

RFP No. 285-DFMCH

REQUEST FOR PROPOSALS (RFP)

FOR THE LEASING OF AN OFFICE FACILITY

TO BE OCCUPIED BY THE

University of Wisconsin-Madison
School of Medicine and Public Health
Department of Family Medicine and
Community Health

WITHIN the CITY OF MADISON

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I. PROJECT OVERVIEW

A. PROJECT SCOPE

The University of Wisconsin-Madison desires to lease an office for use by the School of Medicine and Public Health, Department of Family Medicine and Community Health (DFMCH). DFMCH requires an estimated 23,030 usable square feet. Parking requirements include approximately 50 parking stalls for staff and visitors at or within two (2) blocks of the facility and code-compliant ADA parking, including at least one van-accessible stall near the entrance to the facility. The existing or renovated single-tenant or multi-tenant facility must be located in the City of Madison and more specifically provide access to Saint Mary's Hospital, Meriter Hospital within 15 minute drive time and UW Hospital within 20 minute drive time.

II. SELECTION AND AWARD PROCESS

A. SCHEDULE

UW-Madison will use the following process to request, receive, and evaluate proposals and select a Proposal:

Section Process	Date or Timeline
RFP Posted	10/13/2021
Proposer's Questions Due to erosner@uwsa.edu	11/01/2021
Responses to Proposer's Questions Posted	11/11/2021
PROPOSALS DUE BY 2:00 PM CT (DUE DATE)	12/21/2021
Initial Evaluations of Proposals & Property Tours completed by	01/28/2022
Final Evaluations	02/11/2022
Required Approvals – University of Wisconsin System Board of Regents	04/07/2022
Targeted Tenant Occupancy	11/01/2022
Target Lease/Rent Commencement Date	12/01/2022

B. PROPOSERS QUESTIONS AND UW-Madison RESPONSES

On or before 2:00 PM CT on November 1, 2021, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 4. Submit the completed form via email uwrealestatebidders@uwsa.edu Please reference RFP #285-DFMCH in the subject line of the email. Written responses to properly submitted relevant requests will be posted by November 11, 2021 on the following website: <https://www.wisconsin.edu/capital-planning/property/leasing/>

Solicitation of information from UW-Madison, or the tenant Agency(s) outside of this designated process will not be addressed and may result in disqualification of the Proposer. RFP status and updates will be available on the above website as information becomes available.

C. SELECTION AND AWARD PROCESS

All proposals (Proposals) submitted in response to this Request for Proposal will be evaluated by a selection committee consisting of representatives from the School of Medicine and Public Health, Department of Family Medicine and Community Health, Facilities Planning and Management and UW-System Administration. UW-Madison reserves the right to independently identify suitable properties and directly solicit Proposals that meet the criteria set forth in this RFP.

While monetary terms of each Proposal will be strongly considered, the final selection may not be the lowest cost proposal, as the selection will be based on the proposal that best meets all the RFP criteria. This is not a fixed-bid proposal and all items are subject to further negotiations.

Variances to the specifications of this RFP may be considered for spaces with "as-is" conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variances and the "as-is" conditions contributing to the variance must be supplied by the Proposer.

UW-Madison reserves the right to modify, amend and/or cancel this RFP at any time and reject all Proposals at its sole discretion.

The selection of the Proposer will involve the following five-part process:

1. Initial Evaluation of Proposals

An initial evaluation of all proposals received will be completed by the Selection Committee based upon the criteria listed in Section III. C. Property tours may be scheduled and completed for those proposals meeting the general requirements of this RFP. The highest scoring Proposals will then be short-listed for further evaluation.

2. Possible In-Person Interviews

Certain short-listed Proposers may be invited to an in-person and/or virtual interview with the Selection Committee. An invitation letter will be sent via email with the date, time, and method of the interview. The invitation to interview may include a list of questions to be addressed at the interview. Interviews will last for not more than 60 minutes and will provide for up to 45 minutes for presentations and up to 15 minutes for questions and answers.

3. Final Evaluations

Final evaluations will be completed for all short-listed proposals incorporating the Initial Evaluations,

4. Letter of Intent

If a recommended proposal is selected a non-binding Letter of Intent (LOI) will be sent to the Selected Proposer. A LOI represents UW-Madison's interest in pursuing a lease with the selected proposer. Should UW-Madison be unable to achieve acceptable lease terms with the selected proposer, it reserves the right to cancel the selection and pursue the next highest rated proposal.

Final lease execution will be contingent upon receiving approval from the University of Wisconsin System Board of Regents.

