RFQu 2024-05

Design-Build for a Community Health and Human Services Building Renovation and Construction Project

Bay County Finance Department
Purchasing Division
On behalf of
Bay County Health Department

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER
IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO BE RETAINED ON OUR BIDDERS LIST

DATE OF REQUEST	FEBRUARY 16, 2024
REFERENCE RFQu NUMBER	RFQu 2024-05
MANDATORY FACILITY WALK-THROUGH	FEBRUARY 29, 2024 10:00 AM
LOCATION	4150 WILDER RD BAY CITY, MI 48706
DEADLINE FOR VENDOR QUESTIONS	MARCH 15, 2024 5:00 PM
RESPONSES DUE FROM COUNTY	MARCH 27, 2024 5:00 PM
PROPOSED DATE/TIME REQUIRED	APRIL 5, 2024 11:00 A.M.
SUBMIT QUALIFICATIONS TO:	BAY COUNTY FINANCE DEPT. PURCHASING DIVISION BAY COUNTY BUILDING 515 CENTER AVENUE 7TH FLOOR BAY CITY, MI 48708-5128
MARK QUALIFICATION SUBMISSION:	**"**DESIGN BUILD FOR A COMMUNITY HEALTH AND HUMAN SERVICES BUILDING RENOVATION AND CONSTRUCTION PROJECT - DELIVER TO THE FINANCE DEPARTMENT IMMEDIATELY"

PURPOSE:
The intent and purpose of this Request for Qualifications (RFQu) is to establish a contract through competitive sealed bid for a firm to design, renovate, and coordinate this turn-key project that will include but not be limited to architectural/engineering services, workflow analysis, construction/renovation services (including subcontractor oversight) and overall project implementation to satisfy the County's requirement for a fully usable Community Health and Human Services Building in Bay County, Michigan (County),

The building is located at 4150 Wilder Rd., Bay City, MI 48706.

The County expects this to be an overlapping design and construction project with one contract between the Design-Builder and the County and a single point of responsibility and contact for the County.

Bay County will entertain submissions from an individual or firm who will contract for each phase of the project as the project progresses or a partnering submission for all facets of the project.

The design-builder is responsible for designing and constructing the project to meet the performance standards set forth by Bay County in the contract. With respect to any prescriptive designs or specifications, the design-builder is responsible for discovering any prescriptive requirements and the performance standards.
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PROJECT INTENT:

The County proposes altering and renovating a building located at 4150 Wilder Rd., in Bay City, Michigan (former Art Van Furniture and Love's Furniture location) for a multi-purpose collaborative center that will house its Public Health Department, the regional Child Abuse and Neglect (CAN) Council and one (1) other service office as well as potential medical and behavioral health clinics, and a regional morgue.

The building was originally occupied by Art Van Furniture from 1995 until March of 2020. Some very minor renovations occurred at the end of 2019. In May of 2020 the building was purchased and occupied by Love's Furniture for approximately four (4) months before closing and has remained mostly unoccupied. During the fall months the building has been rented out for seasonal retail.

The project includes renovating approximately 45,000 square feet of an existing double height one story building that is highly accessible through local transportation and meets the needs of the proposed participating agencies. The space will be reconfigured to house a centralized, one-stop center for residents to obtain necessary services, significantly reducing the time and effort associated with these efforts with an emphasis on interprofessional collaboration between providers. The proposed center will provide a more controlled waiting area with better circulation and improved access to exam rooms, laboratory space, and patient services again, with the emphasis on interprofessional collaboration between agencies and providers.

Program	Proposed Sq Ft
Six (6) Administrative Office Space	1,730
Add Three (3) Offices and Cubicle Spaces	770
Waiting Area	700
Environmental Health	1,440
WIC Area	1,700
Ten (10) Exam Rooms	1,200
Clinical (IMMS, FP/Other) Offices	2,000
Lab 10 x 20	200
Storage and Employee Rooms	1,600
Emergency Preparedness/Communicable Disease	1,750
Family Consultation Rooms and MIHP Suite	2,250
Community Conference Room(s)	3,000
Family Consultation Area Rooms	550

Toilet Rooms, Janitor's Closet, Drinking Fountains	870
Increase Women, Staff and Public Toilets	929
Future Morgue*	1,500
Subtotal	22,889
Provider 1 **	2,500
Provider 2 ***	16,000
Circulation	2,948
Total	44,337

*The Morgue is a potential space that would need to include:

1. Add screening to a loading dock to allow for discrete access.
2. Two autopsy bays.
3. Twelve refrigerated holding bays.
4. Viewing room.
5. Equipment Storage.
6. Associated accessory spaces.

**Provider (1) will require a forensic exam room with two-way glass, roughed in dimensions 330 square feet.

***Provider (2) With the desire to attract a tenant who currently requires all landlords to comply with the State of Michigan guidelines, we are requesting that "Provider 2" space be built to all of the specifications required by the State of Michigan which can be found in Appendix A and B.

Information System Telecommunications Room requirements:

1. Provider 2 requires a room no smaller than 10' x 11".
2. Bay County requires the rooms to be a minimum of 5' x 6' to allow for clearance of a network race provide movement are the racks.
3. Ideally each zone of the building, i.e., IMMS, Environmental Health Administration, should have their own telecommunications room.

SCOPE OF WORK:

All proposals must either meet or exceed the requirements contained herein. All offerors must be able to provide professional architectural and other specialty engineering services to design and renovate the multi-purpose collaborative center.

The responding firm is requested to provide the following list of scope of services for the duration of the project. The scope of services must include the following activities:

1. Project Administration:
   Provide overall management of project process, budget, and schedule, including, but not necessarily limited to the following:
   a. Organize, lead and document meetings requiring Bay County involvement or representation.
   b. Organize and coordinate budget adherence efforts and document those efforts.

c. Arrange for and manage environmental reports, surveys, etc.
d. Attend board meetings, if required, and submit a monthly status reports summary that will include a project update, updated schedule and budget, and a list of major issues requiring Bay County administrative action.

2. Manage Overall Project – Design/Renovation:
   a. Work closely with Bay County Health Department (BCHD) and partners to develop respective goals.
   b. Monitor/participate in design meetings/work sessions to help ensure that the design meets schedule milestones and incorporates necessary operational concepts that support BCHD and Partner's function.
   c. Challenge design and construction assumptions by identifying cost-saving opportunities to optimize project value within the scope of the project budget without sacrifice programs or quality.
   d. Subcontract and lead the selection process for other necessary consultants/team members.
   e. Develop additional contracts that may be necessary and negotiate terms in conjunction with Bay County's Corporation Counsel.
3. Budget and Schedule Control:
   a. Develop the working project budget to include all related expenses. Maintain, monitor, and update the project budget throughout the project.
   b. Work with Bay County and other team members to develop budget reduction strategies as necessary, especially if budget updates indicate overages beyond acceptable margins.
   c. Develop, maintain, and regularly update the project schedule. The schedule will include all projected-related activities, including, but not limited to, major Bay County meetings, design activities, construction, procurement, close-out and move-in/occupancy.
   d. Work with other team members to develop schedule adherence strategies or corrective efforts, as necessary, if schedule updates indicate any slippage or delay in project timeline.
4. Construction Period Involvement:
   a. Negotiate and administer construction contracts, documents, contingencies, general conditions and change orders.
   b. Advise Bay County on construction quality issues, manage the change order process.
5. Professional involvement throughout all phases of the project, including but not limited to the development of bid documents. Bay County Purchasing will act in an advisory capacity to ensure the Bay County Purchasing Policy and any other related regulations are followed. Reviewing and approving bid submittals, publishing design changes, overseeing renovation and construction progress and participation in briefings and presentations.
6. This project is federally funded and as such will follow the requirements of the Davis-Bacon Act as well as Michigan Prevailing Wage pursuant to Bay County Ordinance 1.002. The submittal of pay vouchers will be in compliance with the Davis-Bacon requirements and forwarded to Bay County for approval. Certified payroll during construction phase is required, identify payment of Davis-Bacon or Michigan Prevailing Wages, whichever is higher.
7. Timely processing of project correspondence, material, and equipment submittals.
8. Space Planning: Develop a layout that optimizes workflow and accommodates various departments within the health facility.

9. Workflow Analysis: Conduct a thorough analysis of operational workflows to identify bottlenecks and propose solutions for improved efficiency.
10. User Interaction Design: Create an intuitive and user-friendly environment for both staff and clients, ensuring a positive experience throughout.
11. Compliance: Ensure that the design complies with all relevant health and safety regulations and standards, including HIPAA protocols.
12. Flexibility for Future Expansion: Design with future scalability in mind to accommodate potential growth and changes in healthcare services.
13. Other types of professional services of nature consistent with the intent of the RFQu.

PROPOSAL REQUIREMENTS:

Section 1.0 - Executive Summary and Company Overview

1. Firm's or Individual's History and Capabilities: Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background, and history. Include a summary of the firm's or individual's experience and capabilities in providing services for projects that were partially or totally funded with Federal funds.

Section 2.0 — Approach, Organization and Team

1. List/describe any specific methodologies that you propose to use to ensure the success of the project.
2. Explain the protocols/tools that your team will use to communicate during the process with your internal team, the blended project team, and the Bay County staff liaisons - on a daily/weekly/monthly basis.
3. Also provide credentials for each key individual proposed for the design team (including, as applicable, team members from partnering or sub-contracting firms and building teams). Attach a résumé for each person including educational background, experience, credentials, certifications related to design and the specific proposed role for the team. Also, include relevant project specific design experience or renovation experience and references for each individual team member.

Section 3.0 — Relevant Similar Project Experience

1. In this section, describe at least up to three (3) project specific engagements completed by your organization which demonstrates the experience and expertise required to successfully complete the project as described herein. Projects similar in size and nature to the scope described in the RFQu will be of specific interest. Two (2) pages per project, please.
2. Please include:
   a. Description, size (square feet), brief timeline and total project cost of the project.
   b. Similarities to the proposed project.
   c. Your team's role in the project.
   d. Specific individuals from your firm who had direct involvement.
   e. Reference contact information.

Section 4.0 – Task Understanding

1. Provide a narrative describing how you intend to accomplish task requirements for each phase of the contract as included in this RFQu. Address your understanding of overall contract requirements.

2. Include as a minimum:
    a. Task description.
    b. Major elements of project.
    c. Work-flow design.
    d. Discussion of important events.
    e. Proposed design schedule inclusive of design review periods and estimated time for administration actions.

Section 5.0 – Fee Requirements (to be submitted in a separate envelope)

Fees submitted must include the following and please include any additional fees not listed.

1. Architectural Design Services:
    a. Design Plan.
    b. Schematic Design.
2. Construction Documentation Preparation.
3. Contract Award Assistance.
4. Construction/Renovation Oversight.

PROPOSAL SUBMITTAL:

Format submission as broken out below and place each requirement in a separate section.

1. Cover Letter (form provided).
2. Bidder's Checklist (form provided).
3. Certification (form provided).
4. Section 1.0 - Executive Summary and Company Overview.
5. Section 2.0 – Approach, Organization and Team.
6. Section 3.0 – Relevant Similar Project Experience.
7. Section 4.0 – Task Understanding.
8. Section 5.0 - Fee (Sealed envelope – one (1) envelope submitted with the "Original" proposal).

QUALIFICATIONS-BASED SELECTION (QBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of a Qualifications Based Selection (QBS) Process. This fair and rational procedure facilitates the selection of professional services based on qualifications and competence in relation to the scope and needs of the project. The committee is charged with implementing the QBS process and providing recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a QBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this QBS.

The QBS process to be used for this project involves several steps:

1. The general scope of work is identified.
2. A selection schedule is established.
3. Qualification documents are requested.
4. Qualification documents are evaluated.
5. A short list of proposers who receive a maximum of 80% potential points is prepared for further consideration with the top three (3) proposer(s) possibly being invited for an interview and evaluation.

6. Interviews (if necessary) are conducted.
7. Individuals are ranked for selection.
8. A contract is negotiated with the top ranked individual.
    a. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second ranked individual and so on down the line, until agreement is reached and an individual selected.
9. All individuals involved receive post-selection communications.

GENERAL INFORMATION:

1. CHANGES TO RFQu: All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Frances Moore, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.

2. CONTACT INFORMATION: To receive future communications related to this RFQu, possible firms are asked to immediately send contact information by email to Frances Moore, Bay County Purchasing Agent, at purchasing@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.

3. RIGHT TO WITHDRAW BIDS: By submitting a Proposal in response to this RFQu, Firm agrees to be bound by this RFQu's terms and conditions. Proposals may be withdrawn by the Firm without penalty at any time before notification that the Firm's Proposal has been selected. However, if the Firm withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's Proposal.

