

**Solicitation No. # UPF PROJECT OFFICE SPACE**

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**I. EVALUATION CRITERIA**

All offers must meet the requirements as set forth in this Solicitation. The following criteria will be used to evaluate offers.

Consolidated Nuclear Security, LLC; hereafter called the "Company" reserves the right to solicit, from any available source, relevant information concerning the Offeror's record of past performance and shall use this information in evaluation and selection.

**A. Technical Criteria – 600 points**

Technical Criteria will assess numerous aspects of the offer including functionality, space efficiency, schedule of availability, facility location(s), and facility(s) management plans.

**1. Schedule for Availability (175 of 600)**

The schedule of availability of the facility(s) will be assessed for credibility and reasonableness for meeting the Company's intended schedule for occupancy of 300 persons no later than February 15, 2015. Plans for modification of existing facilities to meet the remaining requirement of this solicitation will be assessed for schedule probability and realism. Offers will be evaluated for evidence of the ability to meet the proposed schedule.

**2. Functionality (165 of 600)**

The facility(s) will be assessed as to their suitability and functionality as a space conducive to operations for the Uranium Processing Facility project engineering design team. The space must be suitable for a long term multi-billion dollar Engineering, Procurement, and Construction (EPC) Project. It must have modern amenities and robust computing and telecommunications capabilities (i.e. modern video teleconference capability, etc).

**3. Space Efficiency (165 of 600)**

The facility(s) efficiency will be assessed with regard to the proposed floor plan, interior layout, parking areas, and private office space configurations. Simple, efficient layouts that require a minimum build-out and with system office furniture are preferred. Ease of interaction amongst the occupants will be taken into consideration.

**4. Building Location (75 of 600)**

CNS is in need of a minimum of 90,000 sq. ft. of leased office space in Oak Ridge, TN in close proximity to the Y-12 National Security Complex. The suitability of the facility(s) location will be assessed on the geographical proximity to the Y-12 site and this proximity will be considered as a significant factor in the selection of the optimum facility. Any proposed building(s), if more than one, should be within 5-10 minute walking distance of each other.

**This document has been reviewed by a Y-12 DC/UCNI-RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for Public Release.**

Name: W. J. Cypher Date: 11-18-14

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### 5. Facility Management Plan (80 of 600)

The Offer will be assessed for the Facility Management Plan, including team members and/or subcontractors planned for facility(s) maintenance, security monitoring, janitorial services and compliance with all other subcontract requirements. Offers will be evaluated for use of Small Businesses. The Offer should also include information on how verification of US citizenship for all Lessor personnel with access to the facility(s) will be verified and maintained.

### B. Price Criteria – 400 points

An analysis of the cost effectiveness will be performed as follows based on the price including utilities. A competitive range will be established based on technical criteria. For those offers remaining in the competitive range after the technical evaluation, the cost per net usable square foot (\$/nusr) will be calculated based on the total proposed price for both the firm term and the optional terms divided by the net usable square footage, as defined in Section IX of this Solicitation. The lowest \$/nusr will receive ½ the maximum points for this criterion. The remaining offers will receive a percentage of points based upon the ratio of respective \$/nusr to the lowest \$/nusr.

The lowest total price, including the utility cost, based on the firm term and optional terms for an otherwise acceptable technical offer will receive ½ the maximum points for this criterion. The remaining offers will receive a percentage of the available points based upon the ratio of the total price of the lowest offered price to the total price of the respective offer being ranked.

The Company reserves the unilateral right to make an award based on the offer that represents the best evaluated value to Company, inclusive of the an appraisal and evaluation factors set forth herein.

## II. OFFER FORMAT

Your offer should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements set forth herein.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.

Your offer must be signed by an official authorized to bind your firm contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 90 calendar days after the closing date for receipt of offers.

To aid in our evaluation, your offer should be in the following format and include:

### A. Building Functionality

Describe the operability of the space in relationship to the requirements of space for a maximum of 1,000 personnel co-located in an office space setting designed for cubicle space in addition to hard-wall offices with keys as well as space for cubicle furniture. Sketches or drawings shall be provided which show the functional arrangements of the required space. Offers shall address the space with regards to the specifications provided in Section VII of this Solicitation, especially doors, security, telecommunication, and safety issues. The usage history of the facility(s) should be included in this section. This section should also address the

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compliance of the facility(s) with local zoning laws or evidence of variances, if any, approved by the proper local authority.

### B. Space Efficiency

As a minimum, the Offeror shall provide one-eighth (preferred) or larger scale plans for the proposed facility(s). Plans or drawings must include dimensions for functional space; specific identification of net usable square footage proposed; windows; hallways; restrooms; entrances; loading dock(s); parking, including designated accessible routes from the parking area to main building entrances(s); electrical power availability; and heating, ventilation, and air conditioning including utilities operation plan.

A separate detailed listing of the space offered with corresponding square footage must accompany the plans.

Describe the efficiency of the facility(s) in discussing the planned space usage, the interior layout, the relationship between the office areas and the work areas, and parking areas.

### C. Schedule for Availability

Offers shall provide a schedule of availability of the facility(s) proposed based on 300 by February 2, 2015; and additional 300 by May 1, 2015; and 400 by July 1, 2015. Availability deadlines should also include a detailed schedule for any modification plans to the existing space. Offers shall indicate if there are existing tenants and if there are plans to have tenants vacate the space.

### D. Building Location

Provide a map or sketch of the facility(s) location in relation to the intersection of Union Valley Road and Scarboro Road in the city of Oak Ridge, Tennessee, include the closest major arterial road(s).

### E. Facility Management Plan

Provide a Facility Management Plan, including team members and/or subcontractors planned for facility(s) maintenance, security monitoring, janitorial services and other subcontract requirements. This section must include evidence of ownership of the site and the capability to perform.