III. PROPOSAL SUBMITTAL REQUIREMENTS

A. SUBMISSION

In responding to this RFP, Proposers must use the following format requirements and process:

- Submission of one (1) electronic PDF copy of the Proposal with AutoCAD and PDF of space plan sent via email to erosner@uwsa.edu
- Utilization of the attached Proposer's Response Sheet (Appendix 5).
- Proposals should include "RFP#285-DFMCH" in the subject line

Proposals are due by 2:00 PM CT December 21, 2021

Proposers must properly zip or compress files to allow for electronic delivery.

B. PRIMARY EVALUATION CRITERIA

Proposals will be evaluated on all the requirements in the RFP. The following are the primary evaluation criteria.

1. Experience of the proposal team
2. Lease terms and conditions
3. Locational attributes and site information
4. Facility details, layout, and appearance, including safety and accessibility
5. Schedule – Targeted Occupancy
6. Proximity to and cost/capacity of fiber connection

C. PROPOSAL CONTENT

The Proposal must meet at a minimum, the criteria and requirements listed herein, including the language of the UW System Administration standard lease document (to be modified by the specific terms and conditions pertinent to this RFP - see Gross Lease Template Link in Appendix 6). **It is mandatory that all proposers utilize the attached Proposer's Response Sheet (Appendix 5);** and include specific information, such as plans/drawings, specifications, and schedules, as listed below:

1. A fully completed Proposer's Response Sheet. Supply documentation, supporting each of the cost elements, as noted, other than the base building rate.
2. Interior photos of the proposed space and common areas, along with exterior photos of the building and parking lot/ramp.
3. A site plan showing the location, number and type of available parking stalls, ingress/egress, loading dock(s)/receiving area, lighting, sidewalk, trash locations, and existing and proposed landscaping.
4. Describe or show on plans the distance to the closest bus stop(s) and frequency of bus service.
5. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture.
6. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and Lessor-provided tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (furniture, security, and cabling) may also be required. See Program Requirements in Appendix 1.
7. A construction schedule and timeline for tenant improvements from the fully executed lease to tenant occupancy.
8. A list of the areas, systems, or critical characteristics where the proposal fails to meet the minimum

requirements of this RFP.

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. PROCURING AND CONTRACTING AGENCY

UW-Madison as authorized by University of Wisconsin System for the procurement of buildings and real estate for UW-Madison occupants. UW-Madison will be the Lessee of record and will authorize the final selection. All negotiations relative to this lease will only be conducted with the UW-Madison's designated contact.

B. RESERVATION OF RIGHTS

UW-Madison reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to UW-Madison with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date. In the event the RFP is modified it will be posted here <https://www.wisconsin.edu/capital-planning/property/leasing/> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted;
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether any Proposal were received in response to the initial RFP; and
- Directly solicit proposals for submission to this RFP.

1. Proposal Preparation, Pre-development, and Development Costs

UW-Madison is not liable for any costs incurred by Proposers in replying to this RFP.

In addition, Proposers should be aware of the following:

- UW-Madison, and/or the tenant agency(s) will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the Proposers;
- All Proposals, in their entirety, will become the property of UW-Madison upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposers shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if a remodeled facility is proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

2. Selection Non-Binding

UW-Madison's selection of a Proposer only indicates its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by UW-Madison to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by UW-Madison, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

3. Communications with Media, Government Agencies, and Community

Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of UW-Madison.

4. Wisconsin Open Records Law

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by UW-Madison to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 7 of this RFP.

5. State Law

Any agreement between UW-Madison and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, UW-Madison will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

C. BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM APPROVAL

Any lease resulting from this RFP must be submitted to the Board of Regents for review and approval prior to execution by UW-Madison.

V. APPENDICES

A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA

The Proposal documents must meet at a minimum, the criteria and requirements listed herein, including the language of the University of Wisconsin System Administration standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer must address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process.

1. Experience of the Proposer

- a. Prefer design team and contractor with greater than 10 years of experience.
- b. References may be requested if proposer moves on to short-list.

2. Lease Terms and Conditions

- a. Lease Structure: This lease must be structured as a Full-Service Gross Lease with the Lessor providing all building and property management services.
- b. Lease Term: This lease will have a 5-year Initial Lease Term with three 5-year renewal options.
- c. Lease Rental Rate: The quoted lease rate shall be applied to the total rentable square footage, as measured using Building Owners and Managers Association (BOMA) standards. The proposed rental rate must include base rate and estimates of all operating expenses, including but not limited to, all utilities, common area maintenance (CAM) charges, repairs and maintenance, real estate taxes, insurance, janitorial (both in-suite and common areas), snow removal and landscape maintenance, etc. Capital expenditures must not be considered operating expenses.
- d. Office Systems Furniture: Lessor to purchase and install all conference, office and systems furniture and amortize the costs over the Initial Lease Term.
- e. Cabling Costs: Lessor to assume all cabling costs, as specified by the Lessee and amortize the costs over the Initial Lease Term. Links to cabling specifications are provided in Schedule II on page 27.
- f. Access Prior to Occupancy: Lessee/Tenant shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. Tenant and/or Tenant's vendors shall not interfere with Lessor's contractor nor cause an unreasonable delay to the Lessor's construction schedule.