4. BONDING REQUIREMENTS:
    a. A bid-bond will be required equaling 5% of the total project cost.
    b. A performance and payment bond of 100% of the total project cost will be required by the successful bidder. The performance and payment bond shall name the County as the oblige.

5. PREVAILING WAGE/DAVIS- BACON REQUIREMENTS:
    a. Bay County Ordinance 1.002 provides in part that every contract which amounts to $15,000 or more for a County construction project will, with limited exceptions, require Michigan prevailing wage. Accordingly, the Michigan Prevailing Wage is a requirement for this project. Michigan

Prevailing Wage rates may be found here: LEO - DTMB Prevailing Wage (michigan.gov)

b. Federal funds will be utilized for this project requiring the bidder to follow the requirements of the Davis-Bacon Act. Davis Bacon Wage Determination may be found here: SAM.gov | Wage Determinations

c. It is expected the A/E will assist with the selection of a Construction Manager (CM) and will work with the CM throughout the term of the project.

6. RFQu, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFQu or receipt of Qualifications by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.

7. TAX-EXEMPT STATUS: The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.

8. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in the proposals may be subject to FOIA requests.

9. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this RFQu and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:

    a. Workers' compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
    b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than $100,000 each incident;
    c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than $1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
    d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than $1,000,000 each occurrence and a mandatory $2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.
All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

10. NON-DISCRIMINATION: In the performance of the competitive sealed bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, national origin, gender identity and sexual orientation in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

11. COST OF DEVELOPING PROPOSAL: The Firm shall be responsible for all costs incurred in the development and submission of its Proposal.

12. QUESTIONS: All questions about this RFQu must be received by March 15, 2024**,** 5:00 p.m. in writing, via email, to:

    Frances Moore
    Purchasing Agent
    purchasing@baycounty.net

    Every attempt to answer your inquiries will be made, however Bay County reserves the right to not answer any questions received after the March 15, 2024, due date.

    Responses to any inquiries will be issued in one (1) Addendum no later than March 27, 2024, and will be sent to all known firms.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response. In addition, the person listed above will issue all valid responses and changes to this RFQu. Contact with other County staff or a County Board of Commissioner could be reason for disqualification.

Any significant explanation desired by a firm regarding the meaning or interpretation of the Request for Qualifications must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their qualifications. Any information given to a prospective firm concerning the Request for Qualification will be furnished to all prospective firms as an amendment or addendum to the Request for Qualification if such information would be of significance to uninformed firms. The County shall make the sole determination as to the significance to uninformed firms.

13. RESPONSIBILITY: Firms are solely responsible for ensuring their bid is received by Bay County Purchasing in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

    Bay County Purchasing shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of qualification shall be made to Bay County Purchasing, Bay County Building, 7th Floor, Bay City, MI 48708.

    Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

14. QUALIFICATION DELIVERY: Qualifications must be returned no later than **April 5, 2024 @ 11:00 A.M.** in a sealed envelope clearly marked **"DESIGN-BUILD FOR A COMMUNITY HEALTH AND HUMAN SERVICES BUILDING RENOVATION AND CONSTRUCTION PROJECT.**" Please provide eight (8) printed copies of the submission and one cost envelopment (include with the submission labeled "Original"). The submissions may be hand delivered or sent by mail to Bay County Purchasing Office, Bay County Building, 7th Floor, Bay City, Michigan 48708.

    The County will not accept proposals sent by FAX machine or E-mail.

15. QUALIFICATION OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the proposals read.

16. QUALIFICATION REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.

17. QUALIFICATION AWARD: In the event the proposal is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.

18. CONTRACT: The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a proposal, the firm acknowledges that the contents of the RFQu will become incorporated within any formal agreement. This RFQu does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified proposal, or reject all proposals.

    A copy of a firm's suggested terms and conditions may be submitted with firm's Qualifications, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFQu shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFQu, and last, the Firm's Proposal.

19. DISPUTES: In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, within ten (10) working days from the date of the notice of intent to award.

ADA ASSISTANCE:
The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Ave. 4th Floor
Bay City, MI 48708-5128
(989) 895-4098
(989) 895-4049 TDD

Frances Moore, Purchasing Agent
Bay County Finance Department
Purchasing Division
Bay County Building
515 Center Ave. 7th Floor
Bay City, MI 48708
purchasing@baycounty.net

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE

www.baycounty-mi.gov

Bid Response Cover Sheet

Bid #: 2024-05
Design-Build for a Community Health and Human Services Building
Renovation and Construction Project

All bids must include this cover sheet (or this sheet reproduced on letterhead) as page one (1) of the bid.

TO: County of Bay
515 Center Ave, 7th Floor.
Bay City, MI 48708

FROM: _____

Company Name
[ ] an individual,
[ ] a corporation
(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Qualifications (RFQu) for Design-Build for a Community Health and Human Services Building Renovation and Construction Project does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County's RFQu document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
(Signature of authorized representative)

_____
(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____ County: _____

State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

TIN #: _____ UEI #: _____

Bidders Check List

Bid #: 2024-05
Design-Build for a Community Health and Human Services Building
Renovation and Construction Project

	YES	NO
1. I have read ALL the instructions and specifications.	_____	_____
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.	_____	_____
3. I have filled in ALL the required documentation.	_____	_____
4. I have provided all required information per the guidelines specified within the bid document.	_____	_____
5. I am an officer of the company.	_____	_____
6. I have the authority to obligate my company.	_____	_____
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.	_____	_____
8. I have organized and labeled the bid per instruction.	_____	_____
9. I have retained a copy of the submission.	_____	_____
10. I have properly labeled the external envelope.	_____	_____
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.	_____	_____
12. I have provided the necessary information for the person responsible for follow-up.		

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Date: _____

NON-BIDDERS FEEDBACK FORM

Bid #: 2024-05
Design-Build for a Community Health and Human Services
Building Renovation and Construction Project

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycounty.net.

_____ Unable to bid at this time but would like to receive future bid requests.

_____ Service(s) or material(s) not provided by our firm.

_____ Service(s) or material(s) we offer do not fully meet all the requirements specified.

_____ We cannot meet the timetable required.

_____ Insufficient time allowed for preparation and submission of bid.

_____ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)

_____ Other: _____
_____
_____

Please remove our name from your bidders list for _____ This commodity group
_____ These item(s) or material(s)
_____ All bids

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Email: _____

Phone: _____ Date: _____

ATTACHMENT A

CERTIFICATION

RFQu 2024-05 Design-Build for a Community Health and Human Services Building Renovation and Construction Project

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.

4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.

5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

_____

Phone: _____ Fax: _____

Email: _____

Date: _____

Provider 2
Office Construction and Tenant Fitout
Design and Construction Standards

ENCLOSURE "C" TO LEASE # - BY AND BETWEEN , AS LESSOR, AND THE STATE OF MICHIGAN BY THE DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, FOR THE DEPARTMENT OF , AS LESSEE.
41 PAGES

OFFICE CONSTRUCTION AND TENANT FITOUT

DESIGN AND CONSTRUCTION STANDARDS

STATE OF MICHIGAN

Department of Technology, Management and Budget

Technology, Management & Budget

August 5, 2019

Table of Contents

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET

I. INTRODUCTION

These office and tenant fitout construction standards establish a minimum level of quality for building systems design and material selection for State of Michigan leased or state-owned office facilities. These design standards intend to provide durable professional facilities for the State of Michigan with maximum utility and energy efficiency, requiring a minimum of maintenance and operational expense for the long term.

These standards set minimal design direction for typical office building construction components and systems and do not address every possible building component and system that could be encountered. Conversely, these standards contain direction and requirements for systems which may not be included or required for the particular RFP's program, such as an elevator, raised flooring, or specialized material.

The Lessor and/or the Lessor's design professional must refer to the Request for Proposal (RFP), Program, State Agency Supplementary Standards, and other attachments for unique products or systems set forth by the requesting State Agency. State Agency Supplementary Standards describe the needs of a particular room or space in the facility.

Adherence to these standards is mandatory. However, any equal or improved concepts, methods, or products are encouraged and will be given full consideration prior to submitting proposal. Written approval by the Department of Technology, Management and Budget Design and Construction Division (DTMB-DCD) is required for any deviations or exceptions from these standards. Approval is required prior to the final release of construction documents for bids or construction. Complete construction documents and specifications must be provided to the State Agency, Real Estate and/or to Design and Construction for the opportunity to review and comment prior to construction (2-week duration). Review does not constitute approval but is used to ensure general compliance – Lessor is responsible to ensure that the construction is compliant with these standards and all applicable codes or authorities having jurisdiction (AHJ).

The Lessor must comply with all Design and Construction Standards and the complete RFP requirements. The Lessor is to include a list of all items within the submitted proposal that will not comply with the Design and Construction Standards for a Tenant Fitout only. The reasoning must be due to existing conditions and the reasons behind the request are to be provided with the RFP response.

The Lessor is to conduct construction progress meetings twice a month in which an updated task/progress schedule will be distributed and discussed. The meetings will be scheduled by the Real Estate Division. Meeting minutes will be issued to all attendees and noted key contacts, by the Lessor, within 5 days of the meeting for the team to comment and/or respond. When a Field Representative (from DTMB/SFA/Design and Construction) is included as part of the team, the Field Representative will attend such meetings and must be given full independent site access to conduct site reviews on a regular basis. The Field Representative will note any discrepancies from the Design and Construction Standards and report back to the team to be addressed.

For leased facilities only, these Design Standards and the Lease agreement take precedence over the Construction Documents. Any conflicts within the Design Standards, the Lessor is to assume the most stringent and confirm with DCD prior to proceeding.

ACRONYMS USED IN THIS DOCUMENT

ADA	Americans with Disabilities Act
ADAAG:	Americans with Disabilities Act Architectural Guidelines
ANSI:	American National Standards Institute
ASHRAE:	American Society of Heating, Refrigeration, and Air-Conditioning Engineers
CFC:	Chlorofluorocarbon
DTMB-DCD:	Department of Technology, Management and Budget Design and Construction Division
DTMB:	Department of Technology, Management and Budget
DTMB-RED:	Department of Technology, Management and Budget Real Estate Division
FEMA:	Federal Emergency Management Agency
HDPE:	High Density Polyethylene
HVAC:	Heating, Ventilating and Air Conditioning
LEED:	Leadership in Energy Efficient Design
MBF:	Michigan Barrier Free Design (Act 1 of 1966)
MDOT:	Michigan Department of Transportation
MIOSHA:	Michigan Industrial and Occupational Safety Administration
NEMA:	National Electrical Manufacturer's Association
NFPA:	National Fire Protection Association
RFP:	Request for Proposal
PCB:	Polychlorinated Biphenyl
SMACNA:	Sheet Metal and Air Conditioning Contractor's Association
SOM:	State of Michigan
UL:	Underwriter's Laboratory

II. GENERAL REQUIREMENTS

A. SUSTAINABLE DESIGN

1. If identified in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide the design and construction required to obtain the LEED Rating required for the project.
2. Building envelope and HVAC systems that establish temperature and humidity comfort ranges in accordance with ASHRAE/Michigan Energy Code are required. Specifics of insulation materials and installation will not be outlined here but must meet the ASHRAE/Michigan Energy Code. For existing buildings, the Lessor will be required to provide a written understanding of the construction of the building envelope and HVAC systems. This will then be reviewed and assessed by the Design and Construction Division for compliance with the RFP or potential acceptable savings based on any non-compliance.
3. Meet Energy Star® performance criteria and when applicable, provide Energy Star® rated equipment and appliances.
4. Require zero use of CFC-based refrigerants for new systems; complete a comprehensive CFC phase-out conversion when reusing existing systems. Select refrigerants and HVAC systems that minimize emissions.
5. When possible, specify or use products that are extracted, harvested, recovered or manufactured within 500 miles of the project site.
6. When possible, specify and or use materials and products that are made of plants that are typically harvested within a ten-year or shorter cycle.
7. Design systems that meet or exceed minimum indoor air quality and ventilation requirements as well as optimizing air change effectiveness in accordance with ASHRAE/Michigan Energy Code.
8. Design structures to maximize daylight and views to the exterior consistent with the required function of interior building spaces. Daylight harvesting is encouraged but not required.
9. Implement a construction waste management plan to minimize landfilling of construction waste in favor of reuse and recycling.
10. If the leased or office premises is accessed directly from the outdoors (uncontrolled air environment), the main entry to the leased or office premises shall be provided with a heated airlock vestibule.