### F. Price

The Offer shall include a completed Proposal to Lease Space form and the Lessor's Annual Cost Statement form with documentation supporting the information provided on the form. This section should include a cost proposal for the facility(s) that shows a total price for the firm term and each optional term as defined below:

- (1) \$/(net usable square foot) including utilities
- (2) \$/(net usable square foot) without utilities

The total price for each term shall include provisions for supplying maintenance, custodial requirements, furniture, and operating equipment for the facility(s) (e.g., janitorial, water and sewer services, electricity and/or gas services, all taxes and levies, including real estate, casualty insurance, building maintenance, landscaping and mowing of the grounds, and security maintenance services). **Note: The Offeror should know that any taxes will only be**

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***paid on the escalation of taxes from the base year of which a Lease Agreement would be executed.***

G. Other Information

The Offer shall include in this section:

- (1) A completed, signed copy of the attached form entitled "Representations and Certifications"
- (2) Any exceptions that you take to the provisions of the proposed lease agreement.
- (3) The names and telephone numbers of persons authorized to conduct negotiations for your firm.
- (4) Documentation of a current occupancy permit issued by the local jurisdiction.

III. TIME FOR SUBMISSION OF OFFER

Copies of your offer must be received by the Company in Oak Ridge, Tennessee, on or before 4:00 p.m. EST local time; two weeks from the issuance of this proposal, December 3, 2014. All offers must be sent by mail to:

CNS  
Attention: Weldon Hammond, CNS Real Estate Manager  
602 Scarboro Road  
Post Office Box 2009  
Oak Ridge, Tennessee 37831-6501

or emailed to [Louis.HammondII@cns.doe.gov](mailto:Louis.HammondII@cns.doe.gov) offers may not be hand delivered.

IV. LEASE AWARD

Award may be made without discussion subsequent to the receipt of offers. Therefore, offer(s) should be initially submitted on the most favorable terms, from a price and technical standpoint. The lease will be awarded to the offeror whose offer will be most advantageous to the Company, price and other factors considered. The Company will select the offeror whose offer, in the Company's judgment, offers the best overall value to the Company and the government.

It is the intent of the Company to award one firm, fixed-price lease agreement with up to five one-year options. The Company will require the offeror selected for award to execute the proposed lease agreement which reflects the agreement of the parties.

V. OFFER EXPENSES AND PRECONTRACT COSTS

This request does not commit the Company to pay for any costs incurred in the preparation and submission of offers or for any other costs incurred prior to the execution of a lease.

VI. ACKNOWLEDGMENT OF AMENDMENTS

If this request is amended, you must acknowledge receipt of the amendments (by number and date) in writing with the offer submitted in response to the Solicitation designated Office space.

VII. REQUIREMENTS

Please submit your best offer based on a one (1) year firm term with four (4) one-year option periods exercised upon 30 days notice. The Lessor shall also include with their offer consideration for a four (4) month cancellation clause able to be exercised after 24<sup>th</sup> month of the execution of the Lease Agreement.

**SCOPE OF WORK**

If additional space is occupied by another tenant(s), the leased space must be separated from the other tenant(s) by means of a wall of vertical partitions that are floor to acoustical ceiling height.

Below in Table 3, Lessor must complete the table to supply physical data they propose to meet the Company's space requirements. (See page 17 for Table 3.)

The Company reserves the right to not take occupancy of the facility(s) until completion of a physical review of the building to ensure all specifications as defined in this Section have been met.

CNS is in need of 90,000 sq. ft. of leased office space in Oak Ridge in close proximity to the Y-12 National Security Complex. The space must be zoned as IND-1 and suitable for a long term multi-billion dollar Engineering, Procurement, and Construction (EPC) Project. The space must have modern functionality (i.e. modern video teleconference capability). The leased office space will need to accommodate a minimum of 700 to a maximum of 1,000 personnel with hard walled offices, cubicle areas, meeting rooms, and common areas included. The office space will need to be able to be equipped by the Company with access controlled doors and a dedicated building access control system that limits access of the leased space to CNS badged personnel only. The leased office space also needs:

Modular type office furniture or equivalent (including; desks, bookcases and chairs) in cubical work spaces and hard walled offices and conference rooms equipped with tables and chairs and a receptionist area. Office space with modular furniture included is a significant plus. Leased office space requires telecommunications cabling distributed throughout the space suitable for connectivity to the Y-12 network. Additionally, office space is required for break room/kitchen(s), telecommunications, filing area, and office supply delivery and storage area. There should be parking for a minimum of 700 to a maximum of 1,000 employees including exclusive parking spaces and visitor parking. Routine janitorial service, facility(s) maintenance, grounds landscaping and maintenance services are required.

The lease term is for one (1) year firm term with four one-year option years. Commitments are subject to annual federal funding authorizations.

The space will need to accommodate a Limited Area (LA) of approximately 8,000 to 10,000 sq. ft. LAs are security areas designated for the protection of classified matter.

1. General Requirements.  
LA boundaries shall be defined by physical barriers encompassing the designated space and access controls to ensure that only authorized personnel are allowed to enter the LA.
2. Access Control.  
Access controls will be installed by the Company to ensure that only appropriately authorized personnel are permitted unescorted access to the LA.
3. Uninterruptable Power Supply (UPS).  
Uninterruptable power supply or compensatory measures must be provided at installations where continuous operation may be required.

The Lessor will need to perform possible building modifications and various upgrades in a timely manner to allow moves per the schedule.

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### A. General Architecture

#### 1. Work Performance

- (a) All work in performance of this lease must be done by skilled workers or mechanics and be acceptable to the Company.
- (b) The Company will provide on-site inspection of all work in progress as well as post-completion. The Lessor will remain completely responsible for designing, altering, modifying, operating, and maintaining the building in full accordance with the requirements. . All modifications before or tenant improvements after the lease agreement is finalized will not require the Company to bring facility back to original state

#### 2. Building Systems Certification

Space offered must have a current occupancy permit issued by the local jurisdiction readily available on file for review.

#### 3. Space Efficiency

The design of the space offered must be conducive to efficient layout and good utilization, while providing full accessibility for persons with disabilities. The office space to be leased shall be a minimum of 90,000 net usable square feet of space suitable for performing general office functions.

The receiving area should be easily accessible for receiving standard mail packages.

#### 4. Energy Efficiency

The HVAC system for all areas shall be capable of maintaining temperatures conforming to local commercial equivalent temperature levels and operating practices in order to maximize tenant satisfaction. However, thermostats shall not be set below 65 degrees Fahrenheit during the heating season nor above 78 degrees Fahrenheit during the cooling season. Temperatures must be maintained throughout the leased premises and service areas, regardless of outside temperatures, during the hours of operation specified in the lease.