3. Locational Attributes and Site Information

- a. The **MANDATORY SITE AREA** is within a 15-minute drive time to St. Mary's and Meriter Hospitals located on Park Street and within a 20-minute drive time to UW Hospital located on Highland Avenue
- b. Location must be on a bus line with regular bus service and multiple bus lines, with stops several times a day. At least one bus stop within the immediate proximity of the location with an accessible sidewalk route to the building.
- c. The site should have access to major roads, easily located with minimal turns, and readily visible.

- d. Provide information on Municipal water, sewer, police, and fire service.
- e. Provide information on electric and natural gas utility, and internet service.
- f. Zoning must be compatible with this use.

4. Facility Details and Layout

a. Quality and Flexibility of Building and Design:

1. Proposed space requirements indicate a need for an office suite, containing an estimated 23,030 usable square feet including in-suite circulation. Efficiently designed floor plans often result in more cost-effective lease economics. More points will be given for more efficient office layouts. Please refer to Appendix 3 for specific room requirements.
2. Proposals will be accepted for single or multi-tenant buildings. If multi-tenant, the office suites must have an identifiable and secured separate entrance(s) either from the building interior or exterior.
3. Proposals will be evaluated on the adequacy of the design to address program requirements as set forth below in Summarized Room Requirements.
4. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project proceeds. Redrawing of the design may be necessary to refine it to the needs of the School of Medicine and Public Health.
5. The Premises must be completely ADA accessible to staff and customers.

b. Safety and Accessibility Requirements:

1. There must be adequate building and parking lot lighting and security for safe occupancy by staff and visitors 24/7. Lighting must provide optimal viewing capability at night or low light for camera systems.
2. The facility and office suite must have electronic access control at all entry doors, identified storage rooms, and data closets, compliant with campus access control specifications. Equipment will be purchased from the University of Wisconsin Police Department (UWPD). The Lessor's contractor will be required to install equipment and cabling. UWPD will perform all termination and testing.
3. Signage for Handicapped designated parking stalls to be provided and installed by proposer.
4. Location must have a receiving area and or loading dock with sufficient loading and unloading. Any loading dock must have pneumatic dock levelers.
5. The facility should have short-term parking for loading/unloading of passenger and delivery vehicles at the main entrance.

c. Design Services:

1. The successful proposer will provide architectural and space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan.
2. The proposer will provide to the Lessee one paper and one electronic (AutoCAD) copy of the space plan, as well as the final contract and record documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee.
3. Tenant representatives will collaborate with the selected proposer to finalize drawings and specifications.

d. Building Sustainability:

Incorporation of sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality is encouraged.

5. **Schedule** – Proposer’s ability to meet Targeted Occupancy Date

6. **Proximity** to and cost /capacity of fiber connection

B. APPENDIX 2 – GENERAL ROOM REQUIREMENTS

The general specifications for each area are listed below to assist in the space design process.

List of Areas and Suggested Sizes

Description	Comment	Quantity	Unit SF	Total SF
Department Chair	Private Office	1	150	150
Faculty	Private Office	21	100	2,100
Staff	Private Office	20	100	2,000
Staff	Systems	90	55	4,950
Chair Office Conference Room	Chair Office Conference Room	1	450	450
Small Conference Rooms	Small Conference Rooms	4	200	800
Large Conference Room	Large Conference Room	1	650	650
Huddle Rooms/Touchdown	Huddle Rooms/Touchdown	10	80	800
Multi-purpose Room	Multi-purpose Room	1	800	800
Touchdown Area/Computer Lab (1/Floor)	Touchdown Area/Computer Lab (1/Floor)	1	200	200
Video/Interview/ Recording Room	Video/Interview/ Recording Room	1	250	250
Storage Rooms- W/ Badge Access	Storage Rooms- W/ Badge Access	6	150	900
Mail Room	Mail Room	1	150	150
Copier/Printer/Supply Rooms (1/Floor)	Copier/Printer/Supply Rooms (1/Floor)	1	150	150
Wiring Closet (1/Floor) w/security	Wiring Closet (1/Floor) w/security	1	100	100
Breakroom/ Kitchen Space/vending (1/floor)	Breakroom/ Kitchen Space/vending (1/floor)	1	500	500
Lactation Room	Lactation Room	2	75	150
Reception/Waiting Area at Entrance	Reception/Waiting Area at Entrance	1	250	250
Loading Dock/area	Loading Dock/area	1	800	800
Workbench/Workroom Space /Imagining Station	Workbench/Workroom Space /Imagining Station	1	300	300
	Total assignable space			16,450
	Circulation maximum 40%			6,580
	Total usable space			23,030