B. GENERAL BUILDING PLANNING

1. The leased premises shall be designed and constructed to meet or exceed the latest local and state building codes, fire codes, and state and national barrier free regulations.
2. The Leased premises shall be designed in such a manner as to ensure an economical and efficient use of space, adequate natural light, ventilation, circulation patterns and code compliance. Existing facilities that are renovated and/or occupied shall be structurally sound (certified by licensed engineer, if required by DTMB-RED), and meet all minimum design standards of this outline specification. Any concept drawing attached to the Lease is only one acceptable schematic design solution. The building in which the tenant space is to be located will be assessed against the requirements of this section.
3. The Leased premises square footage shall be all adjacent, with no other tenants interspersed or separating the Lessee/Tenant Agency's space.
4. If an existing facility or building is used, testing and/or inspection and investigation shall determine if any hazardous materials exist. If it is determined that remediation is required, the facility or building must be rendered free of hazards. This includes but is not limited to asbestos, lead, and PCB's.

5. All existing buildings shall be structurally sound (certified by licensed engineer, if required by the State), and meet all minimum design standards of this outline specification. All unsafe conditions are to be corrected prior to State of Michigan staff occupying the space, including any and all fire/life safety code violations. The Leased premises shall meet all the requirements for new construction for the current building code with respect to floor load bearing capacity.
6. If an existing facility or building is used, all existing architectural, electrical, plumbing, and HVAC components no longer being used shall be completely removed and not abandoned in place. All openings in existing walls, floors, and shafts shall be properly fire-stopped after the removal of old components and piping.
7. Field verify existing construction conditions and configurations. Do not assume that existing building framing and construction is plumb and square. Structural elements of all existing facilities shall be inspected and verified for size and loading capacity.
8. Pipe and duct chases, including duct chases where floor to floor heights in existing buildings do not allow ductwork above the ceiling, shall not detract from the floor plan layout.
9. Structural bay sizing is to be commensurate with building configuration, architectural expression, seismic zone, structural framing material and cost.
10. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, use a raised access floor system for HVAC, electrical and communications systems to facilitate change management in new building construction and where practical at existing buildings.
11. Stack all electrical closets, communications/data closets and toilets vertically.
12. Use fixed windows in environmentally controlled buildings. If operable windows are used they must be lockable, screened, and must be washable on both sides from the building interior. Window framing must be thermally broken.
13. Use double or triple pane glazing according to climate conditions and to meet LEED requirements. Reflective glazing may be used if glare is not at issue.
14. Provide positive drainage at exterior window sills.
15. Roofs shall be sloped to prohibit snow and ice slide off onto entry doors. Use cold roof design in heavy snow areas to prevent snow and ice build-up. Flat roofs shall have overflow scuppers or overflow roof drains.
16. Provide fall protection as required by MIOSHA. Integrate all protection into the design of the facility.
17. Drywall interior partitions are required, unless demountable partitions are requested by the Agency within the RFP.
18. The total number of passenger elevators provided is to be coordinated and approved by the Lessee/Tenant Agency.
19. Do not locate fresh-air intakes adjacent to vehicle drop-off areas, parking areas, truck docks or emergency generators.
20. Incinerators are not allowed.

C. SECURITY DESIGN

1. Controlled access is required to the entire building and to each individual floor. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide conduit and power for a card access management system matching the existing State of Michigan access system which is currently

manufactured by Honeywell Security Products. The access system is to be capable of tracking the issuing and revocation of access cards along with generating reports of all access into the building. Provide these readers and locking/operation devices at all building entrances, loading docks, and interior doors as defined in the detailed program.

2. Central data base computer is to connect all access locations, equipped for stand-alone operation upon power failure, programmed for automatic locking/unlocking of building doors.
3. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide conduit and power for security cameras covering all access points.
4. Transaction windows shall have pre-manufactured transaction window(s) with speaker port(s), pass through opening and counter. Glass shall be bullet resistant. Walls adjacent and below transaction windows shall have bullet resistant construction.

D. OFFICE AREAS

1. Avoid locating private offices along building perimeter wall and window locations. Dedicate building perimeter to circulation space in order to maximize natural light.
2. Coordinate interior wall partitions with window mullion locations.
3. Doors should swing against a wall whenever possible.
4. In office areas, stagger office/conference room doors so that they are not directly across from each other, especially in a corridor.
5. Coordinate electrical outlet locations with furniture and systems furniture panels in order to allow access.

E. ENTRANCES, VESTIBULES AND LOBBIES

1. For small buildings and at office suites provide one entrance for staff, visitors, and the public. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, or if required for code compliant exiting, provide an additional employee-only entrance with doorbell.
2. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, divide major lobbies into secure/non-secure areas with provisions for card access turnstiles.
3. Provide a heated vestibule with recessed floor mat at main entry. Provide 10 feet of walk-off carpet immediately inside entrances and vestibules.
4. Provide power operated doors in accordance with the requirements of the ADAAG. Power operated swing doors are to be provided unless otherwise requested in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards. If sliding doors are requested, provide push plate and motion sensors (no mat activation).
5. Provide overhangs at all public and employee entrances to reduce snow accumulation and protect occupants.
6. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: provide for a security desk at main lobby. Systems furniture may be used as a security desk. Provide adequate power, phone, data and security equipment provisions.
7. Provide directional graphics, directories and agency emblems.

F. LOADING DOCKS

1. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide loading dock(s) separate from main entrance and locate convenient to freight elevator and to food service area.
2. Provide hydraulic dock leveler, dock bumpers, dock lock, dock seals and edge guards.
3. Loading dock doors are to be insulated overhead coiling type, with push button controls.
4. Provide an adjacent man door to the dock door.
5. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: Provide a separate area for a trash compactor.
6. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: Provide a guard station in loading dock area with adequate power and data to serve this function.

G. SUPPORT SPACES

1. Locate toilet rooms, janitor closets, electrical and telecom closets central to the building or tenant space.
2. As a minimum provide one men's and one women's toilet room per floor. If a cafeteria or food service area is part of the program, provide one men's and one women's toilet room adjacent. These rooms may serve the entire floor, if well-located. Some building programs may require separate employee and separate public toilet rooms.

    a) The toilet room design shall incorporate consideration of sight lines that do not compromise privacy, including the placement of mirrors, when the entry door to the restroom is in the open position.
    b) Toilet rooms intended for the public shall have automatic door operators. Automatic door operators are to be ADAAG and MBF compliant, electronically operated, surface mounted with aluminum housing. Operator is to be provided with an adjustable time delay. Provide 6-inch diameter push plate for activation.

3. Allow for vending areas, break rooms and lunch rooms.
4. Lactation Room: provide one per building and consistent with Federal law. The lactation room shall be private, free from intrusion, sized to contain a table, chair, shall contain a grounded electrical outlet, and is preferred to contain a sink. A toilet room may not be used as a lactation room. Provide a minimum of a lockable door hardware with occupied/unoccupied indicator.
5. "Safe Room": Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide an interior "safe room" to meet FEMA 320 Standards. The "safe room" may be a conference, toilet room, or office. Provide signage for the "safe room".

    a) Reference: http://www.fema.gov/media-library-data/1418837471752-920f09bb8187ee15436712a3e82ce709/FEMA_P-320_2014_508.pdf

6. Evacuation Routes and Shelter-in-Place: Provide color coded diagrams mounted in acrylic throughout the facility noting all emergency egress routes, fire existing and shelter-in-place locations. Size of floor plans are to be sized (minimum 8-1/2" x 11") as required to allow all information to be legible – coordinate size with Agency.

7. Trash and Recycling Rooms: Provide adequate and easily accessible indoor space in the vicinity of any shipping and receiving docks, areas, platforms, or secondary entrances. Provide space for paper, glass and metal recyclable containers (6'x 10' minimum) in the trash room as well as in break rooms and copy areas, in accordance with 1994 PA 451, as amended, MCL 324.16501 et seq. If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide commingled recycling areas and service.

8. Mechanical Equipment Room: Ceiling height to be a minimum 12'. Control noise transmission to adjacent spaces. Refer to Mechanical Design Requirements for additional descriptions.

9. Locate and centralize all mechanical equipment in a penthouse as much as possible. Avoid scattering miscellaneous condensing units, exhaust fans and equipment on the roof. Locate equipment behind a screen wall and integrate into the building design. Provide roof walkway pads compatible to the roofing system to roof top equipment with either tie-offs or roof edge protection for workers.

10. Locate vertical shafts adjacent to core areas with no offsets allowing for maintenance accessibility and additions for future utilities.

11. Switchgear and electrical rooms located in basement areas must have provisions for removing water with a back-up emergency electrical power source.

12. Main telecommunication and telecommunication rooms: Locate, design, and outfit per requirements of http://www.michigan.gov/documents/dtmb/1345.00.02_Network_and_Telecommunications_Infrastructure_Facility_Standard_482663_7.pdf and this document.

H. SITE PLANNING/DESIGN

1. A site survey, environmental and geotechnical investigations must be provided for review by the DTMB-RED and DCD. These items are required and are the responsibility of the Lessor.

2. Minimize site disturbances when determining building, parking, site circulation and utility locations.

3. Where setback requirements allow, sites shall be attractively landscaped. Maximize the use of native plantings, drought resistant plantings and low maintenance plantings. Irrigation is to be provided in select areas only. Retention ponds on the property shall be secured from trespass.

4. Provide a designated smoking area located outside of the State facility at a sufficient distance from windows and ventilation systems to ensure that smoke does not enter the Leased premises; a sufficient number of receptacles specifically designed for smoking related trash to accommodate all smokers who work and conduct business in the Leased premises; and disposal of smoking related trash. If the State facility includes both enclosed and unenclosed space, the smoking area must be located outside any enclosed space at a sufficient distance from windows and ventilation systems to ensure that smoke does not enter the enclosed space.

I. SITE CIRCULATION

1. Public and employee entrances to the building shall comply with the ADAAG and MBF requirements.

2. Provide sufficient concrete sidewalks from parking areas for easy and ADAAG-compliant access to building. Sidewalks shall be sized so that if vehicles overhang sidewalks there is sufficient passage width per the ADAAG.

3. The parking lot shall be striped and signed to designate "No Parking" areas and to accommodate the minimum number of motor vehicle parking spaces required in the Lease.
4. Provide the following as a minimum at parking lots: stall size 9' x 20'; use 90° parking where possible; at least 10 percent of parking lot area is to be dedicated for plant islands; provide curbs around perimeter of parking lot and lot islands. The maximum combined gradient may not exceed 5 percent. If used, pre-cast concrete curbs must be anchored to the paved surface.
5. Provide handicapped parking and signage per building code and ADAAG and MBF requirements. A minimum of one of the handicapper spaces shall be "van accessible" per ADAAG and MBF.
6. Paint all lines and stripes using 2-coats yellow or white Sherwin Williams "Pro-Mar Traffic Paint" as appropriate at a rate of 1 gallon for every 350 lineal feet of 4" wide stripe following the DTMB-RED or DTMB-DCD's approval of the parking layout provided by the Owner/Lessor.
7. Provide guardrails, curb cuts and wheel stops to meet ADAAG and MBF requirements.
8. Service drives are to be accessed from site circulation drives, screened as much as possible, separate from parking access and be of one way design.
9. Provide reinforced concrete slab at dumpster locations, 15-foot long x width of garbage vehicle. Provide screen wall with lockable gate and pipe bollards at dumpster pad per local ordinance requirements. Incinerators are not allowed. Trash dumpsters and receptacles shall be screened.
10. Gradients:
    a) Turf area gradients shall be between 3:1 and 1 percent (2 percent desirable); steeper than 3:1 requires ground cover or other erosion control. Steeper gradients than 2:1 are not acceptable. Terracing is acceptable if access for lawn equipment is provided.
    b) Walkway gradients shall be less than or equal to 5 percent with cross slopes less than or equal to 2 percent.
    c) Parking area or entry plaza gradients shall be between one and five percent. Steps are discouraged.

J. STRUCTURAL COMPONENTS

1. Live loads: Entire office floor loading shall provide 100 pounds per square foot (minimum) live loads. Limit floor deflection to L/360. Do not reduce live load for horizontal framing members/columns or load bearing walls supporting top floor or roof.
2. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: provide special floor loading requirements for computer room loads, special equipment loads and storage loads.
3. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: Design 1 bay per floor for high density storage systems.
4. Non-structural, rigid partitions shall be adequately supported so as not to become load bearing.
5. Masonry walls are to be isolated from floor above by a gap and restrained by either an intermittent or continuous steel angle on both sides at top of wall or steel straps extending in the wall grout.
6. Metal stud partitions do not require in-plane lateral isolation from structure if the design story drift ratio multiplied by 3(R/8) is less than 0.0025.
7. Top of stud in full height walls is to be separated from the track. Use deflection tracks.
8. Building expansion is to be carried through crossing partitions.
9. Design Procedures for New Construction:

a) Load Resistance Factor Design (LRFD): Use for small or large building structures.
b) Allowable Stress Design (ASD): Use for small building structures only.