Preference will be given to offers which have incorporated energy performance enhancements in keeping with federal energy standards and initiatives which provide life cycle savings, such as providing programmable thermostats enabling set-backs to reduce heating and cooling during off shift hours and times when building is minimally occupied.

#### 5. Floor Plans After Occupancy

Within 21 days after occupancy, one (1) set of reproducible or electronic, full floor plans, including office area dimensions, drawn to a minimum scale of 1/8-in. equals 1-ft. showing the space under lease as well as entrances, corridors, stairways, ramps, loading docks, elevators (if required), rest rooms, and core areas shall be provided to Company.

#### 6. Floors and Floor Load

A written certification by a registered structural engineer is required to certify that the building conforms to seismic requirements in accordance with the most recent Standard Building Code or other local jurisdiction building code and readily available for review.

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### 7. Exits and Access

- (a) All entrances, exits, stairs, corridors, aisles, and passageways that may be used by the Company shall comply with the ADA and the National Fire Protection Association (NFPA) Standard No. 101, except that there must be at least two (2) separate exits available from every floor.
- (b) Access to the receiving area for the office space shall be so constructed as to provide ready access to the building with supplies and equipment without excessive lifting or material manipulation.
- (c) Travel between proposed buildings should be safely and easily accessed via paved walking areas.

### 8. Parking and Loading Zones

- (a) There should be parking for a minimum of 700 to a maximum of 1,000 employees including exclusive parking spaces and visitor parking. There should be a minimum of 8-10 spaces closest to the building which should be designated for use by the physically disabled.
- (b) On-site parking must at least meet current local code requirements and be equipped with adequate speed bumps for the area.
- (c) At least ten (10) parking spaces shall be reserved near the front entrance to accommodate government vehicles.

### 9. Accessibility for the Disabled

#### **ACCESSIBILITY SHALL FULLY COMPLY WITH ADA REQUIREMENTS.**

Parking: Spaces designated for use by the physically disabled should be at least 8-ft. wide with a 5-ft. access aisle to walks and ramps. Two (2) accessible parking spaces may share a common aisle. These spaces should be designated so the disabled are not compelled to wheel or walk behind parked cars. If necessary, curb cuts or ramps shall be provided. Accessible spaces shall be designated as reserved for the disabled by a sign with a symbol of accessibility. Such signs shall not be obscured by a vehicle parked in the space. The parking area shall have speed bumps located at minimum 100 feet from all entrance and exit points for speed control.

Walks: At least one (1) accessible route having no steps or abrupt changes in level shall be provided from the accessible parking space(s), public sidewalk(s), and transportation stop(s), if provided, into each accessible primary building entrance. Public walks in these access paths should be at least 36-in. wide with a slope no greater than 1-ft. rise in 20-ft. If an accessible walk is less than 60-in. wide, then it shall have level passing zones, spaced at no more than 200-ft. apart, measuring a minimum of 60-in. by 60-in. It shall be stable, firm, and slip resistant. Changes in level up to .25-in. may be vertical and without edge treatment. Level changes between .25-in. and less than .50-in. shall be beveled with a slope no greater than 1:2 ratios. Changes exceeding .50-in. shall be treated as a ramp. Whenever possible, gratings should not be located within or along walks. Walks shall have a level platform at the top in accordance with the maneuvering clearance for doors.

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Ramps: Where ramps are necessary or desired, they shall be of a non-slip surface, with a slope no greater than 1-ft. rise in 12-ft. They must have a minimum clear width of 3-ft. with level landings at the top and bottom of each ramp run. Each landing shall be as wide as the widest ramp run leading into it. Landings on a straight run ramp shall be a minimum 5-ft. in length. Intermediate landings for ramps turning directions shall be a minimum of 5-ft. by 5-ft. Continuous handrails shall be provided on both sides of all ramps with a vertical rise greater than 6-in. Ramps with vertical drop-offs greater than 6-in. shall have curbs, walls, railings, or projecting surfaces.

Entrances: At least one (1) main entrance shall be accessible. It shall be connected by an accessible walk to parking for the disabled, public street(s), accessible elevator(s), and other accessible elements and spaces throughout the building. If power-operated entrance doors are provided, they shall comply with the provisions of American National Standards Institute (ANSI) 156.10 (1979). Where vestibules are provided, doors in a series, in a straight line, shall swing in the same direction or away from the space between doors, and be at a distance of 48-in. plus the width of any door swinging into the space.

Accessible entrances shall be identified by the international symbol of accessibility. The signs shall be located so that handicapped individuals approaching the building will be directed to the accessible entrance.

Stairs: If floors are serviced by an accessible elevator, then stairs connecting these floors need not meet the accessibility requirements in "Stairs" and "Handrails."

All steps on a single flight of stairs shall have uniform riser heights and uniform tread widths. Open riser stairs are not permitted. Risers shall be sloped or the underside of the nosing shall have an angle of not less than 60° from the horizontal.

Stair treads shall not have abrupt nosings and shall be no less than 11-in. wide, measured from riser to riser. The radius of curvature at the leading edge of the tread shall be no greater than .5-in. The maximum nosing projection shall be no greater than 1.5-in.

Tactile warning indicators shall not be used to identify exit stairs.

Handrails: Stairs shall have continuous handrails on both sides that extend a minimum of 12-in. beyond the top riser and 12-in. plus the width of one tread on one side beyond the bottom riser. At the top, the 12-in. extension shall be parallel with the floor. At the bottom, the handrail shall continue to slope for a distance of one tread width from the bottom riser with the 12-in. remainder being horizontal and parallel with the floor. The inside handrail on switchback, dogleg stairs or ramps shall always be continuous. Handrails shall not present a hazard and shall be either rounded or returned smoothly to the floor, wall, or post. All handrails and adjacent surfaces shall be free of any sharp or abrasive elements. Clear space between handrails and the wall shall be 1.5-in. Gripping surfaces shall be uninterrupted and mounted between 30 and 34-in. above stair nosings. The diameter or width of the gripping surfaces of a handrail shall be 1.25-in. to 1.5-in., or the shape shall provide an equivalent gripping surface. Handrails shall not rotate within their fittings.