C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

1. Private Offices: Each room must be able to support a PC and phone (VOIP) (4 data (2 jacks/2 ports), and fourplex electrical outlets. Data and electrical locations must be on two opposite walls. All private offices are to be constructed on the interior of the space. Exceptions may also be made for existing offices. Sidelights or window in doors and keyed locking door hardware are required for new buildout and preferred for existing spaces. Proposers should note if any of these items are omitted from the proposal.
2. Open Office Area “Systems”: This area should allow for the installation of systems furniture along the exterior of the space to allow for maximum natural light. There must be sufficient electrical circuits and data/phone outlets to accommodate staff computers (1 PC and 1 phone (VOIP) per station). Standard electrical requirements for open office areas are four 20-amp circuits per every six (6) stations. Dedicated electrical circuits will be required for printers and copiers (or multi-function devices, MFD). Standard data/phone requirements are 2 data per station plus additional data/voice for printers, MFDs, etc., as required. The workstations will be grouped by function and supervisory locations throughout the entire office. Final approval of workstation furniture is required bytenant. (SEE GENERAL ROOM REQUIREMENTS) for quantities and sizes. Existing offices spaces will be considered in place of open office areas.
3. Conference Room – Small: (DHS) These rooms should each contain 2 data and two duplex electrical on two opposite walls. At least one wall shall have additional blocking for a tenant – provided whiteboard and/or A/V equipment (including data and electrical) installed to tenant specifications. Sidelights or

window in doors are required. Small conference room should be furnished to accommodate six to eight people. Proposers should note if any of these items are omitted from the proposal

4. Conference Room – Chairs Office : (DHS) This room should contain 2 data and two duplex electrical on two opposite walls. At least one wall shall have additional blocking for a tenant – provided whiteboard and/or A/V equipment (including data and electrical) installed to tenant specifications. Sidelights or window in doors are required. Proposers should note if any of these items are omitted from the proposal.
5. Conference Room –Large: This room should contain 2 data and 1 phone (VOIP) on two opposite walls. Additionally, provide at least two floor mounted boxes below the primary table or podium with duplex electrical and (2) data. A ceiling mounted wide-format projector and monitor/screen are required with floor mounted VG, HDMI, and Audio inputs below the primary table or podium. Walls shall have additional blocking for a tenant – provided whiteboard and display monitors. Sidelights or window in doors are required. Each room should have blocking, a fourplex electrical outlet, and 4 data ports on the front open wall (with no obstructions) for installation of a LED display. The large conference room should include movable furniture to accommodate 30 people. Proposers should note if any of these items are omitted from the proposal.
6. Breakroom/Kitchenettes: These areas will contain sufficient countertop with cabinets above and below, and a stainless-steel single compartment sink with hot and cold water. These areas shall have sufficient outlets and circuits to allow for two (2) each: refrigerator, microwave, and coffee maker (appliances to be provided by Lessor). Provide a water connection to the refrigerator(s) and coffee maker(s). Provide adequate ventilation. Sidelights or windows in doors are required, if enclosed. Seating should accommodate occupancy of 25 staff.
7. Mail Room: The room must have adequate counter space with cabinets below, some cabinets above and mail sorters. This room should include 2 data and dedicated 20 amp electrical circuit for a multifunction device.
8. Lactation Room: These rooms need to be large enough for single occupants consisting of a lounge chair and a small counter or table (or lounge chair with tablet arm) and individual lockable storage for staff supplies. Each room requires a duplex electrical outlet for a pump. The room shall contain a stainless-steel single compartment sink with hot and cold water. There should also be an electrical outlet and circuit for a full-size refrigerator (appliances to be provided by Lessor). Lighting shall be dimmable. This room is to be secured with a key lock and an “occupied” or “in use” signal.
9. Huddle Rooms/Touchdown: Each room will have a PC and phone (VOIP) (4 data (2 jacks/2 ports), and fourplex electrical outlets. Data and electrical locations must be on two opposite walls. Huddle rooms should be constructed on the interior of the space. Exceptions may also be made for existing offices. Sidelights or window in doors and keyed locking door hardware are required. Furniture should accommodate up to 4 occupants. Proposers should note if any of these items are omitted from the proposal.
10. Multi-purpose Room: This room should contain 2 data and 1 phone (VOIP) on two opposite walls. Additionally, provide at least two floor mounted boxes below the primary table or podium with duplex electrical and (2) data. Infrastructure for a ceiling mounted wide-format projector and monitor/screen are required with floor mounted VG, HDMI, and Audio inputs below the primary table or podium. Walls shall have additional blocking for a tenant – provided whiteboard and display monitors. Sidelights or window in doors are required. Each room should have blocking, a fourplex electrical outlet, and 4 data ports on the

front open wall (with no obstructions) for installation of a LED display. Design should include movable furniture to accommodate various functions and should seat a maximum of 50 people.