10. Progressive Collapse for New Construction:

    a) Building is not to be subject to progressive collapse as defined by the building code.
    b) Beam or slab failure shall not affect system below or in adjacent bays.
    c) Column failure shall affect only the bays supported by that column

11. Drift for new construction: Lateral deflection of building under lateral load is to be limited to wind and earthquake requirements. Wind induced motion and sway must also be limited. Design roof massing and roof structure to prevent excessive drift and potential collapse.

12. Transient vibration induced by passing traffic or foot fall is to be minimized.

13. Corrosion Protection for new construction: Steel exposed to elements is to have a protective coating. For small isolated steel elements use either hot dipped galvanized zinc coating or coal tar epoxy. For larger exposed steel elements use a 2-coat system:

    a) Coat 1: organic zinc rich urethane or epoxy primer shop applied over blast cleaned surfaces.
    b) Coat 2: field applied finish coat.

14. For concrete in new construction parking structures use corrosion inhibiting additives and cathodic protection or epoxy coated reinforcing bars and surface sealers.

15. Attachment of new exterior cladding:

    a) Provide connections and joints that provide movement between stories
    b) Connections to have sufficient ductility and rotation capacity to preclude brittle failure in connection welds or concrete fractures
    c) Concrete inserts are to be attached to or hooked around reinforcing steel
    d) Positively anchor window frames to resist lateral loads
    e) Provide clearance and flexible mountings at window frames to permit thermal movement

16. Attachment of new partitions:

    a) Adequately support non-structural, rigid partitions so as not to become load bearing
    b) Isolate masonry walls from floor above by a gap and restrain by either an intermittent or continuous steel angle on both sides at top of wall or steel straps extending in the wall grout
    c) Metal stud partitions do not require in-plane lateral isolation from structure if the design story drift ratio multiplied by 3(R/8) is less than 0.0025.
    d) Top of stud in full height walls is to be separated from the track. Use deflection tracks.

III. BUILDING ENVELOPE COMPONENTS

A. A building envelope being proposed for a State of Michigan agency as tenant shall present a professional and permanent appearance, using durable materials in sound, weathertight, and code-compliant condition. Design of the exterior envelope shall not rely on caulking and sealants for moisture exclusion.

1. Acceptable exterior wall materials include:

    - Brick masonry and brick veneer
    - Split-face, glazed, or honed concrete masonry units. Painted concrete masonry is not acceptable except at the rear or non-public elevations of the building.

- Insulated architectural metal panels
- Stone masonry and stone veneer
- Exterior insulating finish systems
- Redwood or cedar exterior wood siding and trim

2. Acceptable roofing materials include:

   - Fiberglass or asphalt dimensional or 3-tab self-sealing shingles
   - Built-up or single-ply membrane roof systems
   - Metal roof panels

B. Concrete for new construction:

1. All foundation walls below grade shall be poured reinforced concrete or concrete block with reinforcing.
2. All concrete shall have a minimum compressive strength of 3,000 PSI in 28 days.
3. Concrete slabs on grade shall be four (4) inches thick with wire mesh reinforcing. Pour slab on four (4) inch sand bed, firmly tamped by mechanical means to insure a solid base with no voids or hollows.

C. Masonry for new construction:

1. Face Brick: grade "SW", severe weather type, special shapes as required by building configuration.
2. Concrete Masonry Units: Hollow load-bearing concrete masonry units, normal weight.
3. Masonry Accessories: horizontal and vertical joint reinforcement, ties, straps and weeps to meet design parameters.

D. Metals for new construction:

1. ASTM grade for structural steel shapes, plates and bars as determined to meet project conditions and design parameters.
2. Miscellaneous metals items shall use the best commercial quality for the purpose of items specified, free of defects impairing strength, durability, finish or appearance. Materials shall be formed truly and uniformly to required shape, size, sharp lines, and smooth surfaces.
3. Separate dissimilar materials with caulking, bituminous paint or gasket as approved.
4. Shop prime all exposed steel surfaces except where fire proofing is provided.
5. All steel decking must be galvanized or be provided with a rust prohibitive coating, shop applied.

E. Wood for new construction:

1. Wall Sills: Foundation grade pressure-treated southern pine or Douglas fir.
2. Dimensional lumber for light framing: Stud, 2 x 4 or 2 x 6, No. 2 or standard grade.
3. Dimensional lumber for structural framing: Southern pine No 1 dense KD 2050 Douglas fir select structural 1900f.
4. Concealed sheathing: Standard exterior grade with exterior glue APA CDX, plywood or OSB.
5. Exterior Wood Siding and Trim: Redwood or cedar, heart grade, rough-sawn.
6. Wood preservative: Ammonical copper arsenite (ACA) for Douglas fir or chromated copper arsenite (CCA) for southern pine.

F. Metal Wall Panels for new construction: Factory assembled manufactured wall panel insulated with isocyanurate foam-core, double tongue and groove joinery with factory applied air and vapor sealing with a minimum "R" value of 15. 26-gauge minimum face and backer sheet steel with Kynar 500 finishing consisting of 1-color coat and 1-primer coat (both faces).

G. Roof for new construction:

1. Roof shingles: Fiberglass or asphalt, dimensional or 3-tab self sealing. Must have a minimum manufacturer's warranty of 25 years standard pro-rated, U.L. class "A" and wind resistant. Provide roof felts of 15#, non-perforated or better, ice and water dams at all valleys and eaves (3' minimum width), metal or aluminum drip edges.

2. Built-up and Single-Ply Roof Systems: Provide either a 4-ply built-up hot applied or single ply membrane roof system depending upon design parameters. The selected roof system must have a 20-year full system warranty which is to include insulation, fasteners, flashings, and roof systems accessories. Roof system manufacturer is to provide a roof inspection and roof report, with copies, to both the Lessor and Lessee at project completion. Single-ply roof membrane may be either reinforced or non-reinforced and have the equivalent in performance of a 60-mil non-reinforced membrane. A white reflective membrane system is preferred. Roof insulation is to comply with the Michigan Energy Code and be installed in 2 layers, joints staggered.

3. Metal roof panels: Manufactured roof panels comprised of polyisocyanurate insulations sandwiched between 24-gauge aluminum coated sheet steel with a Kynar 500 finish. Provide continuous snow fencing to prohibit snow slide-off on all sloped metal roof applications. Manufacturer is to provide a 20-year full systems warranty.

4. Roof specialties: Provide factory assembled/fabricated roof components compatible to roof systems manufacturer's warranty. Field fabricated roof specialties are not permitted.

5. Manufacturer's roof systems and accessories submittals are to be reviewed and approved by DTMB prior to product procurement.

H. Caulking, Sealants for new construction:

1. Design of the exterior envelope shall not rely on caulking and sealants for moisture exclusion. Select caulking materials per manufacturer's recommendation. Preferred material for exterior use is butyl rubber or single-component polysulfide base compound. Butyl rubber caulking compound for exterior use shall be 1-part polymerized rubber compound, gun consistency, conforming to federal specification TT-C 598 grade one.

2. Polysulfide base compound for exterior use shall be a 1-component sealing compound complying with the requirements of USIA A116.1, Class B (non-sagging) and federal specification TT-S227B, Types I and II.

3. Acrylic caulking compound for interior use shall be a 1-part, 100% liquid polymer, acrylic base compound, and non-sagging, non-staining, gun consistency.

4. Maximum joint size is ¼-inch; backer rods are required per manufacturer's recommendation.

IV. INTERIOR COMPONENT CONSTRUCTION

A. Gypsum Board and Non-Structural Framing

1. Metal framing members: 20 gauge minimum, corrosion resistant steel, 3-5/8", channel type at 16" on center; 24" on center is not acceptable. Verify gauge size with actual span and loading conditions.

Provide pre- manufactured deflection track at full height wall construction extending to either a floor or roof deck.

2. Wood framing members: nominal, grade 1 and 2, 2" x 4" at 16-inches on center.

B. Gypsum board (abuse resistant 8-foot and below each finish floor elevation): Minimum 5/8-inch typical thickness attached with 1-1/4" long drywall screws and finished per installation standards below. Provide 5/8-inch cementitious board at ceramic tile finish surfaces susceptible to water contact. Provide 5/8- inch water resistant gypsum board at areas subject to high humidity/moisture exposure or to water damage such as vestibules, mechanical rooms, janitor closets etc. Exterior wall insulation is to be covered from floor to roof deck with 5/8" gypsum board as noted above. Gypsum board above the acoustic ceiling line may be unfinished.

1. Installation: Gypsum board shall be installed and finished per United States Gypsum Co. levels of gypsum board finishing as follows:

- Level 1 finish: when above finished ceilings and concealed from view.
- Level 2 finish: as a substrate for tile.
- Level 3 finish: when scheduled to receive a heavy or medium textured finish.
- Level 4 finish: in offices and other areas that receive lower public traffic and visibility.
- Level 5 finish: for all walls and ceilings to receive a painted finish, lightly textured finish and/or wall coverings. Use in corridors and other high public traffic areas.

2. Trim and accessories: Use metal or plastic trim. Provide fire treated wood or 20-gauge metal wall reinforcement for toilet room accessories, wall mounted mechanical and electrical equipment, wall mounted cabinets, and other miscellaneous wall supported accessory items.

C. Gypsum Plastering: Portland cement plaster consisting of 3 coats over metal lath and/or 3 coats over concrete masonry units, float finish.

D. Applied Fireproofing: High density cementitious, cement-fiber or mineral fiber formulations. Fireproofing materials and applications shall comply with the Michigan Building Code, local fire marshal directives and UL requirements. Applied fireproofing component materials are to be from a single manufacturer. Surfaces are to be cleaned and prepared per manufacturer's recommendations. Repair and patch fireproofing material at areas subject to damage from pipe hangers, and equipment installation.

E. Fire and Smoke Resistive Joint Systems: Fire and smoke resistive joint systems including through-penetration firestopping of fire-rated construction. Components are to be from a single manufacturer complying with the Michigan Building Code, local fire marshal directives and U.L. requirements. The selected system must conform to the construction type, type of material penetrating the surface, and the type of space in which the penetration is located.

F. Joint Sealants: Provide either silicone or polysulfide elastomeric joint sealants at gaps between dissimilar materials, offsets, areas of expansion movement, areas of water and air penetration, and where visual appearance is critical. Acrylic caulking compound for interior use shall be a 1-part, 100% liquid polymer, acrylic base compound, and non-sagging, non-staining, gun consistency. Maximum joint size is ¼-inch.

G. Rough Hardware : Furnish all necessary nails and screws and all items generally classed as "rough hardware" including bolts, washers, anchors, straps, etc. that are required for proper assembly.

TABLE A1 ARCHITECTURAL DOOR, ROOM AND FINISH SCHEDULE

Architectural Door, Hardware, and Finish Standards Schedule									
	Tenant Separation Walls	Toilet Rooms	Enclosed Office, Conference Room, Storage	Open Office	Break Room	Perimeter Wall	Electrical, Mechanical, Service Room	Janitor Closet	Computer and Communications Room
Door Type	D-1 or D-3	D-4	D-5	D-5	D-5	D-1 or D-2	D-2 or D-4**	D-2 or D-4**	D-2 or D-4**
Door Hardware	H-1 or H-2	H-6 or H-7	H-4	H-3	H-3	H-5	H-3	H-3	H-3
Wall Type	W-1	W-2	W-4	W-5	W-4	W-6	W-3	W-3	W-3
Wall Finish Type	WF-1	WF-2	WF-2	WF-1	WF-1	WF-1	WF-3	WF-3	WF-3
Floor Type	F-1	F-4	F-1/F-2	F-1	F3/F6	-	F-5	F-3	F-3
Ceiling Type	C-1	C-2	C-1	C-1	C-1	-	C-3	C-2	C-1

Door Types Legend	
Designation	Door Type Description
D-1	Aluminum storefront medium stile with side light
D-2	Hollow metal frame and hollow metal door
D-3	Hollow metal frame and hollow metal door/ side light or narrow light glazing
D-4	Hollow metal frame and solid wood door
D-5	Hollow metal frame and wood door/ side light or narrow light glazing

DOOR/FRAME TYPES:
*Offices, Conference Rooms, Toilet Rooms: Standard Duty**
*Mechanical Rooms, Electrical Rooms, Service Rooms: Heavy Duty**
*Service Entrance Doors at building exterior: Extra Heavy Duty**
** Refer to Steel Door Institute criteria for description.*

Interior doors at offices, conference rooms, stairwells and other heavily used locations are to have a glass side light as a minimum. Interior doors shall be furnished with 6" wide x 24" high window openings and glazing (wired glazing if required by building code) on the storage room, break room and all pass-through doors.