### B. Architectural Features and Finishes

#### 1. Ceilings

- (a) Office ceiling is to be no less than 8-ft.

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- (b) Ceilings must be at least 9-ft. and no more than 11-ft. from the floor to the lowest obstruction in restrooms.

### 2. Wall Coverings

Prior to occupancy, all restrooms offered to comply with the restroom fixture schedule of this solicitation must have ceramic tile in splash areas and vinyl wall covering not less than 13-ounces per square yard as specified in FS CCC-W-408C on remaining wall areas or equivalent quality as approved by the Company, unless an alternate finish is approved by the Company.

### 3. Doors (Exterior)

- (a) Exterior doors shall have a minimum opening of 36-in. by 84-in. for a single door or 72-in. by 84-in. for double doors and shall be of heavy duty, full flush, hollow steel construction, solid core wood, or aluminum-framed insulated tempered glass. Wood doors shall be at least 1.75-in. thick. Exterior doors shall be weather tight, equipped with automatic door closers, and shall open outward at least 90 degrees. Exterior double doors equipped with an astragal shall have an installed coordinator for proper closure. Rear entrance door(s) shall include a double door with a minimum opening of 72-in. by 84-in. adjacent to loading zone.
- (b) Hinges, pivots, and pins shall be installed in a manner which prevents removal when the door is closed and locked.

### 4. Doors (Interior)

Doors must have a minimum opening of 36-in. by 84-in. The maximum leaf size on exit doors is 4-ft. All office doors must have keys that allow safe locking.

### 5. Doors (Maneuvering Clearances)

The walk, landing or floor area for doors that open onto walkways, ramps, corridors, and other pedestrian paths of travel, shall be clear and level, with a slope no greater than 1:50 ratio and extend a minimum of 5-ft. from the swing side of the door, 4-ft. from the opposite side, a minimum of 1.50-ft. past the latch side (pull side), and a minimum of 1-ft. past the latch side (push side) of the door. Dimensions of the level maneuvering space at doors shall conform to ADA.

### 6. Doors (Hardware)

- (a) Doors must have heavy duty hardware with hardware stops (wall or floor mounted). All public use doors shall be equipped with kick plates. All door entrances from public corridors and exterior doors shall have automatic door closures. Operating hardware on accessible doors shall have a grip and operation which facilitates use with one hand without tight grasping, tight pinching, or twisting of the wrist.
- (b) Outside and perimeter doors must be equipped with 5-pin, tumbler cylinder locks and strike plates and must be operable from the inside. The Company reserves the right to request cylinder locks on interior corridor doors, as required. All locks must be equipped with new core locks and be master keyed prior to occupancy. The Company must be furnished at least two (2) master keys and two (2) keys for each lock. The Lessor shall strictly account for all keys (exterior and interior) distributed to the Company and Lessor's support personnel by location and use.

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### 7. Doors (Identification)

Door identification shall be installed in approved locations adjacent to office entrances. The form of door identification must be approved by the Company. Toilet, stairway, and corridor doors must be identified by the international symbol of accessibility at a height of 54 to 66-in. above the floor to the centerline of the sign, and wherever possible, mounted on the wall at the latch side of the door. Exit doors must be provided with lighted signs, prominently displayed above the door.

### 8. Partitions

Partitions must be provided as necessary to surround stairs, corridors, elevator shafts, restrooms, janitor closets, and Company-occupied premises from other tenants on the floor. They shall extend from the structural floor slab to the ceiling.

### 9. Floor Coverings and Perimeters

Floor coverings are not required in open-space work areas designated for delivery.

In all office space areas, floor covering may be either resilient flooring or carpet except as otherwise specified in this solicitation. Floor perimeters on partitions must be wood, rubber, vinyl, or carpet base.

- (a) Office and Support Areas: Prior to occupancy, carpet or carpet tiles must cover all office floor areas, partitioned or un-partitioned, including interior hallways, conference rooms, lobby areas, and other support areas as identified by the Company.
- (b) Break/Kitchen Areas: Resilient flooring is to be used in break/kitchen areas.
- (c) Toilet and Service Areas: Terrazzo, unglazed ceramic tile, and/or quarry tile shall be used in all toilet and service areas unless another covering is approved by the Company.
- (d) Carpet (Physical Requirements): Any carpet to be newly installed must meet the following specifications and be approved by the Company prior to installation.
- (e) Pile Yarn Content: Staple filament or continuous filament branded soil-hiding nylon, wool/nylon, or olefin combinations.
- (f) Carpet Pile Construction: Level loop, textured loop, tufted level loop, level cut pile, or level cut/uncut pile. Replaceable adhesive square carpet tiles shall be used that are approximately 18-20 inches in length and width.
- (g) Pile Weight: 26-ounces per square yard minimum for level loop, textured loop, and cut pile. 32-ounces per square yard minimum for level cut/uncut pile, plush and tuft.
- (h) Pile Height: ½-in. maximum over firm pad or no pad.
- (i) Secondary Back: Synthetic fiber or jute for glue-down installation.
- (j) Total Weight: 64-ounces per square yard minimum.
- (k) Density: 100 percent nylon (loop and cut pile) - minimum 4000; other fibers, including blends and combinations - minimum 4500.

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- (l) Static Buildup: 3.5 KV maximum with built-in static dissipation is recommended; "Static-Controlled" is acceptable.
- (m) Carpet and Resilient Flooring (Replacement): The flooring shall be replaced by the Lessor at no cost to the Company prior to or during Company occupancy when it has curls, upturned edges, and backing or underlayment is exposed, or other noticeable variations in surface color or texture. This includes moving and return of furniture. Additionally, all carpet and floors must be professionally cleaned before the execution of the Lease Agreement.

### 10. Window Coverings

Window Blinds: All exterior windows shall be equipped with window blinds. The blinds may be aluminum, plastic, or vinyl. They may be horizontal or vertical. The use of any other material must be approved by the Company. The window blinds must have non-corroding mechanisms and synthetic tapes shall not be broken or bent.