11. **Touchdown Area/Computer Lab:** This is an enclosed room and furnished to accommodate eight to 10 people at computer stations. At least one wall shall have additional blocking for tenant provided whiteboard or A/V equipment. Data and electrical will be installed to tenant specifications. Sidelights or window in the door is required
12. **Video/Interview/Recording room:** This rooms should each contain 2 data and two duplex electrical on two opposite walls. At least one wall shall have additional blocking for a tenant – provided whiteboard and/or A/V equipment (including data and electrical) installed to tenant specifications. Sidelights or window in doors are required. Room should be furnished to accommodate six to eight people. This room should be designed to minimize noise transfer outside of the room.
13. **Storage Rooms:** The storage rooms should be disbursed throughout the space and include shelving. Lessee specified card access system may be required.
14. **Copier/supply room:** The room must have adequate counter space with cabinets above and below. This room should include 2 data jacks and dedicated 20-amp electrical circuit for a multifunction device.
15. **Reception/Waiting Area:** This area should be located at the entry to the suite and requires an ADA compliant reception desk to accommodate 2 staff and seating capacity for a maximum of 10 visitors. The reception desk should have two data jacks per staff and electrical outlets for PCs. A dedicated 20-amp electrical outlet is required for a multi-function device.
16. **Loading dock area:** Access to a building shared loading dock or receiving area is required. Loading dock must be able to receive palletized supplies.
17. **Workbench/workroom space/Imaging station:** The room must have adequate counter/workbench space to accommodate computer set up and storage of computers and parts. Workbench space to accommodate simultaneous setup of three – five computers. Shelving and/or storage cabinets for computers and components provided by Lessor per tenant specifications. Data and electrical will be installed to tenant specifications. Sidelights or window in the door is required.

D. APPENDIX 4 – FORM TO SUBMIT PROPOSER’S QUESTIONS

**UNIVERSITY OF WISCONSIN-MADISON
SCHOOL OF MEDICINE AND PUBLIC HEALTH
REQUEST FOR PROPOSAL No. 285-DFMCH**

Instructions: On or before November 1, 2022, Proposers may submit written requests for clarification of this RFP and/or questions to UW-Madison by utilizing this form. Please submit the completed form via email to erosner@uwsa.edu Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted to: <https://www.wisconsin.edu/capital-planning/property/leasing/#real-estate-requests> on or before November 11, 2022.

* * *

Contact Information: All fields must be completed by the Proposer submitting the form. Name

(Please Print):

Proposer Team:

Company/Affiliation:

Email Address:

Telephone Number:

RFP Section/ Appendix No.	Page No.	Request for Clarification and/or Question

E. APPENDIX 5 – PROPOSER’S RESPONSE SHEET

Proposed Building Address _____

Proposal Date _____

RENTAL RATE PROPOSAL:

I. SQUARE FOOTAGE: As defined in Appendix 1, Paragraph 1(c) Program Requirements and Evaluation Criteria

- a) Total useable square feet (does not include common area) _____
- b) Load Factor (if applicable) _____
- c) Total rentable square feet (includes common area) _____

II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per rentable square foot.

a) Base Rental Rate \$ _____/sq. ft.

b) Estimated Operating Expenses (sum of 1-7 below) \$ _____/sq. ft.

- 1) Real Estate Taxes \$ _____/sq. ft.
- 2) Insurance \$ _____/sq. ft.
- 3) In-Suite Janitorial \$ _____/sq. ft.
- 4) Common Area Maintenance (CAM) \$ _____/sq. ft.
- 5) Premises’ Natural Gas \$ _____/sq. ft.
- 6) Premises’ Electricity \$ _____/sq. ft.
- 7) All Other Operating Expenses (e.g., repairs & maintenance, etc.) \$ _____/sq. ft.

c) Total Tenant Improvements (sum of 1-2 below) \$ _____/sq. ft.

Provide total costs and annual rent per rentable sq. ft.

- 1) Total Premises Build out Costs \$ _____ \$ _____/sq. ft.
- 2) Furniture & Installation Costs \$ _____ \$ _____/sq. ft.

d) Lessor Incentives Offered (sum of 1-2 below) Enter total allowance & reduction per rentable sq. ft.) \$(____)/sq. ft.

- 1) Tenant Improvement Allowance \$_(_____)_(_____) \$ (____)/sq. ft.
- 2) Furniture & Installation Costs Allowance \$_(_____)_(_____) \$ (____)/sq. ft.

Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$ _____/sq. ft.

