine hygiene products dispensers, feminine products waste receptacles, and recessed or semi recessed trash receptacles – see “standards and specialties” for trash receptacle specifications.

2.4.5. **Paper Towel Dispensers:** Shall be operable with the closed fist of one hand; Provide a minimum of one unit, or one unit per every two sink fixtures. The “Tork” hand sensor roll towel dispenser and Georgia Pacific “enMotion” automated touchless towel dispenser are preferred.

2.4.6. **Ventilation:** Minimum design criterion for establishing the exhaust fan size (in CFM): the greater of - total cubic feet of room divided by 4 or 4 air exchanges per hour. The intake register shall be ceiling mounted and be ducted to the exterior of the building. Continuous operation or operation via lighting switching for this room shall (automatically) operate the fan.
and be ducted to the exterior of the building. Continuous operation or operation via lighting switching for
this room shall (automatically) operate the fan.

2.5. **JANITORIAL ROOM**: Shall include the following
   2.5.1. **Door Assembly**: solid core wood door and hollow metal frame with standard hardware (type: storeroom lockset).
   2.5.2. **Sink**: A floor-type sink, such as Florestone, Models 90/91/92 Drop Front, Terrazzo Mop Receivers, with faucet assembly.
   2.5.3. **Shelving**: Provide a minimum of 125 lineal feet of pre-manufactured shelving, such as Space Maker (vinyl coated wire construction). Installation to be field located by Tenant.

2.6. **PUBLIC ENTRY FOR RETAIL SPACE**: Provide a public/visitor’s exterior entrance vestibule of approximately 50 square feet clear floor space adjacent to the retail public entrance.

2.7. **WAITING AREA FOR OFFICE SPACE**: Provide a “secure” public waiting area in office space of approximately 100 square feet adjacent to the Tenant’s public entrance for the office space. Provide client access from the waiting area to the adjacent secure reception room by providing four (4) bullet resistant transaction windows; three (3) shall be stationary windows with recessed transaction plates and one (1) shall be a sliding transaction window.
   2.7.1. **Drinking Fountains**: provide as specified in “Standards and Specialties” herein.
   2.7.2. **Door Assembly**: Public Entry Doors (to lobby): Where allowed by code, a single door w/ fixed sidelight is preferred. Minimum width of such door(s) shall be 3'-6".
   2.7.2.1. Provide and install ANSI/BHMA A156.10 and code compliant “push plate” operated doors as defined herein in Section 4 “Doors, Door assemblies and Hardware”.

2.8. **FILE ROOM**: to be approximately 400 S.F, to include the following:
   2.8.1. **Door Assembly**: Solid core wood veneer door and hollow metal frame with standard hardware (type: classroom lockset).
   2.8.2. **Electrical and tele/com**: Provide a minimum of two data jacks and one quad outlet at the File Room work counter.
   **Floor weight load to be a minimum of 1000psi. to handle paper and file weight**

2.9. **HEARING ROOM**:
2.10. **to include the following**:
   2.10.1. **Type 3- walls to the deck “High Performance sound control” walls at all surrounds. Refer to section of the program details. This room shall have WiFi connected for guest uses.**
   2.10.2. **Electrical and tele/com**: Provide a total of four data jacks. Also make provisions for the Tenant’s video conferencing needs with the installation of a junction box at 66” AFF, with yellow CAT6 cabling to the Data/Com Room and punched down to patch panel and marked.
   2.10.3. **Door Assemblies**:
   2.10.3.1. **Client**: Solid core wood veneer door and hollow metal frame with standard hardware (type: storeroom lockset), hydraulic overhead door closer device and electric strike.
   2.10.3.2. **Staff**: Solid core wood veneer door and hollow metal frame with narrow light vision panel (approx. 3" x 33", bottom of glass 42" above finished floor), with standard hardware (type: storeroom lockset - rev. install), hydraulic overhead door closer device and electric strike. <<controlled access point>>
   2.10.4. **Sound Control Panels**: Provide a minimum quantity of eight (8) surface mounted acoustical panels conforming to the specifications in “Standard and Specialties” herein, mounted on walls at locations indicated.
   2.10.5. **Security Alarm**: See Alarm section. Provided by Tenant.