### 11. Mechanical, Electrical, Plumbing (General)

The Lessor shall provide and operate all building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. The Lessor shall maintain preventative maintenance records for the life of the lease. Mains, lines, and meters for utilities shall be provided by the Lessor.

### 12. Drinking Fountains

The Lessor shall provide chilled drinking fountains on the floor of the Office space.

### 13. Restrooms

Separate toilet facilities for men and women shall be provided. The facilities must be located so that employees will not be required to travel more than 300-ft. on one floor to reach the toilets. Water closets and urinals shall not be visible when the exterior door is open. Each main toilet room shall contain:

- (a) Equipment:
  1. A mirror above the lavatory.
  2. Toilet paper dispensers in each water closet stall that will hold at least two (2) rolls and allow easy unrestricted dispensing.
  3. A coat hooks on inside face of door to each water closet stall.
  4. At least one (1) modern paper towel dispenser, soap dispenser and waste receptacle for every two (2) lavatories.
  5. Sanitary napkin waste receptacles for each water closet stall in women's toilet rooms.
- (b) A disposable toilet seat cover dispenser.
- (c) A counter area of at least 2-ft. in length, exclusive of the lavatories (however, it may be attached to the lavatories) with a mirror above and a ground fault interrupt-type convenience outlet located adjacent to the counter area.

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(d) Toilets for the Disabled: All public toilet rooms shall be located along an accessible path of travel and must have accessible fixtures, accessories, doors, and adequate maneuvering clearances. Facilities shall comply with ADA requirements.

(e) Restrooms:

The restrooms shall be ADA compliant and easily accessible for occupants. In men's facilities, urinals may be substituted for one-third of the water closets specified.

### 14. Break/Kitchen Area

(a) Break/kitchen area(s) shall contain sufficient electrical capacity to supply drink machines, refrigerated vending machine, refrigerator(s), microwave oven(s), and a high volume coffee maker. Refrigerators, microwave ovens, and vending machines shall be provided and maintained by the Company.

(b) Each break/kitchen area shall also be equipped with a minimum 6-ft. long counter including storage cabinets above and below with one (1) minimum 30-in. wide accessible counter area with knee space clearance for a person using a wheelchair, in accordance with ADA. An accessible sink, equipped with sanitary drain, shall be located within the counter top area, with knee clearance below, and shall provide hot and cold potable water. Sufficient water connections shall be provided to accommodate refrigerator ice maker(s). A modern paper towel dispenser, soap dispenser, and waste receptacle shall also be located in this area, also conforming to the reach heights over obstructions as required by ADA.

### 15. Janitor Closets

Janitor closets with service sink, hot and cold water, and ample storage for cleaning equipment, materials, and supplies shall be provided.

### 16. Acoustical Requirements

(a) Reverberation Control: Ceilings in carpeted space shall have a Noise Reduction Coefficient (NRC) of not less than 0.55 in accordance with ASTM C-423. Ceilings in offices, conference rooms, and corridors having resilient flooring shall have an NRC of not less than 0.65.

(b) Ambient Noise Control: Ambient noise from mechanical equipment shall not exceed Noise Criteria curve (NC) 35 in accordance with the ASHRAE Handbook in offices and conference rooms; NC 40 in corridors, cafeterias, lobbies, and toilets; NC 50 in other spaces.

(c) Noise Isolation: Rooms separated from adjacent spaces by ceiling-high partitions (not including doors) shall not be less than the following Noise Isolation Class (NIC) Standards when tested in accordance with ASTM E-336:

1. conference rooms: NIC-40
2. offices: NIC-35

(d) Certification: The Company may require at no cost to the Company, a certification attesting that acoustical requirements have been met. Certification must be accompanied by test reports by a qualified acoustical consultant verifying requirements for control of ambient noise and noise isolation.

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The requirements of this Acoustical Requirements paragraph shall take precedence over any additional specifications in this solicitation if there is a conflict.

### 17. Heating and Air Conditioning

- (a) The HVAC system for all areas shall be sized for peak block building or the maximum simultaneous zone heating and cooling design load and in accordance with the ASHRAE Fundamentals Handbook. The equipment should not be sized for future capacity or redundancy. Individual zone equipment shall be sized according to the peak zone load. The requirements of ASHRAE Standard 62 concerning outside air requirements shall also be considered during the sizing process. Temperatures must be maintained throughout the leased premises and service areas, regardless of outside temperatures, during the hours of operation specified in the lease. The building HVAC units should be able to provide the acceptable human comfort ranges of temperature and relative humidity during summer and winter as stated in ASHRAE Standard 55-201, Thermal Environmental Conditions for Human Occupancy.
- (b) Thermostats shall be secured from manual operation by key or locked cage, unless waived by the Company. A key shall be provided to the Company. Areas having excessive heat gain, heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.
- (c) Lessor will provide a programmable thermostat for after-hour and weekend control, with a 3-hour override capability to restore normal workday temperature settings.
- (d) Zone Control: Building should be zoned in accordance with the ASHRAE Fundamentals Handbook. Concealed package air-conditioning equipment shall be provided to meet localized spot cooling of tenant special equipment. Portable space heaters are prohibited from use.
- (e) Equipment Performance: Temperature and humidity control for all spaces shall be assured by concealed central heating and air conditioning equipment. The equipment shall maintain space temperature +/- 2°F. Offices and restrooms shall be maintained at 72°F.
- (f) All filters shall be regularly replaced with new in accordance with manufacturers recommended operating procedures.

### 18. Ventilation

Ventilation shall meet the requirements and be in accordance with American Society of Heating Refrigeration and Air-conditioning Engineers (ASHRAE) Standard 62.

### 19. Electrical (General)

The Lessor shall be responsible for meeting the applicable requirements of local codes and ordinances. If electrical codes conflict, then application of the more stringent standard is required. Main service facilities will be enclosed. The enclosure may not be used for storage or other purposes. Distribution panels must be circuit breaker type with 10 percent spare power load and circuits; dedicated circuits for copy machines must be provided in advance of move-in date.