- Notes:
- 1) UW-Madison requires a full-service gross lease structure. Gross Rental Rate to include estimates of all operating expenses.
 - 2) Tenant Improvements above include Premises Build out costs and furniture & installation costs. Provide total costs for each expense type and provide the applicable cost per rentable square foot included in the annual Gross Rental Rate. Any cost of Tenant Improvements to be amortized, are to be amortized over the 5-year Initial Lease Term.
 - 3) All lines above must be completed. Place “N/A” for any terms that are not applicable.

III. TERMS AND CONDITIONS:

A) Length of Lease (Initial Lease Term) with early lease termination option not sooner than the end of the 4th year. _____

B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) _____

C) Renewal Options _____

D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) \$ _____/rentable sq. ft.

- E) Pre-Occupancy Date _____
- F) Targeted Occupancy Date November 1, 2022
- G) Proposed Occupancy Date, if different _____, 2022
- H) Rent Commencement Date December 1, 2022
- I) Proposed Rent Commencement Date, if different _____, 2022
- J) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate) _____
- K) Interest Rate to be used for Amortization of Tenant Improvements _____%

III. TERMS AND CONDITIONS: (continued)

Using the information above, complete the following table showing Total Annual Rent by lease year.

<u>Initial Lease Year</u>	<u>Base Rent</u>	<u>Estimated Operating Expense</u>	<u>Amortization</u>	<u>Estimated Annual Cost</u>
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				

<u>First Renewal Term</u>	<u>Base Rent</u>	<u>Estimated Operating Expense</u>	<u>Estimated Annual Cost</u>
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
<u>Second Renewal Term</u>	<u>Base Rent</u>	<u>Estimated Operating Expense</u>	<u>Estimated Annual Cost</u>
Year 11			
Year 12			
Year 13			
Year 14			
Year 15			
<u>Third Renewal Term</u>	<u>Base Rent</u>	<u>Estimated Operating Expenses</u>	<u>Estimated Annual Cost</u>
Year 16			
Year 17			
Year 18			
Year 19			
Year 20			

IV. SUBMITTED BY:

Proposer's Contact Information

Proposer's Agent Contact Information (if different)

Company Name

Agent/Firm Name

Full Address (street and city)

Full Address (street and city)

Telephone Number (Office/Mobile)

Telephone Number (Office/Mobile)

Email Address

Email Address

Contact Name

Contact Name

Signature

Signature

F. APPENDIX 6 – SAMPLE LEASE LINK, SCHEDULES I AND II

a) Gross Lease Template Link

https://www.wisconsin.edu/capital-planning/download/property/Lease_Sample_2019.pdf

b) Schedules I & II – the following schedules, after any necessary modifications, shall become exhibits and incorporated into the final lease document.

SCHEDULE I

The Lessor shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer	Winter
76 Degrees (+/- 2o)	70 Degrees (+/- 2o)
50% Humidity Level (+/- 10%)	25% Humidity Level (+/- 5%)

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10o of the above temperatures.

2. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2004 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet: Seasonal set points shall be as follows:
Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)
Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/-5%)
- c. Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
- d. All new exterior walls and ceilings must meet minimum insulation code requirements.
- e. Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- f. Provide space heating for airlocks and lobbies, if necessary.
- g. All air-handling equipment filters are changed quarterly.
- h. Provide automatic temperature adjustment capability for unoccupied modes.
- i. Provide separate venting/fans for restrooms.
- j. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
- k. Thermostat locations in open office area to be 70" AFF.

- l. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
 - m. The use of non-tenant adjustable thermostats or locking thermostat covers.
3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
 4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
 5. All areas to have sufficient ambient lighting levels
 6. Provide (2) master keys for entrance doors.
 7. At Lessor's cost provide Water and Sewer & Heat and Air conditioning.
 8. At Lessor's cost provide electricity for lights and other electrical equipment necessary for operation of the Premises.
 9. At Lessor's cost furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts or transformers.
 10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.
 11. Furnish building occupancy or use permit(s) if required.
 12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
 13. JANITORIAL SERVICES Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

AREA AND FREQUENCY INDICATION:

TWICE WEEKLY

- a. All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc.) - Clean glass in doors and metal framework; Empty/clean exterior ashtrays, waste containers and replace can liners; Sweep, mop floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.
- b. Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- c. Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains

ONCE-WEEKLY

- a. Restrooms - Clean inside toilet bowls and urinals; and damp wipe walls.
- b. Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c. Offices - Vacuum upholstered furniture; and edge-vacuum carpet.

SEMI-ANNUAL

- a. Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
 - b. Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
 - c. Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
 - d. Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
 - e. Light Fixtures - Clean fixtures and diffusers
 - f. Air Vents - Clean supply air diffusers and return air grilles.
14. Provide signage, including building directory listing, suite identification, and any other Lessor provided signage consistent with others in the Building (this does not include Tenant's own exterior signage.)
15. Provide parking places in adjacent parking area, which is understood by the parties hereto to include overnight parking for State-owned vehicles.
16. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).