*** Provide Door Type D-4 when opening is within the line-of-site of other wood doors.*

Hardware Legend	
Designation	Door Type Description
H-1	Panic bars, closer, lock, hinges, weatherstrip
H-2	Aluminum push/pulls, closer, hinges, floor bumpers
H-3	Mortise passage set, hinges, wall bumper
H-4	Mortise lock set, hinges, wall bumper, coat hook in offices
H-5	Mortise lock set, hinges, closer, wall bumper
H-6	Push /pulls, closer, hinges, wall bumper
H-7	Mortise lock set with Occupied/Unoccupied Indicator, hinges, closer, wall bumper (single occ. Toilet rm)

Wall Types Legend	
Designation	Wall Construction Description
W-1	3-5/8" metal studs at 16" o.c. with 5/8" gyp bd each face with 3" acoustical insulation. Extend from finish floor to underside of floor or roof deck. Provide deflection track and seal tight to deck above.
W-2	3-5/8" metal studs at 16" o.c. with 3" acoustical insulation, 5/8" gyp bd on one face with 5/8" cementitious bd and ceramic tile to 6' a.f.f opposite face. Extend wall to roof or floor deck above. Provide deflection track above.
W-3	3-5/8" metal studs at 16" o.c. with 5/8" gyp bd on one face with 5/8" gyp bd each face with 3" acoustical insulation. Extend to roof or floor deck above. Provide deflection track above.
W-4	3-5/8" metal studs at 16" o.c. with 5/8" gyp bd each face with 3" acoustical insulation. Clip to ceiling grid and provide 2' acoustical insulation at both sides of partition.
W-5	3-5/8" metal studs at 16" o.c. with 5/8" gyp bd each face. Clip to underside of ceiling.
W-6	1-5/8" metal furring with 5/8" gyp bd with rigid insulation. Extend 1' above ceiling.
Wall Finish Legend	
WF-1	Paint. Provide Type II medium-duty vinyl wallcovering if Wall Coverings are required per the Checklist of Building Components.
WF-2	Paint; wall tile provided as indicated for all Wall Type W-2 designations and chair rail at waiting and conference rooms. Provide Type III heavy-duty vinyl wallcovering if Wall Coverings are required per the Checklist of Building Components.
WF-3	Paint
Floor Legend	
Designation	Floor Type Description
F-1	State standard carpet with base
F-2	State upgrade carpet with base
F-3 / F-6	Vinyl composition tile with base / Luxury vinyl tile with base
F-4	Ceramic floor tile with sanitary coved base
F-5	No floor finish, anti-dusting sealer only
Ceiling Legend	
Designation	Ceiling Type Description
C-1	15/16" metal exposed tee suspension system with 2' x 2' x ¾" acoustical reveal edge lay-in tegular ceiling tile
C-2	½" gypsum board on metal suspension system, painted
C-3	Open, no ceiling, no paint

V. OPENINGS – see TABLE A1 ARCHITECTURAL DOOR, ROOM AND FINISH SCHEDULE

A. Aluminum Entrances, Storefronts and Curtainwall: Standard extruded aluminum and glazed systems with a minimum 1-3/4" member width, equal to systems by Kawneer, Tubelite, or Wausau. Finishes shall be either clear anodized, electronically deposited color, or fluoropolymer.

1. Doors are to have, at minimum, medium stiles and rails, with a 10" bottom stile meeting ADAAG requirements. Framing members are to be configured to accept insulated glazed units. All *exterior* doors shall be weather-stripped, have commercial quality ADAAG and MBF compliant aluminum threshold.
2. Automatic door operators are to be ADAAG and MBF compliant, electronically operated, surface mounted with weather tight aluminum housing. Operator is to be provided with an adjustable time delay. Provide 6-inch diameter push plate for activation.
3. Exterior and Storefront Glazing: 1-inch thick, Class A, low "E" glass, tempered or laminated as required by code. Glass shall be tinted to reduce glare.

B. Glazed Aluminum Curtain Walls: Glazed aluminum curtain wall systems components include extruded aluminum framing, thermally broken with internal reinforcement, insulated spandrel panels, trim, filler units and gaskets. Glass units are to be low "E" insulated either tinted or reflective. Anchor clips and accessories are to be aluminum, nonmagnetic stainless steel or galvanized steel.

1. Curtainwall finish shall be either clear anodized, electronically deposited color, or fluoropolymer. Fluoropolymer shall be Kynar 500, 2-coat for exterior applications and fluropolymer, Kynar 500, 2-coat or baked enamel for interior applications.
2. Exterior and Storefront Glazing: 1-inch thick, Class A, low "E" glass, tempered or laminated as required by code. Glass shall be tinted to reduce glare.

C. Structural Sealant Glazed Curtain Walls: Structural sealant glazed curtain wall systems components include extruded aluminum framing, thermally broken, with internal reinforcement, insulated spandrel panels, trim, filler units and gaskets. Glass units are to be low "E" insulated either tinted or reflective. Anchor clips and accessories are to be aluminum, nonmagnetic stainless steel or galvanized steel. Structural sealant must meet systems manufacturer's specifications.

1. Curtainwall finish shall be either clear anodized, electronically deposited color, or fluoropolymer. Fluoropolymer shall be Kynar 500, 2-coat for exterior applications and fluropolymer, Kynar 500, 2-coat or baked enamel for interior applications.
2. Exterior and Storefront Glazing: 1-inch thick, Class A, low "E" glass, tempered or laminated as required by code. Glass shall be tinted to reduce glare.

D. Exterior Doors and Frames:

1. Insulated Metal Doors: Other *exterior* doors, not at the main entrance, shall be custom insulated galvanized (G-90) metal construction, heavy duty commercial quality. Door face sheets shall be commercial quality, roller leveled, cold rolled, 16 gauge steel with 18 gauge stiffeners at 6" on center and polystyrene or urethane insulation core filler.
2. Frames shall be galvanized (G-90) prefabricated combination buck, frame, and trim type. Mitered joints shall have locking tabs at frame rabbets and backboards.

3. All *exterior* doors shall be weather-stripped and have a commercial quality ADAAG and MBF compliant aluminum threshold. All exposed steel surfaces shall be cleaned, bonded and coated with a baked-on zinc chromate based prime paint.

E. Overhead coiling doors are to be galvanized (G-90) steel, with manufacturer's standard paint finish. At exterior locations provide insulated polyurethane cores with jamb and sill weather stripping. Lift mechanism shall be torsion spring on cross head shaft with steel lift cables. Doors shall be electronically operated with standard three button open-close-stop type controls. Each door is to have separated controls.

F. Upward-Acting Sectional Doors (Garage Doors): Galvanized (G-90) sheet steel with minimum of 2-inch polyurethane insulation bonded to facing sheets (thermally broken) with manufacturer's standard finish paint. Provide weather stripping. Provide torsion spring lift mechanism on cross head shaft with braided steel cables, Provide NEMA Type 1 electric operated motor, side mounted on cross head shaft, adjustable safety friction clutch, gear driven limit switch, magnetic cross line reversing starter, mounting brackets and hardware. Surface mounted control station is to be a standard three button open-close-stop type; separate controls for each electric door operator. All upward acting sectional doors shall have an electric eye type safety override.

G. Windows: Provide window openings around at least two sides of the perimeter of the premises, on each floor at grade level. At least 15% of the wall surface on each level of the 3 sides shall be glazing to admit natural light. Glazing shall be 1-inch thick, Class A, low "E" glass, tempered or laminated as required by code. Glass shall be tinted to reduce glare.

H. Interior Glazing: Tempered or laminated as required by code.

I. Bullet Resistant Glass: at Level 3 per UL 752. Provide at transaction windows.

J. Observation Windows: One-way mirror glazing in hollow metal or wood frame.

K. Caulking, Sealants:

1. Acrylic caulking compound for interior use shall be a 1-part, 100% liquid polymer, acrylic base compound, and non-sagging, non-staining, gun consistency.

2. Maximum joint size is ¼-inch; backer rods are required per manufacturer's recommendation.

L. Interior Doors and Openings: Use standard height and width doors wherever possible to avoid custom fabrication. Doors are to swing against a wall whenever possible. Doors and frames shall bear UL labels as required by code. Vertical rod panic devices are not permitted.

1. Hollow metal steel doors are to be flush with composite construction Grade II, heavy-duty, 18-gauge cold-rolled, 1-3/4-inches thick at interior locations and Grade III, extra-heavy duty, 16-gauge galvanized steel 1-3/4-inches thick at exterior locations. Core types shall be as required for the fire rating required by code.

2. Interior steel frames may be welded or knock-down type, 16-gauge steel. Exterior steel frames must be welded type 16-gauge galvanized steel. Door frames shall be anchored with three anchors minimum per jamb. All door frames are to have door silencers and plaster guards.

3. Wood doors at interior locations are to be 1-3/4" premium grade, solid core, hardwood faced, with either a field or factory applied finish. Hollow core doors are not acceptable. Face veneer shall be select grade hardwood, of standard commercial thickness not less than 1/28" before sanding.

4. Similar commercial plastic laminate faced, or hollow metal may also be provided if approved by the State.

M. Access doors are to be fabricated with 16-gauge steel frames with 14-gauge steel doors, primed with a cylinder lock.

N. Hardware: Hardware shall be detailed, handled, supplied and serviced through an architectural hardware consultant. Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: Provide an electronic access control card operated system. Lessor's existing card operated system may be used if approved by the Tenant Agency.

1. Individual offices, storage rooms, individual restrooms, conference and hearings rooms shall be lockable by a twist button on room side, and unlockable by key on corridor side or untwist of room side locking button. All toilet room doors shall be provided with door closers and ball bearing type hinges. Security room door and frame shall be steel with heavy-duty hardware to include interior hinges, or hinges with non-removable pins, and be separately keyed with no master key control. Owner/Lessor to supply two (2) keys per piece of hardware, unless stated otherwise in the lease documents.

2. Hardware shall conform to applicable requirements of the building code, and for fire rated doors and frames, with appropriate sections of Chapter 5 of ANSI/NFPA 101. Hardware shall be made to blueprint template and be furnished to door and frame manufacturer.

3. Furnish and install door hardware to comply with the latest edition of the State of Michigan DTMB Office of Infrastructure Protection Door Hardware Specification which is available at https://www.michigan.gov/documents/dtmb/030718_DTMB_Door_Hardware_Spec_Revised_634971_7.pdf and are to comply with the following general minimum requirements:

   a) Quality level: Heavy duty commercial. All door handles shall be of heavy duty ADAAG-compliant lever type, except those on doors to hazardous areas. Brass keys, interchangeable cores, weatherproof if exterior.
   b) Exterior: Weatherproof, heavy-duty cylindrical lockset type with throw latch bolt. All exterior locksets must be designed or protected so they cannot be grasped by any wrenching device. Knob handles are not acceptable. All entry doors shall be equipped with electric push button operators for the handicapped. Operator push switch plates shall be of 6-1/4" diameter with embossed wheelchair symbol. All double doors at entrances shall be equipped with a tamper-proof astragal and have vertical deadbolts at the top and bottom of each door (verify requirements with local fire marshal or authority having jurisdiction).
   c) Interior: Cylindrical lockset with heavy duty lever handle. Knob handles are not acceptable.
   d) Exit devices: Finish to match other hardware, UL approved. Outside trim shall be fastened by means of concealed lugs and through-bolts to the active case. Interior vestibule exit doors shall be equipped with a latch paddle.
   e) Closers: All exterior doors shall be equipped with high frequency, ADAAG and MBF compliant closers. Door closers shall have key valves for back check, speed, and latching. Degree of opening shall be maximum possible without causing interference or damage to door or trim. Exterior closers shall be lockable in the full-open position. Closers shall be fastened to doors with sex bolts.
   f) Keying: Provide and install construction locks in cylinder cores on all exterior doors. Convert to cores for State use within 1 day after building control has been turned over to the State. A keying plan for interior door locks will be furnished by the State with the systems furnishings block plan. Cylinder cores and keys shall be provided by the Owner/ Lessor. The Owner/Lessor shall supply 2 keys per lock, and 4 master keys and Key Cabinet for key control, unless stated otherwise in the lease documents.
   g) Hinges and butts: Full-mortise type with non-removable pins at exterior doors. Hinges shall be provided with stainless steel pins, oil impregnated bronze bushings, or concealed ball bearing units. Provide 1-1/2 pair of hinges for each door.
   h) Hinged exterior doors, except fire doors, shall require no more than 8.5 lbs of force for operation; hinged interior doors shall require no more than 5 lbs of force for operation. Fire doors shall have the minimum opening force required by the fire marshal or authority having jurisdiction.

i) Push/pull units: Through-bolted type.
j) Door stops: Wall mounted, with wood blocking.
k) Weatherstripping: At all exterior hollow metal and aluminum doors provide perimeter door seals, door sweeps and barrier free aluminum thresholds.