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### 20. Electrical (Distribution)

- (a) The electrical service shall be adequate to provide office loads such as HVAC, lighting and convenience receptacles. Additionally the service shall provide 480 volt, 3-phase power available in all of the warehouse areas to serve such equipment such as conveyors, hoists, battery charging stations, other material handling equipment, and miscellaneous equipment.
- (b) Electrical plans may be submitted to show compliance with specifications and aid in proposal evaluation.
- (c) Break rooms must have a minimum of two (2) dedicated circuits capable of accommodating refrigerator, microwave, ice machine, coffee machine(s), and vending machine(s). Reference Section 14 "Break/Kitchen Areas."

### 21. Telephone and Data Equipment

- (a) There shall be a central telecommunications area (room) in the facility(s) as identified and provided by the Lessor. The telecommunications room(s) shall be located within the area it serves so that the maximum linear distance of cabling between the telecommunications room and the telecommunications outlets does not exceed 300-ft. for Property Management space.
- (b) The telecommunications room(s) shall be capable of being secured and shall be of sufficient size as stated in Table 3. Lessor shall furnish and install 4-ft. by 8-ft. sheets of 3/4-in. plywood mounted to walls, as required, in the telecommunications room(s). Electrical power (a 16 circuit 120/240 volt, single phase lighting panel with 100 amp main circuit breaker) will be provided by dedicated circuit to accommodate the telecommunications equipment power requirements.
- (c) The Lessor will provide, or subcontract to another party, the supply and installation of continuous non-spliced internal voice and data wiring from the telecommunications room(s) to each separate work area. Prior to purchasing the voice and data cables, the Lessor shall contact a designated Telecommunications representative of the Company to review the cable requirements as described below. The Lessor shall not purchase the cables until approval has been granted by the Company's designated representative. The voice cable shall be National Electric Code (NEC) type CMP, 4-twisted pairs, 24 AWG solid copper, Underwriters Laboratory (UL) or Electrical Testing Laboratory (ETL) level. The data cable shall be CAT 5E minimum NEC type CMP, 4-twisted pairs, 24 AWG solid copper, UL or ETL level. Each separate work area of Property Management space, excluding the break/kitchen area, shall have two voice/data drops; one each located on opposite walls adjacent to duplex receptacle. Each voice/data drop shall consist of a voice and data cable, identified on both ends with the appropriate room number and outlet number, routed between the telecommunications room and the space being served. Twelve-inch (12-in.) (Minimum) of spare cable shall be left at each voice/data drop for the Company's connection. In the telecommunications room(s), a measure of cable equal to the floor-to-ceiling distance shall be left for the Company's connections. When cable consists of multiple runs, cable trays shall be provided to insure cable does not come into contact with suspended ceilings or other items.
- (d) The Company will provide high speed connectivity via fiber optics from the Y-12 National Security Complex in Oak Ridge to the Lessor facility(s). The Lessor will provide an access path in accordance with ANSI/EIA/TIA-569-a standard

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(<http://www.mohawk-cable.com/support/ansi-tia-eia-569-a.html>) or current approved standard from the building entry point to the secure telecommunications wiring room where the fiber optics will terminate at the Company-provided patch panel.

- (e) The Company will provide, install, and maintain telecommunications equipment including telephones, multiplexers, interface equipment, and peripheral equipment, as required.
- (f) Please provide plans denoting location of voice and data wiring drops shall be submitted for the Company's approval prior to installation. Based upon review, the Company reserves the right to add additional drops, as required, prior to final plan approval.
- (g) The Company's acceptance of the Lessor-provided and installed voice/data cable is contingent upon the Company's successful testing of the completed system, including wiring and terminations. Any problems associated with the Lessor-supplied cable and/or installation of the cable must be corrected by the Lessor at no additional cost to the Company.

### 22. Lighting: Table 2. Lighting Requirements

AREA	Maintained Illumination Level (Foot-candles)	
	General Area	Work Station
Conference Room	20	30
Corridor, Equipment Room, Lunch Room	10	-
Data Processing, Office	30	50
Parking Lot	0.5	-
Roof Equipment	-	10
Roof Access		2-5
Storage (Inactive)*	5	-
Storage (Active)*	10-20	30-40

When the space is not in use by the Company, interior and exterior lighting, except that essential for safety/security purposes, shall be off. Building entrances, exits, and parking areas must be lighted. Outdoor parking areas shall have a minimum of 1-ft. candle of illumination at the walking surface.

### 23. Work Areas

In addition to the schedule as stated below in Table 3, there must be other rooms as indicated elsewhere, i.e., restrooms, mechanical rooms, janitor closets, etc. There must be a central controlled registration area with space for a desk at the main entry area, unless waived by the Company.

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**Table 3.  
Requested Work Areas and Net Usable Square Feet**

Work Area	NUSF Minimum	Approximate Dimensions	Additional Remarks
Workstation Office Space	64,000	100	Cubicle work space
Special Material Handling Space	0		N/A
Delivery/Staging Area	400	20 X 20	Receiving for Mail/Deliveries
Offices	10,800.	12 X 12	75 Offices
Reception Area	400		1 Reception Area at Main Entrance
Break Area	1700		Approximately 6 in various sizes
Telecommunication Room	720	12 X 10	6 or more Telecommunications rooms based on support of office space
Conference Room	Small – Approx. 8,000 Sq. Ft.  Assembly - Approx. 3,744 – Sq. Ft.	20 X 20  52 X 72	20 Conference Rooms to include 1-2 assembly areas
Equipment/File Room	Above		One of the offices above can be the file room, two will be for IT Equipment
Supply Room	Above		The Receiving Area can act as the supply room if large enough. If not, an office will be identified.
<b>Approx. Total Net Square Footage</b>	<b>90,000</b>		

24. Locker/Shower Facility(s)

While not a requirement; any shower facilities provided, one (1) shall be designated for men and one (1) for women. Additionally, if showers are a part of the Lessor's proposed space, hot and cold water shall be provided to each shower. Also, a partially enclosed area and bench for changing clothing shall be provided for each shower area

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### C. Services, Utilities, and Maintenance

#### 1. General

- (a) The following services, utilities, and maintenance shall be provided by the Lessor as part of the rental consideration. The Lessor must have a building superintendent or a locally designated representative available to promptly correct deficiencies. All personnel with access to the building must be US citizens with the Lessor responsible for the record of physically confirming citizenship. The Lessor and the Lessor personnel shall not have unescorted access to the facility(s) unless issued Y-12 badges.
- (b) Performance of all standard repair and replacement work is to be coordinated with the Company and scheduled during normal Company working hours.