2.11. **PRIVATE OFFICES**: Within the secure “staff only” area, provide the following private offices:
   At least twenty (18) private offices measuring approximately 10’-0" x 12’-0" each. (1) Private office 14’-0" x 20’-0", (2) 12’0”x14’-0” refer to the program details in section 17.
2.11.1. Electrical and tele/com: Provide one (1) dedicated circuit with one (1) quad outlet and one (1) common circuit with three (3) duplex outlets per office. Provide two data jack locations, each with one data jack.

2.11.2. Door Assembly: (See section 7)

2.12. **STAFF LOUNGE**: Layout to be as shown on Tenants plan, include the following:

2.12.1. Millwork: provide and install as specified in “Millwork/Staff Lounge” herein.

2.12.2. Type 3 “High Performance sound control” walls at all surrounds.

2.12.3. Door Assembly: (See section 7)

2.12.4. Sound Control: Provide a minimum quantity of six (6) surface mounted acoustical panels conforming to the specifications in “Standard and Specialties” herein, mounted on walls at locations indicated.

2.12.5. Appliances: Tenant shall supply all appliances, Landlord shall provide all electrical service outlets required.

2.12.6. Drinking Fountain: see “standards and specialties” herein.

2.12.7. Specialties: Paper goods dispenser and soap dispensers to be supplied and maintained by the Landlord. Including but not limited to: paper towel dispenser, which are operable with one hand and a wall mounted liquid hand soap dispenser.

2.12.8. Ventilation: Design criterion for establishing the exhaust fan size (in CFM): the greater of - total cubic feet of room divided by 4 or 4 air exchanges per hour. The intake register shall be ceiling mounted and be ducted to the exterior of the building. Continuous operation or operation via lighting switching for this room shall (automatically) operate the fan.

2.13. **STORAGE ROOM**: Supply and Storage Room(s), Approximately 120S.F. for supplies and storage.

2.13.1. Provide outlets on all walls. Floor to be minimum of 1000psi for weight loads.

3. **PARKING AND SITE**: Landlord to provide a minimum of eighty-five (85) parking spaces for the Tenant’s use, if these spaces are shared in common with others sufficient number of overage spaces must be available to assure continued availability of these spaces. Provision of all parking must be without additional charge to the tenant, included in the proposed annual rent. All parking spaces shall be asphalt or concrete –paved, clearly marked with painted lines, and shall also meet or exceed the required numbers as required by the local building code.

20.1 Full compliance of all codes and ordinances, particularly with those providing Barrier-Free Design will be the responsibility of the Landlord, including but not limited to conforming provision of: parking spaces, access aisles, curb cuts, entrances, lighting, signage and ramping. Conformance with the following is required by said codes and ordinances, which are partially re-iterated in the following for the convenience and reference of the Landlord.

20.1.1 Exterior Parking Signs: The Landlord shall provide proper designation signage at each “Accessible” parking space and access aisle. Each sign shall be supplied and installed on a metal post, mounted with the bottom edge of the sign at 60” above the ground. Each sign shall be bright blue, and bear the universal symbol of accessibility. Van Accessible spaces shall bear the additional designation of “Van Accessible”. Each “access aisle” shall be clearly reserved with signs reading “no parking zone” and the asphalt paving within these aisles shall be painted with yellow diagonal lines.

20.1.2 One in every six accessible parking spaces shall be configured for and designated as “Van Accessible” space. A minimum of one van accessible space shall be provided in all cases.

All interested parties must submit a written “letter of interest” addressed to the person listed in the last paragraph below. The State’s standard “letter of interest” response form is available by request or on the state’s web site. Alternately, interested parties may compose their own “letter of interest” which must include the following information:

- A statement that the submitting party wishes to offer a particular property for review in response to this request for proposal; a statement referring to the proposal of leasing, selling or both; a statement that the submitting party presently believes they would, if selected, be willing to accept the terms and conditions of the State’s standard lease/purchase agreements which they have reviewed in advance and is available online.
• It must include in hard copy, the business name, address, telephone number, e-mail address of the party submitting the “letter of interest”; a statement that the person submitting the “letter of interest” is legally authorized to do so; the street address of the property offered for consideration; the approximate square footage of the property; a brief description of the proposed parking accommodations that would be made available to provide compliance with the requirements listed herein, a brief description of the proposed property including the number of floors, and (if existing construction) whether utilities and other services related to occupancy of the building are currently operable, whether there is an operable elevator, whether the space is vacant, a listing of current occupants of the building, disclosure regarding the current state of repair, and if the building is in need of renovation and/or new construction. An appendix must accompany the ”letter of interest” providing a map diagram of the proposed property with its location highlighted and depiction of surrounding/adjacent lots, notations regarding the usage of properties in the surrounding area, and the nature (type) of business in the surrounding area.