VI. FINISHES -- see TABLE A1 ARCHITECTURAL DOOR, ROOM AND FINISH SCHEDULE (*REFER TO PAGES 14 and 15*)

A. Tile:

1. All toilet room wall surfaces are to have glazed ceramic tile extending a minimum of 6'-0" above finish floor, thinset with colored latex-cement grout. Tile is to be plain faced with cushion edges, ¼-inch thickness.
2. All toilet room floors are to have unglazed ceramic tile with integral coved base, thin-set with colored latex-cement grout and 2-coats of sealer. Tile to be porcelain, flat, with abrasive admixture, ¼-inch thickness with patterned face and cushion edges, with all special shapes required for one-piece inside and outside corners.
3. Other tile finishes may include porcelain, quarry, or glazed ceramic, with non-slip surfaces.

B. Acoustical Panel Ceilings:

1. Minimum ceiling height shall be not less than 9'-0" above finished floor, except in small rooms or limited areas, such as small ancillary mechanical or janitorial rooms, which may have ceiling heights of 8'-0".
2. Ceiling panels are to be mineral base panels, wet formed, standard fissured, white, with reveal (tegular) edge profile. Size to be 2' x 2' x ¾-inch, unless approved by DTMB-RED or DTMB-DCD. Minimum panel size at walls shall be no smaller than 6-inches.
3. Ceiling suspension systems are to be equal to Armstrong Contract Interiors Prelude XL, 15/16-inch, white direct hung heavy duty double-web exposed tee system (or approved equal). Provide all necessary attachment devices, hold-down clips, wall angle, acoustical sealant and hangers per manufacturer's recommendations. Do not hang suspension system off of pipe, conduit or ductwork. Suspend lighting fixtures independently of the ceiling suspension.
4. Provide unfaced sound attenuation blankets over ceiling systems to meet room to room sound transmission requirements.

C. Gypsum Board Ceilings: Provide painted, 5/8" gypsum board ceilings in airlock entry vestibules, janitor's closets and secure rooms. Provide means of access to ceiling systems for maintenance of equipment or repair of system.

D. Resilient Flooring:

1. Resilient tile flooring to be vinyl composition tile, Composition I, non-asbestos formulated, Class 2, 12-inch x 12-inch x 1/8-inch thick or Luxury Vinyl Tile, Class III, 2.5 mm thick.
2. Vinyl wall base shall be 4-inches in height x 1/8-inch thick. Provide cove base at vinyl composition tile locations and straight base at carpet locations. Provide vinyl or rubber treads at all stair treads locations. Provide vinyl edge strips at terminations and transitions.

E. Access Flooring – If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards: Access flooring panels shall be lightweight concrete filled zinc-coated steel pans with a rigid bolted pedestal understructure secured to the concrete floor.

1. Minimum design load for access flooring system shall be 1250 lbs. minimum with a minimum uniform load of 400 lbs./s.f. Facing material shall be carpet in office areas and plastic laminate in data rooms. Provide all ramps, steps, aluminum guard rail accessories.

2. At office areas provide flush electrical/telephone/data outlet boxes with hinged cover and with adjustable air supply dampers. At data room locations all cutouts for data cable are to be grommeted with nylon brush closures. Provide perforated tiles for air supply.

F. Carpet: The State of Michigan has a statewide contract for the supply and installation of the specified carpet with a single manufacturer and installer. This contract may also be utilized for SOM leased spaces. Any upgraded carpeting noted on the finish schedule and or the building program statement is not included as part of this predetermined bidding process. All costs for the supply and installation of carpeting is to be included as part of the contract.

1. Carpet Materials Manufacturer/Subcontractor:
   Carpet Manufacturer: Tarkett USA Inc.
   Primary Contact: Elyse Bertling, Account Executive
   Tarkett North America, 444 N. Wells Street, Ste. 501, Chicago IL 60654
   Email: elyse.bertling@tarkett.com
   Cell: (248) 346-8733

2. Installation Contractor: Lansing Tile & Mosaic
   Primary Contact: Gavin Ruehle, State Contract Coordinator & Project Manager
   Lansing Tile, 2210 Apollo Drive, Lansing MI 48906
   Email: gavin.ruehle@lansingtile.com
   Cell: (517) 204-7023

Field Carpet Selections:	Colormap (11130) 24"x24" Texturemap (11129) 24"x24", 9"x36", 18"x36" GeoKnit (10887) 24"x24", 9"x36", 18"x36" Tailored Madras (11284) 24"x24", 9"x36", 18"x36" Maelstrom (04849) 24"x24", 18"x36" Applause III (02803) 24"x24"
Walk-Off Carpet:	Assertive Action (04837) 24"x24", 9"x36", 18"x36" Assertive Rib (04838) 24"x24", 9"x36", 18"x36" Assertive Stria (04839) 24"x24", 9"x36", 18"x36"

3. Chair pads are required for protection of carpet texture. Absent the use of chair pads, more intensive maintenance will be required for areas in direct contact with chair caster traffic, and some degree of appearance change is to be expected. See Lease for requirements for carpet replacement.

G. Wall Covering: If required by the Checklist of Building Components, provide Type II medium duty in offices and areas not subject to high abuse. Provide Type III heavy-duty wall covering in high abuse areas such as corridors, toilet rooms and break rooms. Provide clear plastic, vinyl, or poly corner guards up to 60" above finish floor on all outside corners to protect vinyl wall covering.

H. Painting: Painted surfaces shall receive 1 coat of primer and 2 coats of finish. A complete room finish schedule shall be submitted for approval by the Lessee/Tenant Agency prior to construction. Colors shall be selected and/or approved by the State Agency. Use only first-line commercial products for all coating systems similar to Sherwin-Williams, Benjamin-Moore, Pratt & Lambert or PPG. Provide poly corner guards up to 60" above finish floor on all outside corners to protect painted wall.

EXTERIOR	PAINT/COATINGS
Concrete and Stucco	2 coats exterior polyvinyl emulsion
Concrete Masonry Units	1 coat latex block filler, 2 coats exterior acrylic
Ferrous Metal	1 coat synthetic rust-inhibiting primer, 2 coats full-gloss alkyd enamel
Zinc-Coated Metal	1 coat galvanized metal primer, 2 coats full-gloss alkyd enamel
INTERIOR	
Concrete Walls	2 coats latex interior flat
Concrete Masonry Units	1 coat latex block filler, 1 coat interior enamel undercoat, 1 coat interior semi-gloss
Gypsum Drywall Ceiling	1 coat latex interior primer, 1 coat latex flat
Gypsum Drywall Wall	1 coat latex interior primer, 2 coats interior semi-gloss odorless alkyd enamel
Gypsum Drywall to Receive Wall Covering	1 coat latex interior primer
Woodwork and Hardboard (Painted)	1 coat interior enamel undercoat, 2 coats alkyd gloss enamel
Woodwork, and Millwork (Stained)	1 application wood filler, 1 coat oil based interior wood stain, 1 coat shellac, 2 coats oil rubbing varnish
Ferrous Metal	1 coat synthetic rust-inhibiting primer, 1 coat interior enamel undercoat, 1 coat exterior alkyd gloss enamel
Zinc-Coated Metal	1 coat galvanized metal primer, 1 coat interior enamel undercoat, 1 coat exterior alkyd enamel

1. All exposed piping, conduit mechanical and electrical components in finish areas are to be either field painted or pre-painted by the manufacturer.
2. Provide odorless paint when painting in areas occupied by personnel regardless if painting operations are conducted during or after business hours.

I. Chair Rail: Provide 1" x 4" HDPE, solid-surface, bamboo, or hardwood chair rail routed at top and bottom edge for a finished appearance, mounted 32" above finished floor in the lobby (coordinate final elevation with furnishings for each space prior to installation), break room, offices, and all public spaces at minimum. HDPE is preferred in lobbies and waiting rooms. Softwood chair rail is not acceptable. Additional areas will be identified by the State on preliminary drawings provided by the Owner/Lessor.

J. Interior window sills shall be durable water and moisture resistant materials such as HDPE, finished hardwoods, solid surfacing, natural stone, or artificial stone. Gypsum board or softwood window sills are not acceptable. Provide 1" x 6" interior window sills at all interior sliding windows.

K. Plywood Backboards and Wall Blocking: Provide one 4' x 8' x ¾" telephone equipment backboard mounted to wall in the telephone closet. Plywood backboard will be finished with 2 coats of white enamel paint.

L. Wood blocking: Provide 2" x 10" wood blocking in wall cavities where door swing motion could cause door lever hardware to pierce gypsum drywall board, for the installation of wall-mounted door stops. Provide 2" x 6" wood blocking in wall cavities to support handrails in accessible restroom stalls.

VII. SPECIALTIES

A. Visual Display Surfaces: Marker boards are to be porcelain enamel faced for liquid-type markers with core material and backing with an aluminum tray.

B. Directories: If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, requires it, or if the State is the sole tenant and occupies 100% of the building, provide a building directory at the main entry point. The directory shall be metal or wood framed consistent with the décor of the building, glass enclosed and lockable, sized not less than 36" high x 24" wide. If the Lessee/Tenant Agency is part of a multi-tenant building, provide space within the existing building directory of not less than 3 lines. Provide LED illumination from within the unit.

C. Interior Signage: Interior signage shall meet the DTMB standard interior signage design. Refer to https://www.michigan.gov/documents/dtmb/Signage_Standards_634895_7.pdf for design and layout requirements. Locate signs as required by ADA and building code requirements, and on rooms and spaces intended for public use such as conference, meeting, and hearing rooms. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide signage for all spaces.

D. Exterior Post, Panel and Pylon Signage: If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide an illuminated exterior sign, mounted on a post or pylon. Design of the sign shall be approved by the State Agency.

E. Telephone Specialties: If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide a public telephone with enclosure.

F. Toilet Compartments: At public or employee use toilet room locations, toilet compartments, urinal screen and privacy panels are to be fabricated from HDPE or other solid surfacing material.

   1. Toilet compartments are to be floor mounted and overhead braced with security over-ride latching devices. Urinal screens are to be wall hung. Any miscellaneous partitions are to be wall hung or floor supported. All fasteners and hardware are to be tamperproof.

G. Toilet Room Shelving: At employee toilet rooms provide a minimum 12" x 36" parcel shelf adjacent to entry door.

H. Toilet and Bath Accessories: All toilet accessories are to be ADAAG and MBF compliant. Use recessed or semi-recessed as required to maintain clear pathway. Coordinate dispenser type with towel and tissue type provided by building maintenance. Combination units provide cost savings in installation.

Item	Manufacturer, Model (or approved equal)	Notes
Combination Toilet Tissue and Waste	Bradley 5952, Gamco TSC-7	Stainless steel, dual roll, integral waste receptacle
Combination Toilet Compartment Unit	Bradley 5911, Gamco TSC-5PH,	One per public toilet compartment.
Toilet Tissue Dispenser (without integrated waste)	Bradley 5402, 5412, Gamco TTD-5, TTD-6, TTD-7	Stainless steel, dual stacking roll, partition mounted, one per stall, if not practical to use combination unit
Stall Waste Container	Bradley 4721-15, 4722-1015, 4722-15, 4731-15, Gamco ND-3	Stainless steel, partition mounted, one per stall, if not practical to use combination unit
Toilet Seat Cover Dispenser	Bradley 5831, Gamco TSC-1	One per stall, if not practical to use combination unit
Combination towel dispenser/waste receptacle	Bradley 2037, Gamco TW 9, TW-9-4	Stainless steel, fully recessed, large capacity
Feminine Product Dispenser	Bradley 401, 407; Gamco 352-25, NV-2-4	One per women's toilet room, coin or free operation
Accessory Hook	Bobrick B-212	
Grab Bars	Size and configuration required to meet ADA and Michigan Barrier Free requirements.	1-1/2" round stainless steel
Soap Dispensers	Bobrick B-824, B-828 (foam)	Line voltage plug-in touchless (no battery), one per lavatory fixture, refillable. (Mount plug high under sink so as to not be visible)
Hand dryers	World Dryer SMARTdri, AirMax, or SLIMdri	Hardwired touchless, energy efficient
Faucets	Delta, Moen, American Standard	Line-voltage (no battery) touchless
Changing Tables	Koala Care, Bradex	One per each public restroom
Mirrors and frames	Full width mirrors with ¼" thick mirrored glass and polished steel frames	
Mop and Broom Holders	Two per janitor's closet	

I. Operable Partitions: Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide an electrically operated, folding panel partition system, ceiling suspended with overhead track. Panels are to be vinyl faced and side stacked with a minimum 50 STC rating. Provide all necessary steel support framing. Verify existing structural framing capacity with operable partition loads. Manual operation acceptable for small partitions only.

J. Fire Extinguishers and Cabinets: Fire extinguishers are to be provided per the requirements of the Michigan Building Code. Fire extinguishers shall be multipurpose dry chemical type sized and rated for project requirements. Provide flush mounted in recessed wall cabinets in public, office and work areas and provide surfaced mounted on metal brackets at warehouse and storage areas. Cabinets are to be recessed trimless type with aluminum baked enamel finish. Doors are to have glass panels with flush type opening device.