#### 2. Normal Hours

Services, utilities, and maintenance shall be provided daily except Saturdays, Sundays, and Company holidays. Normal duty hours are 7:00 a.m. to 6:00 p.m. On duty days, heating and ventilation shall be for 24 hours. The building must be at least 65 degrees Fahrenheit by 6:30 a.m. in the winter and down to or lower than 78 degrees Fahrenheit by 6:30 a.m. in the summer.

#### 3. Overtime Usage

The Company shall have access to the leased space at all times, including the use of elevators, toilets, lights, and heating and ventilation systems.

#### 4. Utilities

- (a) The Lessor shall ensure that utilities necessary for operation are provided. The Lessor shall provide separate metering as required for electrical/gas service and the Company will be responsible for paying the monthly electrical/gas costs for the building (or that portion of the building leased by the Company), for that service.
- (b) The Lessor shall furnish the Company, prior to occupancy, written verification of the meter numbers and certification that these meters measure Company usage only. Proration may be permissible, if sharing space with another tenant.

#### 5. Security

The Company will provide and install intrusion alarms to prevent illegal entry or loitering in the space leased and to prevent unauthorized entry during off-duty hours. Wires from intrusion detection systems shall not be exposed to casual viewing. Reporting of the intrusion alarm system shall be to the local police department having jurisdiction. Telephone lines for this reporting shall be safeguarded as satisfactory to the Company.

#### 6. Janitorial Services

- (a) Lessor personnel with access to the facility(s) must be US citizens. And be able to obtain a Y-12 badge.
- (b) Cleaning shall be performed after 5:00 pm, Monday through Friday. The Lessor shall maintain the leased premises, including outside areas and landscaping, in a clean

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condition, and shall provide supplies and equipment. The following schedule describes the level of services intended. Performance will be based on the Company's evaluation of results, not the frequency or method of performance.

- (c) Daily: Empty trash receptacles and clean exterior ashtrays. Sweep entrances, floor surfaces, and all lobbies and corridors, except storage areas. Vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restroom areas. Clean all toilet fixtures and replenish toilet supplies. Furnish supplies and refill all paper dispensers to include toilet seat covers, papertowel dispensers, and toilet paper dispensers in all restrooms and break areas. Dispose of all trash and garbage generated in or about the building. If unlined, or if the liner has failed, wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Clean interior of microwaves. Dust horizontal surfaces that are readily available and visibly require dusting. Police sidewalks, parking areas and driveways. Sweep loading dock areas and platforms.
- (d) Weekly: Damp mop and spray buff all resilient floors in restrooms and break/kitchen areas. Sweep storage area, sidewalks, parking areas, and driveways (weather permitting).
- (e) Every Two (2) Weeks. Empty contents of refrigerators in break rooms and clean interior of refrigerators in break rooms.
- (f) Every Two (2) Months: Damp wipe toilet wastepaper receptacles, stall partitions, doors, window sills, and frames.
- (g) Three (3) Times a Year: Dust wall surfaces within 70-in. of the floor, vertical surfaces, and under surfaces.
- (h) Twice a Year: Wash all interior and exterior windows and other glass surfaces. Strip and apply four (4) coats of finish to resilient floors in toilets. Strip and refinish heavy traffic areas, and seal concrete floor surfaces.
- (i) As Required: Properly maintain plants and lawns, remove snow and ice from entrances, exterior walks, and parking lots of the building. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, starters and battery packs (as appropriate). Replace worn floor coverings (this includes moving and return of furniture). Exterminate pests.

### 7. Maintenance Services and Testing of Systems

- (a) The Lessor is responsible for the total maintenance and repair of the leased premises. All equipment and systems shall be maintained to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire or safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems must be done in accordance with applicable codes, and inspection certificates must be displayed as appropriate. Copies of all records in this regard shall be retained by the Lessor and provided to the Company upon request.
- (b) Without any additional charge, the Company reserves the right to require the Lessor or his representative to test once a year, with proper notice, such systems as fire alarm,

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sprinkler, emergency generator, etc., to ensure proper operation. These tests shall be witnessed by a representative of the Company.

### 8. Schedule of Periodic Services

Within 60 days after occupancy by the Company, the Lessor shall provide the Real Estate Manager with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.

### 9. Building Operating Plan

The Company shall have control over all start-up and shut-down times for operation of each building system, such as lighting, heating, cooling, ventilation, and plumbing, which is necessary for the operation of the building.

### 10. Landscape Maintenance

Performance will be based on the Company's evaluation of results and not the frequency or the method of performance. Landscape maintenance is to be performed during the growing season on a weekly cycle and will consist of watering, mowing, and policing area to keep it free of debris. Pruning and fertilization are to be done on an as-needed basis. In addition, dead or dying plants are to be replaced.

## D. Safety and Fire Prevention

### 1. Code Violations

Space offered must have a current occupancy permit issued by the local jurisdiction. If the local jurisdiction does not issue occupancy permits, Offerors should consult the Company to determine if other documentation may be needed. Equipment, services, or utilities furnished and activities or other occupants shall be free of safety, health, and fire hazards and from accessibility obstructions. When hazards or obstructions are detected, they must be promptly corrected at the Lessor's expense.

### 2. Fire Prevention

Portable fire extinguishers, smoke detectors, sprinkler systems, manual fire alarm systems, exit and emergency lighting, fire doors, and alternative fire protection features shall be provided in accordance with the code requirements for the local jurisdiction.

### 3. Indoor Air Quality

(a) Control of contaminants at the source and operation of the space shall be conducted in such a manner that indicator levels for carbon monoxide (CO), carbon dioxide (CO<sub>2</sub>), and formaldehyde (HCHO) are not exceeded. The indicator levels for office areas are as follows: CO - 9 parts per million (PPM) time weighted averaged (TWA-8-hour sample); CO<sub>2</sub> - 1000 PPM (TWA); HCHO - 0.1 PPM (TWA).