• Solicitation and review of all “letters of interest” is the first of two phases in the State’s “Request for Proposal” (RFP) process. Phase one of the process will be completed no later than thirty (30) days after the closing date for the letters of interest, all sites offered will receive initial review, visitation, and evaluation of the acceptability and potential to conform to the State’s requirements, any sites found to be unviable will be dismissed from the process. Phase two of the “RFP” process will be design development of viable offerings; the State will establish a reasonable time frame for completion of design development with a “due date” (closing date) for receipt of the proposed Landlord/Seller’s resulting proposal. All proposals must document both the scope of the fit-up (established during design development) to be provided, the offered schedule of rent or asking price which shall be inclusive of fit-up, and any other costs for the space. Proposed Landlords and sellers will be responsible for providing design development documents (floor plans and specifications) depicting how their space will, if selected, conform to the State’s specifications, these documents shall include accurately scaled floor plans and design-build specifications conveyed to the State in both “hard copy” and digital (“pdf” and “dwg”) formats, this process shall be undertaken at the proposed Landlord or seller’s expense and does not guarantee a resulting binding agreement. Upon submittal, all proposals will be reviewed and judged upon criteria of location, conformance with the State’s specifications, proposed cost, cost of relocation, and the proposed time frame for completion of renovations or new construction.

• All Letters of Interest must include the information specified above, and are to be addressed and delivered to: Lynda Plante, Deputy Director, NH Lottery Commission, 14 Integra Drive, Concord NH 03301; or via email to: lynda.plante@lottery.nh.gov. Any or all letters of interest must be received by 4:00 PM on Friday, September 22, 2017. The State of New Hampshire reserves the right to accept or reject any or all letters of interest and any or all proposals.

All received Letters of Interest properties will also be evaluated for the following criteria:

<table>
<thead>
<tr>
<th>Evaluation of New Space</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question</strong></td>
</tr>
<tr>
<td>Financial and Cost for the Tenant fit up per SF cost. How much construction will there be to meet the requirements</td>
</tr>
<tr>
<td>• Fencing in generator</td>
</tr>
<tr>
<td>• Wall construction for Hearing, conference rooms, draw room, and office</td>
</tr>
<tr>
<td>• WIFI capabilities</td>
</tr>
<tr>
<td>Location - how close does it meet the request</td>
</tr>
<tr>
<td>• Office in an area which will allow big truck to safely deliver product to facility.</td>
</tr>
<tr>
<td>• Highway signage</td>
</tr>
</tbody>
</table>
- High visibility from 93 and/or 89
- Ground level building

What type of building is it and what kind of condition is it in now
  - Exceeding the energy code in the construction
  - Sound proofing walls by using Type 3 wall construction
  - Landlord will put the purchase and installation of data equipment in construction
  - Landlord will put the purchase and installation of card readers into contact
  - 20” ht. ceiling in the warehouse area

<table>
<thead>
<tr>
<th>Exterior infrastructure</th>
<th>15.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• parking for 85 vehicles - dedicated parking</td>
<td></td>
</tr>
<tr>
<td>• Garage for all type of vehicle deliveries</td>
<td></td>
</tr>
<tr>
<td>• large truck access</td>
<td></td>
</tr>
<tr>
<td>• turning radius to trucks in and out of parking lot</td>
<td></td>
</tr>
<tr>
<td>• Area to get trucks in and out of parking lot</td>
<td></td>
</tr>
<tr>
<td>• Semi-truck dock</td>
<td></td>
</tr>
<tr>
<td>• Street level docks</td>
<td></td>
</tr>
</tbody>
</table>

Expense of relocation of people and equipment (both down time and moving costs) and security issues with moving from one building to another.

<table>
<thead>
<tr>
<th>Time Line to move</th>
<th>5.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>100.0%</td>
</tr>
</tbody>
</table>