K. Built-in Projection Screens: Where required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide electrically operated, recessed, ceiling mounted screens. Viewing surface is to be matte white and edge treatment is to be without black masking borders.

L. Window Treatments: Provide commercial grade vinyl vertical blinds or shade fabric roller blinds at all exterior windows. Blinds are to be a minimum 3-1/2 inch wide and white or off-white in color, with chain and cord for manual operation. Shade fabric roller blinds shall use a minimum 6 oz/yd fabric in a color selected or approved by the State Agency, with chain and cord for manual operation.

M. Millwork/Casework:

1. All casework for break rooms, conference rooms and work areas is to be plastic laminate on particle board with frameless construction and full overlay doors. Laminated plastic shall be high pressure plastic laminate complying with NEMA Standards Specifications for General Purpose Grade (HGS/Grade-10 .050") with selection from standard selections, solid colors or wood grains.

2. Cabinets shall be complete with hardware, drawers, dividers, and adjustable shelves. Drawers shall be suspended on steel slides with ball bearing type nylon rollers for ease of operation. Drawer slides shall have a 100 lb. Load rating. Provide wire pulls or simple knobs compliant with the ADAAG.

3. All millwork and installation shall conform to the performance standards of the Architectural Millwork Institute. Finish wood materials to receive stain or transparent finish shall be "Custom" grade. Casework hardware shall be equal to Knape & Vogt Manufacturing Company products.

4. At all areas other than toilet rooms, countertops are to be solid surface with eased front profile and square edge backsplash.

5. At public use and employee toilet rooms all counter and lavatory surfaces are to be fabricated from HDPE.

N. Bullet-Resistant Panels: If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards Fiberglass ballistic panels shall be 5/16-inch thickness with UL-200, level-2 rating. Face bullet resistant panels with gypsum board.

O. Shelving: Provide solid wood or metal shelving in the janitor closet for storage of cleaning and paper supplies.

P. Entrance Floor Grilles: At all public and employee exterior entrances provide recessed entrance floor grilles. Floor grilles and frames are to be extruded aluminum. Floor grilles are to have top-surfaced tread rails with nylon carpet inserts.

VIII. CONVEYING SYSTEMS

A. Passenger Elevators: Compliance with the requirements of the ADAAG and Michigan Building Code will provide the minimum determination for provision of a passenger elevator, unless specified in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards.

1. For typical 2-stop application provide a hole-less hydraulic passenger elevator system, 2,500 pound capacity minimum with a finish clear cab size of not less than 6'-8" x 4'-3" with a minimum ceiling height of 7'-11". Cab speed shall not be less than 80 feet per minute. For facilities requiring more than 2 stops, or depending on building size and use, multiple elevators, larger elevator platform size, speed and weight capacity will be required. Elevator cabs are to have plastic laminate side walls, protective bumpers and skid-resistant vinyl composition tile floor surface. Furnish removable protective pads.

B. Freight Elevators: A freight elevator is required for a building over 2 stories (or 2 stops). The need and description for a freight elevator in a two-story building is to be noted in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards.

1. A freight elevator, at minimum, shall be Class A, hydraulically operated, with a minimum of 2500 pound loading capacity. The minimum clear cab floor size shall be 5'-4" x 7'-0". Freight elevator ceiling height should be a minimum of 12'-0" to facilitate moving equipment and furnishings. Elevator cabs are to have plastic laminate side walls, protective bumpers and skid-resistant vinyl composition tile floor surface. Furnish removable protective pads.

2. Elevator shaft way, electrical, and mechanical, emergency function, and elevator components are to be designed, manufactured and installed to comply with the latest edition of the State of Michigan Elevator Code as well as meet ADA requirements. No building HVAC or plumbing system piping shall be allowed in the elevator shaft or machine. If HVAC or piping is specifically required for the elevator system the design and installation shall be coordinated with the elevator manufacture.

IX. FIRE SUPPRESSION

A. Fire Protection and Fire Detection/Alarm Systems shall be provided in all State of Michigan facilities and leased facilities. Fire protection systems are to conform to NFPA, state and local codes.

B. Sprinkler piping shall be schedule 40, schedule 10, or copper. No saddle fittings or flexible fire sprinkler connections will be permitted.

C. Concealed type sprinkler heads shall be used in all occupied areas. In existing buildings, sprinkler heads shall be replaced if they have been recalled.

X. MECHANICAL, PLUMBING & HVAC

A. Meet or exceed all State of Michigan and Local vicinity code and regulation requirements for the mechanical systems in all State of Michigan leased, owned, or operated facilities. Some of the requirements of this standard exceed code requirements.

B. Review latest editions of State of Michigan Governor's energy directives, American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) standards 15, 55, 62. Follow the more stringent requirements.

C. Coordinate additional amenities and requirements with the building program as defined in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards.

D. Existing mechanical and HVAC equipment and components intended for reuse shall be in clean, operable, and efficient condition. All existing piping which is re-used shall be labeled. The existing piping and ductwork, including connections and diffusers, shall be thoroughly inspected for size, condition, and suitability for re-use.

1. Existing HVAC components, piping and devices no longer being used shall be completely removed and not abandoned in place. All openings in existing walls, floors, and shafts shall be properly fire-stopped after the removal of old HVAC components and piping.

E. Gas Service Entrance: Gas piping entering the building must be protected from accidental damage by vehicles, foundation settlement or vibration. Where practical, the entrance should be above grade and provided with a self-tightening swing joint prior to entering the building.

F. Mechanical/HVAC Design and Planning

1. Energy savings should be a primary component and part of the selection of HVAC equipment. The facility or building design shall comply with both the mandatory and prescriptive provisions of latest ASHRAE standards. The proposed building performance rating compared to baseline building performance rating per ASHRAE standards (without amendments) by building simulation method is to be 14% higher on new buildings and 7% higher on existing buildings.
2. Design systems that require zero use of CFC-based refrigerants for new systems; complete a comprehensive CFC phase-out conversion when reusing existing systems.
3. Design HVAC and refrigeration systems with refrigerants with no or very little ozone depleting potential. Projects shall comply with current LEED guide lines and standards.
4. Establish temperature and humidity comfort ranges and design the HVAC system to maintain the comfort ranges (See Table M1) in accordance with ASHRAE; and must meet requirements of the Lease.
5. Require an assessment of tenant space or building thermal comfort within a period of 8 to 12 months after occupancy. Based on the assessment, a corrective action plan is to be developed if Table M1 requirements are not maintained. This plan shall include measurement of relevant environmental variables in problem areas in accordance with ASHRAE.
6. Duct sizing and velocities shall be designed to minimize air noise.
7. Kitchen or other exhaust hoods shall meet NFPA regulations and local health department requirements.
8. For facilities 15,000 square feet and above, provide a building automation system to monitor and control lighting, ventilation, heating and air conditioning systems. The Lessor shall provide the latest technology and technology integration for building automation systems.
9. Fire alarm and security system must function as stand-alone systems with an interface to the building automation system (if provide based on size of facility).
10. Vertical zoning: Layer components in the ceiling space with the plumbing and sprinkler piping zone near the underside of the structure, the HVAC duct zone in the middle and the lighting zone immediately above the ceiling system. Sufficient space must be provided to accommodate future lighting relocations and changes without the need for moving HVAC or other components.
11. Valves are to be located in accessible ceiling and wall areas where possible. Provide access panels in gypsum board ceilings and wall locations. Coordinate with furniture plans.
12. Mechanical systems are to be designed with future expansion in mind. Provide valves, controls etc. at locations where future equipment tie-ins would be likely and where systems isolation seems prudent.
13. Catwalks with access ladders are to be provided for all equipment that cannot be maintained at floor level.
14. Documentation of all the building systems is to be provided for the guidance of the building engineering staff. Documentation is to indicate actual elements that have been installed, how they performed during testing and how they operate as a system in the completed facility.
15. The Agency contact is to be provided with the following: 3 copies of prints identifying HVAC zones, record drawings and specifications (both hard copy and on a USB drive w/ indexed PDF), operating manuals with schematic diagrams, sequence of operation and system operational criteria for each system installed and maintenance manuals with complete information of all major components in the facility.
16. Provide posted operation instructions for manually operated mechanical systems. They are to consist of simplified instructions and diagrams for equipment, controls and operations of the systems , including boilers, refrigeration equipment, HVAC controls, hot and chilled water distribution and hot and cold water domestic water. Instructions are to be framed and posted adjacent to the major piece of equipment of

the system. The amount of instruction time provided is to be commensurate with the complexity of each system.

17. Allow adequate space for maintenance access to coils, pumps, filters etc.
18. HVAC equipment shall not be placed in ceiling spaces above computer rooms, server rooms, electrical rooms, telephone rooms etc.
19. All mechanical rooms and kitchens shall have floor drains.

G. Plumbing Systems

1. If a well is required, the well is to be tested and documentation provided for water flow, water quality, chemical content and performance. The test results must be submitted for approval and acceptance. Non-performing wells will be rejected. If water requires treatment, the water treatment system shall be included and provided.
2. Sanitary and Storm system piping shall be separated and discharged per code and local regulations. Sewage ejectors are only to be used where gravity drainage is not possible.
3. Booster pumps for domestic water service are to be provided when required to maintain system design pressures.
4. Recirculation piping is to be provided for all domestic hot water systems.
5. Avoid water-filled plumbing on outside walls, above ornamental ceilings or in unheated areas.
6. Plumbing fixtures
   a) Commercial grade and based upon American Standard or Kohler.
   b) Low-flow water closets, urinals, faucets for sinks and lavatories are required for all locations. Do not use waterless urinals without approval by the Design and Construction Division during the schematic design phase of a project.
   c) Fixtures designated for use by the handicapped must comply with the requirements of Federal Standard 795; Uniform Federal Accessibility Standards and the requirements of the Title III Standards for the ADA.
   d) At sink locations with exposed piping provide ADA compliant jacketed prefabricated piping insulation. Color to be chosen by the State Agency.
7. Drinking fountains are to supply 55°F water, from standard packaged electric water coolers with bottle filler.
8. Dishwashers: If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, dishwashers shall have dedicated booster heat units that meet all code requirements.
9. Valves and Shut-offs
   a) Provide isolation valves at all pieces of equipment and at each restroom fixture for both hot and cold water. Each restroom facility is to have separate water shut-off.
   b) Locate valves where they can be reached for service in hallways and public spaces where possible.
   c) Valves and other operable fittings must be tagged. A valve tag schedule shall be provided as part of project closeout documentation. Properly identify all valves and locations.
10. Pumping Systems
    a) Primary/secondary systems are recommended. If minimum flows are required, use separate, constant flow primary water pumps and variable flow secondary systems.

b) Pumps used in closed loop hydronic piping are to be designed to operate to the left of the peak efficiency point on their curves (high head, less flow) to compensate for variances in pressure drop between calculated and actual valves without causing pump overloading. Do not use pumps with steep curves due to limiting of system flow rates. Pumps are to operate at no less than 75% efficiency for their performance curve.
c) Packaged variable flow pumping may be used. However, pumps and their controls are to be supplied by the same manufacturer.
d) All closed loop heating and cooling systems shall be treated with a corrosion inhibitor.

11. Piping Systems

a) Provide cathodic protection or other means of preventing pipe corrosion.
b) Isolation valves, shut off valves, by-pass circuits and unions are to be provided as necessary for piping at equipment to facilitate equipment repair and replabacker. Equipment requiring isolation includes boilers, chillers, pumps, coils, terminal units and heat exchangers. Valves are to be provided for zones off vertical risers.
c) All pipe is to be labeled and color-coded according to ANSI Z535.1-1991 Safety Color Code and ANSI A13.1-1981 Scheme for Identification of piping Systems. Pipe markings must effectively communicate the contents of the pipes and give additional information if special hazards (such as extreme temperatures or pressures) exist, i.e. "Steam 110PSIG". Arrows shall indicate direction of flow. Label placement shall insure that labels can be easily read based upon label elevation and viewing angle of individual. Labels, at a minimum, shall be placed within six feet of valves, where change in direction occurs, on entry/re-entry points thru wall and floors and on straight segments with spacing between labels that allows for easy identification.
d) Valves and other operable fittings must be tagged. A valve tag schedule shall be provided as part of project closeout documentation. Properly identify all valves and locations.
e) Copper piping shall be used on all domestic and hydronic piping systems – *no PEX piping will be accepted.*
f) All closed loop heating and cooling systems shall be treated with a corrosion inhibitor.