(b) Indoor air quality complaints shall be investigated promptly at no cost to the Company. Controls including alteration of building operating procedures (e.g., adjusting air intakes, adjusting air distribution, cleaning and maintaining HVAC, etc.) shall be performed.

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- (c) The Company reserves the right to conduct independent indoor air quality assessments and detailed studies in space it occupies, as well as in space serving the Company leased space (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Lessor shall assist the Company in its assessments and detailed studies by making available information on building operations and activities, providing access to space for assessment and testing, if required, and implement corrective measures required by the Company.

### 4. Asbestos

- (a) Space shall have no asbestos-containing materials (ACM), except ACM in a stable, solid matrix (e.g., vinyl asbestos tile or asbestos cement panels) which is not damaged or subject to damage by routine operations. This includes common building areas, ventilation systems, zones serving the space offered, the area above suspended ceilings, and engineering space in the same ventilation zone as the space offered. Space with thermal system insulation ACM (e.g., wrapped pipe or boiler lagging) which is not damaged or subject to damage by routine operations may be considered as an alternate by the Company.
- (b) Space in buildings containing ACM any type or condition may be upgraded to meet the conditions described above by removal of ACM not meeting those conditions. The Lessor shall certify, prior to occupancy, the successful completion of the removal in accordance with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), State, and local regulations and guidance.
- (c) If the space offered contains ACM, an asbestos-related operations and maintenance plan shall be submitted to the Company for approval, prior to lease award. This plan must conform to EPA guidance, be implemented prior to occupancy, and be revised promptly when conditions affecting the plan change. If asbestos abatement work is to be performed in the space after occupancy, an occupant safety plan and a description of the methods of abatement and reoccupancy clearance, in accordance with OSHA, EPA, DOT, State, and local regulations and guidance, shall be provided to the Company at least four (4) weeks prior to the abatement work.

### 5. Radon Measurement and Corrective Action

- (a) Radon levels in space leased to the Company shall not equal or exceed the Environmental Protection Agency (EPA) action level for homes of 4 picocuries per liter (pCi/L). Lessor agrees to measure the premises for radon and mitigate radon levels which equal or exceed 4 pCi/L. The portion of the space proposed for lease to the Company that is in ground contact or closest to the ground up to and including the second floor (e.g., if space offered is on the third floor and/or above, no measurements are required) shall be measured by the Lessor for radon and the results certified on a form provided by the Company (see GSA Form 3518, Representations and Certifications). Radon detectors shall be placed throughout the required area to ensure each detector covers no more than 2,000 net usable square feet. Radon must be measured:
- (b) For a minimum of 90 days using either Alpha Track Detectors or Electret Ion Chambers, herein called the "Standard Test." The Lessor shall submit the certification within 30 days after the test is complete, but no later than 150 days after award, unless the Company determines that there is not enough time for the Standard Test, in which case,

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- (c) The Lessor shall measure Alpha Track Detectors for a minimum period of 2 to 4 weeks or Charcoal Canister or Electret Ion Chambers for a period of 2 to 3 days, herein called the "Short Test," as determined by the Company. The Lessor shall complete the Short Test not later than 1 week after lease award and submit the certification no later than 7 days after the completion of the measurements. Follow-up measurements using the Standard Test shall be completed as set forth under (a) above.
  - (d) All laboratory detector analyses shall be performed by a laboratory successfully participating in the EPA-sponsored radon measurement proficiency program.
  - (e) If measurements, as required by this paragraph, reveal radon levels at or above 4 pCi/L, the Lessor shall develop a plan of corrective action. The Lessor shall carry out the plan prior to occupancy by the Company. If Lessor's measurements taken after occupancy reveal radon levels at or above 4 pCi/l, the Lessor shall develop and carry out a plan of correction action as set forth below, to include follow-up measurements using the Standard Test after the correction action is completed. If the Lessor fails to exercise due diligence, or is otherwise unable to correct excessive radon levels, the Company, at its sole discretion, may terminate the lease. The Company reserves the right to measure radon in the space it leases at any time during the term of the lease. If radon at or above
    - (f) 200 pCi/l is detected; the Lessor shall initiate corrective action to reduce the level to below 4 pCi/l. If radon at or above 200 pCi/l is detected, the Lessor shall restrict the use of the area and provide comparable temporary space, as agreed by the Company, for the tenants until the corrective action is completed. Follow-up measurements using the Standard Test shall be conducted by the Lessor to assess the effectiveness of the corrective action. All corrective action, tenant relocation, and follow-up measures shall be provided by the Lessor at no additional cost to the Company. The Lessor shall provide the Company with prior written notice of any proposed corrective action or tenant relocation.
6. Occupational Safety and Health Administration (OSHA) Requirements
- (a) It is the Company's policy to lease space which does not expose the occupant to undue safety and environmental risks.
  - (b) The Lessor agrees to comply with OSHA Standards which are located in Title 29 of the Code of Federal Regulations (29 CFR 1910 and 1926).
  - (c) Any construction/repair and alteration work done for/by the Lessor shall comply with the current edition of the OSHA Standards for Construction Industry, 29 CFR 1926 and applicable portions of 29 CFR 1910.

### VIII. DEFINITION OF NET USABLE SPACE

"Net usable space" is the method of measurement for the area which the Company will pay a square foot rate. It is determined as follows:

If the space is on a single-tenancy floor, compute the inside gross area by measuring between the inside finish of permanent exterior building walls or from the face of convectors (pipes and other wall-hung fixtures) if the convector occupies at least 50 percent of the length of exterior walls.

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If the space is on a multiple-tenancy floor, measure from the exterior building walls as above and to the room side finish of fixed corridor and shaft walls and/or the center of tenant-separating partitions.

In all measurements, no deductions will be made for columns and projections enclosing the structural elements of the building. The following areas will be deducted from the gross area including their enclosing walls and not be part of the net usable space:

- Toilets and lounges,
- Stairwells,
- Elevators and escalator shafts,
- Building equipment and service areas,
- Entrance and elevator lobbies,
- Stacks and shafts, and
- Permanent corridors in place or required by local codes and ordinances and/or required by the Company to provide an acceptable level of safety and/or to provide access to all essential building elements.

The right to use appurtenant areas and facilities is included.