In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.

Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.

17. If Lessee exercises the first renewal period, Lessor will at Lessor's cost repaint the demised area as needed during the eighth year of occupancy. Lessor will at Lessor's sole cost will re-carpet the demised area at least by the eighth year of occupancy. Lessor is responsible for moving Tenant's furniture and equipment as required for the painting and installation and/or repair of carpeting.
18. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.
19. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.

Schedule II

CONSTRUCTION REQUIREMENTS

GENERAL CONDITIONS All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of State Facilities' Sustainable Facilities Guidelines and Master Specifications available at:

<https://doa.wi.gov/Pages/DoingBusiness/MasterSpecsDesignGuide.aspx>

1. Ceilings:

- a. Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50- 60, minimum, light reflectance 75% minimum. Some rooms may require insulation above the dropped ceiling for noise abatement.
- b. All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall
- c. Finished height: Ideal 8'6" to 9' (minimum of 8' up to 12' maximum). (Room size and open area dependent.)
- d. Attic stock: Provide approximately 4% of ceiling tile

2. Floors: All floors will be level

- a. Offices, clerical area, conference room, (unless otherwise specified below): Broadloom carpet: 28-30 oz., tufted, min. average tuft bind 10-12 lbs., average FHA density 4500-5599, pile must be ADA compliant.
- b. Restrooms: Ceramic floor tile.
- c. Storage room, data/phone closet, waiting areas, entries, etc.: vinyl tile or sheet goods.
- d. Vestibule/lobby: provide recessed mats similar to DecoGard "Pedimat".
- e. Cove Base: (unless wood or carpet is preferred by Lessor) all spaces, except where ceramic and vinyl flooring are used. (FS SS-W-40, 4" x 1/8" cove base for vinyl).
- f. Lessor will at Lessor's sole cost, repair the carpeting as needed and re-carpet as needed the demised area at least by the seventh year of occupancy if the first 5-year renewal option has been exercised. Lessor is responsible for moving Lessee's furniture and equipment as required for the installation and/or repair of carpeting.

3. Walls:

- a. All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b. All interior walls to be insulated for sound abatement
- c. Walls to extend to finished ceiling
- d. Provide expansion joints as necessary
- e. All walls to receive painted finish of sealer coat and two finish coats of semi-gloss or orange peel, eggshell textured finish.

- f. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color
- g. Restrooms: Desirable to include 48" wainscoting of ceramic wall tile or other hard washable surface.
- h. Provide touch-up painting after move-in.
- i. Provide 3"-4" hardwood chair rails around perimeter in all offices, clerical area, and conference room at chair back height.
- j. The Lessor will hang/install bulletin boards, pictures, tack strips, chalkboards, screens, etc. as provided by the Tenant.
- k. Lessor will at Lessor's cost repaint the demised area as needed during the seventh year of occupancy if the first 5-year renewal option has been exercised. The Lessor is responsible for moving Lessee's furniture and equipment as required for the painting.

4. Doors, door frames, hardware:

- a. The primary accessible entry doors may require ADA compliant power door openers.
- b. All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue- blocked, 5 ply), stained and varnished.
- c. Exterior metal doors, all door frames, window frames: 16-gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- d. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latch sets as specified, minimum 3 keys per lockset
- e. All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
- f. The doors in the offices, clerical area, from the hall into the waiting room and into the conference room, and the main entry door shall have a window or sidelight window.

5. Windows: (It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.

- a. All new exterior windows shall be insulated Low-E glass.
- b. All exterior windows shall have mini-blinds.
- c. Windows may be either fixed or operable.

6. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2004, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2004 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2004 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:

Seasonal set points shall be as follows:

Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)

Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/-5%)

- c. Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
- d. All new exterior walls and ceilings must meet minimum insulation code requirements.
- e. Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- f. Provide space heating for airlocks and lobbies, if necessary.
- g. All air-handling equipment filters are changed quarterly.
- h. Provide automatic temperature adjustment capability for unoccupied modes.
- i. Provide separate venting/fans for restrooms.
- j. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
- k. Thermostat locations in open office area to be 70" AFF.
- l. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
- m. The use of non-tenant adjustable thermostats or locking thermostat covers.

7. Electrical: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a. Each enclosed room shall have a minimum number of duplex electrical outlets (as required by code) and a minimum of 2 each telephone and data outlets.
- b. Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment.
- c. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panels, boxes, circuits, switch- plates, faceplates, receptacles, etc.
- d. Conference room shall have sufficient outlets for a refrigerator, microwave, and coffee maker.

8. Lighting: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316, the State Energy Code, SPS Chapter 363 and the National Electrical Code.

- a. All areas to have ambient light level of 35 foot-candles throughout the demised area with 50 foot-candles at desktop. Provide a minimum of 15 foot-candles in corridors.
- b. Provide 2' x 4' drop-in florescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.
- c. Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
- d. Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
- e. Provide adequate lighting in restrooms with light fixtures above the sinks.
- f. Provide florescent strip lighting below cabinets in conference room.
- g. Each constructed space to have separate light switch.

- h. Provide lighting at all exterior entrances/exits.
- i. Provide adequate security lighting for on premise parking areas.
- j. Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.
- k. Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.
- l. Occupancy sensors shall be used as much as practical (occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control). Consider their use in all restrooms, interview rooms, conference rooms, individual offices, and corridors.

9. Data and Telephone Wiring:

- a. All outlets to be installed according to approved plan. Each room, as identified will have at least two outlets consisting of 3/4" - 1" conduit in all new walls from above the suspended ceiling and terminating in a 4" x 4" electrical box.
- b. Conduit, raceways or clear paths will be provided from the data/telephone room to the ceiling area of each enclosed room and clerical area to accommodate the data/telephone lines.
- c. Data and telephone wiring shall be furnished and installed by the Lessee. Ind compliance with the specifications at

<https://d20m9d90znwb7u.cloudfront.net/wp-content/uploads/sites/26/2019/04/Division-27-Communications.pdf>

[Division 27 Communications - Project Delivery](#)

4/22/2019 Guidelines for Planning and Design of UW Madison Facilities Division 27. Communications University of Wisconsin – Madison 3.1. At UW-Madison, buildings are designed using the structured cabling method.
d20m9d90znwb7u.cloudfront.net

10. Cabinetry/Carpentry: All areas provided must meet minimum standards of ADA compliance.

- a. The conference room and or break area shall have a 6'-8' counter of standard depth and height with a single bay sink.
- b. The counter will have upper and lower cabinetry with 2 adjustable shelves in each section, all having laminated fronts, countertop and splashguard.
- c. Provide a coat closet with shelving.
- d. Provide a counter of approximately 6' in length with 2 shelves under it in the clerical area.

11. Plumbing:

- a. The conference room and or break area counter(s) shall meet the minimum ADA requirements and must have include a sink or sinks with hot/cold running water and a garbage disposal(s).
- b. All rest room fixtures and furnishings will be ADA compliant.
- c. Insulate all under sink lavatory piping in restrooms.
- d. One janitorial sink shall be provided in the mechanical room.

- e. Water will be available if needed for connection to coffee maker and refrigerator in conference room and or break room.

12. Accessibility and Security:

- a. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
- b. Provide door locks as required.
- c. Electronic access control as specified per room and per specifications

13. Exterior of Building and Landscaping:

- a. Provide landscape as necessary or required by city ordinance.
- b. Provide sufficient parking spaces. Parking areas to be paved and striped and complying will all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
- c. All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d. Ensure all exterior walls, windows, roof, walkways are in good repair.

14. Signage:

- a. Provide and install signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street.
- b. Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c. Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- d. Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

15. Fire Protection:

- a. Provide, hardwire install, and maintain smoke/heat detectors with local fire alarm pull stations, all connected to strobe and audible alarms meeting ADA guidelines, and any other detectors and enunciators if required by any government codes and regulations.
- b. Provide, install, and maintain fire extinguishers as required by all governing codes and regulations and Underwriters Lab (UL) recommendations.

16. Other Requirements:

- a. Provide safe drinking water with hot and cold running water for restrooms, counter(s) and janitors sink.
- b. Heat and air conditioning costs
- c. Furnish, install, and replace light bulbs, fluorescent tubes, starters, ballasts or transformers. d. Water and sewer costs.

- e. Provide electricity for lights and other electrical equipment necessary for operation of the office.
- f. Furnish building occupancy or use permit if required.

17. Plans/Submittals: Prior to commencement of any work, Lessor shall submit to UW-Madison preliminary plans for review and signature and provide a copy of the final signed/sealed copy of plans (if required by code). The plan package shall consist of, but not limited to the construction and demolition plans including the following:

- a. Mechanical/HVAC plans
- b. Electrical, data/telephone, and lighting cut sheets
- c. Door and finish schedules
- d. Plumbing plans
- e. Site plans with parking indications
- f. General construction drawings with dimensions.
- g. Cabinetry drawings
- h. Materials list and samples including:
 - 1) Paint and finishes
 - 2) Ceiling
 - 3) Flooring

G. APPENDIX 7 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM

REQUEST FOR PROPOSALS No. 285-DFMCH
 UNIVERSITY OF WISCONSIN-MADISON
 SCHOOL OF MEDICINE AND PUBLIC HEALTH
 DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH

The attached material submitted in response to RFP No. 285-DFMCH includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique, or process to which all the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name):	
Date:	