12. HVAC Systems

a) HVAC air distribution requires the establishment of minimum Indoor Air Quality (IAQ) performance to enhance indoor air quality in building by complying with minimum requirements of ASHRAE.
b) Provide properly installed condensate drains to prevent build-up of condensate in air handling unit or other equipment drain pans.
c) All closed loop heating and cooling systems shall be treated with a corrosion inhibitor.
d) For HVAC piping systems, provide isolation valves at all pieces of equipment and coils for maintenance and service. Locate the valves where they can be reached for service.
e) HVAC piping insulation shall be installed on all piping, valves, terminal units and all section.
f) Do not leave un-insulated gaps between components that can cause condensation.
g) Location of temperature sensors and thermostats shall be coordinated with furniture, equipment and window locations.
h) Kitchen hood design must meet NFPA regulations as well as all local health department requirements.
i) Air filters are to be changed at the time of occupancy.
j) Provide acoustical sound boots at ceiling return air grilles at offices, meeting rooms and conference rooms if walls do not extend to the roof/floor deck above or if a separate return air duct system is not provided.
k) Air handlers are to be equipped with variable frequency drives to control fan motor speed.

13. Vibration and Acoustical Isolation

    a) Isolate all moving equipment in the building under dynamic loading.
    b) Use flexible connections for piping/ductwork terminations.
    c) All wall/floor openings for ducts and piping are to be sealed except at shafts dedicated to gas piping which must be ventilated.
    d) Reduce fan vibrations immediately outside of all mechanical room walls by acoustically coating or wrapping the duct.
    e) Provide spring and rubber isolators for piping 2-inches and larger hung below noise sensitive spaces.

14. Layout of Mechanical Spaces: Mechanical rooms are to be laid out with clear aisles and access to all equipment. Lighting is to be laid out so as not to interfere with equipment. Housekeeping pads are to be 3-inches wider than the mounted equipment on all sides.

15. Building Mechanical Specialties

    a) Electrical Generators: If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, fuel systems, capacity and system components being supplied with backup emergency generator shall be clearly defined and specified in the Lease or Specification requirements.
    b) Computer Data Centers Server Rooms: If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards or the building program, provide special HVAC equipment required for any Computer Data Centers, Server Rooms or Computer Training Rooms.

TABLE M1 – General Office Mechanical Space requirements

Mechanical Minimum Design Requirements for General Office Space	
Code Reference	HVAC Systems –Michigan Uniform Energy Code, latest edition Michigan Mechanical Code, latest edition Ductwork – SMACNA, latest edition Plumbing -- Michigan Plumbing Code, latest edition
Temperature	73°F ± 4°F (± 5°F for Leases)
Humidity	30-50%
Ventilation	Office Space: 20 cfm per person or 0.2 cfm / sq. ft. (whichever is greater) Break Room: 30 cfm per person Waiting Area: 15 cfm per person Kitchen/Toilet/Janitor's Closest: 10 air changes per hour and 100% exhaust
Air Conditioning	Equipment: 3 watts / sq. ft. Lighting: 2 watts / sq. ft.
Ductwork	Supply and Return air shall be ducted (except at raised floor systems). Return air plenums are not acceptable. Duct insulation shall be external wrap only; no internally lined duct will be accepted. Flex duct allowed within 10-feet of ceiling diffusers.
Miscellaneous	Provide a minimum of 1 electric water cooler and drinking fountain combination unit with bottle filler. Locate adjacent to restrooms.

Standard Piping Material	**Use**	**Comments**
ASTM Schedule 40	Chilled water up to 12-inch diameter. Condenser water up to 12-inch diameter.	150 psi fittings. Standard weight pipe over 12-inch diameter. 150% of working pressure
	Hot water	Test to 300 psig.
	Natural gas	Weld and test to 300 psig
ASTM schedule 80	Steam over 15 psig	Test to 500 psig, 150% of working pressure
Copper tubing *(no PEX)*	Chilled water, Condenser water	Builder option. Use type K below ground and type L above ground.
	Domestic water	Lead free solder connections
	Refrigeration	Type ACR
Cast Iron	Sanitary, waste and vent	
PVC	Storm	Below grade only

XI. ELECTRICAL

A. Meet or exceed all State of Michigan and local vicinity code and regulation requirements for the electrical systems in all SOM leased, owned, or operated facilities. Some of the requirements of this standard exceed code requirements.

B. When an existing facility or building is being used, all existing circuits (including wiring, connections, and disconnects), proposed for reuse shall be thoroughly inspected for size, condition, and suitability for re-use, and labeled.

1. All existing wiring, conduit, and devices no longer being used shall be completely removed and not abandoned in place. All existing unused power supply wiring or cabling shall be completely removed back to supply distribution panel and circuits breakers relabeled as "Spare" or with the new circuit title.

2. All openings in existing walls, floors, and shafts shall be properly firestopped after the removal of old conduit and wiring.

C. Electrical Site Design and Planning

1. Spare conduits shall be provided at all primary, secondary, and panelboard feeders for future use.

2. Electrical metering locations and metering sockets must be acceptable to the local utility company.

3. New transformers shall be free of any hazardous materials (PCB's, asbestos, etc.), and dry type transformers are preferred.

4. Exterior lighting design and layout shall meet the latest requirements of the LEED standards established for the project and conform to Dark Skies requirements.

5. All underground conduit and duct banks shall be water tight and sloped to manholes or junction boxes with a sump.

6. All underground conduit/wiring shall be buried with a marker/tracing wire and a plastic warning tape approximately one foot above the conduit/wire.

7. Lightning protection shall be provided for all buildings and associated structures per NFPA and any other code requirements.

D. Electrical Building Design/Planning

1. Circuit Planning: Planning shall include locations of copier, microwaves, coffee machines, dishwashers and vending machines. Provide as a minimum, 20-amp dedicated circuits with isolated grounds to all copy machines. Provide as a minimum a separate 20-amp circuit for each device.

   a) Provide as a minimum isolated ground 20-amp circuits with surge protected receptacles for all main computer hub network equipment and audio-visual equipment.
   b) Provide a minimum of a twenty-five (25%) percent spare capacity above maximum demand for future growth of the electrical system.
   c) Dedicated isolated-grounded circuits are not required for computer receptacles.
   d) Provide a minimum of one (1) 120-volt duplex receptacle in all building entrance vestibules.

2. General:

   a) Planning shall take into consideration the Lessee/Tenant Agency's Phone and Data systems, security system components including; cameras, card access systems, door monitoring systems, and any other components included in the security system.

b) If a Fire Alarm system is required place annunciation panels in a location coordinated with the Lessee/Tenant Agency. If a connection to the local fire department is required it shall be included.
c) All electrical panels, control panels, and disconnect panels shall be lockable and within the building all be keyed alike. (Lock hasps are acceptable).
d) Provide concrete housekeeping pads for all floor mounted electrical equipment. Pads are to be a minimum height of 3 ½ inches and extend a minimum of 6 inches beyond the perimeter of each piece of equipment.

3. Electrical Power Requirements

a) Full Height Offices: Provide 4 standard 120-volt, 20-amp duplex receptacles supplied by a 20-amp general service circuit. One of the four shall be an orange isolated circuit receptacle.
b) Conference Rooms: Provide 4, 120-volt, 20-amp duplex receptacles.
c) Conference, Lunch, and Break Rooms: Provide 1, 120-volt, 20-amp GFI duplex outlet near the counter/sink.
d) Furniture Systems: Provide for each grouping of 4 cubicles or less, a wiring assembly consisting of 8 conductors back to the circuit breaker panel, to yield at the systems furnishings 3 hot, 3 neutral. 1 common ground and 1 isolated ground (either three 15-amp or three 20-amp breakers.) Power may come through the ceiling, floor or wall but may not exceed the ratio stated above.
e) Connections to systems furniture: The State will supply base feed power conduit (from furniture systems manufacturer) or power poles. Base Feed is preferred. Each group of 4 workstations will require a power pole or a base feed. Provide 90-degree elbows for power and communications at connection to exposed wall and floor boxes. Installation of base feed or power poles is by Lessor. Direct, final and complete connection to the modular furniture system shall be the responsibility of the Lessor, including cutting ceiling tiles to accommodate installation of Lessee supplied power poles. All work shall be coordinated with electrical contractor.

4. Firestopping: Provide U.L. listed firestopping assemblies for all openings and sleeves through floors and firewalls. Telephone, data, or other communications cable sleeves shall be firestopped after the respective contractor's work is complete.

5. Cabling:

a) Whenever possible, below grade electrical, telephone, and data cabling are to be installed in concrete encased duct banks. Telephone and data are to be separated from electrical power with independent conduit systems.
b) All telecommunications cabling shall be kept in trays and/or conduit separate from primary or secondary power cabling. See requirements of http://www.michigan.gov/documents/dtmb/1345.00.02_Network_and_Telecommunications_Infrastructure_Facility_Standard_482663_7.pdf for cabling, tray, conduit, and building entry requirements.
c) All cabling to be labeled.

6. Lighting

a) Lighting controls used in public areas are to comply with ANSI/ASHRAE/IESNA regulations.
b) Lighting fixtures shall be located where practical, so scaffolding is not required for lamp replacement.
c) Lighting in all occupied rooms will be controlled by an automatic sensor with a manual wall switch override. Locate sensors to avoid nuisance triggering.
d) Lighting shall be LED (preferred) or fluorescent type, with a color range between 3500 and 4000K. Lighting levels shall meet or exceed the recommendations of the IESNA Handbook for the use of each space. Daylight harvesting is encouraged but not required.

e) All electrical system components and devices shall be independently supported from the building structural framing members and supported per manufacture's recommendations.
f) Provide adequate LED lighting, including emergency lighting, to service all equipment in mechanical rooms. Provide GFI service outlets for supplemental lighting in mechanical spaces. Provide GFI outlets within six (6) feet of Control Panels.
g) Provide emergency lighting as required by code or if required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards. Emergency lighting shall be tied to an emergency generator, provided with battery back-up, or dual-feed electrical supply.

7. Wiring:

a) All building electrical systems wiring smaller that AWG # 10 shall be copper.
b) All electrical circuits or main feeders shall be solid tubular (Non-flexible) type conduit. *Flexible conduit is only acceptable as a 6-foot whip for either light fixtures or power poles.*
c) All receptacles and switches shall be a minimum of specification grade quality.
d) Emergency circuit receptacles, switches, or devices shall have color RED bodies.
e) If surface mounted raceway is required and non-exposed conduit is not feasible then painted "Wiremold" is required.
f) All wiring to be labeled.

8. Building Electrical Specialties

a) Electrical Generators: If required by the RFP, provide emergency electrical generator with required switching for the capacity and system components determined in the RFP. Alternatively, provide an external portable generator hookup and transfer switch.
b) Elevators – meet all code requirements, including ADA requirements. All elevators shall be equipped a battery backup device that allows for exit of any persons trapped in elevator when building or local power is lost.
c) Computer Data Centers Server Rooms: If required in the Request for Proposal (RFP), Program, or State Agency Supplementary Standards or the building program, provide required electrical for any Computer Data Centers, Server Rooms or Computer Training Rooms.

XII. COMMUNICATIONS

Follow the requirements of the DTMB Network and Telecommunication Infrastructure Facility Standard 1345.00.02 (included below) for the design of building entrances, main telecommunication rooms, telecommunication rooms, pathways, backbones, cabling, and other communications systems. Wiring will be performed by the DTMB or their contractor; however, all conduit, electrical service, and infrastructure shall be part of the building's design and construction contract.
http://www.michigan.gov/documents/dtmb/1345.00.02_Network_and_Telecommunications_Infrastructure_Facility_Standard_482663_7.pdf

Acronyms and Glossary Specific to Communications

ANSI/TIA Standards	Standards compiled by the American National Standards Institute and the Telecommunications Industry Association for voice and data design and planning.
BICSI	Building Industry Consulting Services International – Helps develop standards and guidelines for networking. Its certifications are de-facto standards for cable installers.
BTUH	British Thermal Unit per Hour
CAT 3	Category 3 – An unshielded twisted pair cable designed to carry voice and data up to 10 megabits per second (Mbs) and with transmission frequency of up to 16 Mhz.
CAT 5	Category 5 – An unshielded twisted pair cable that can support data speeds of 100 Mb or more. It provides performance up to 100 Mhz.
CAT 5e	Enhanced Category 5 – An unshielded twisted pair cable that can support 1000 Mb, i.e., gigabit speed.
CMS	Cable Management System
DMARC	Demarcation Point – the physical location where the public network of a telecommunications organization such as a phone or cable company ends and the private network of the customer begins. This is usually where the cable physically enters a building.
fc	Footcandles; lumens per square foot
MTR	Main Telecommunications Room
Systimax®	Network infrastructure product family in use in State of Michigan facilities
TR	Telecommunications room
Office Area	The measured area of the area where a tenant normally houses personnel and/or furniture. This area does not include building common space such as mechanical rooms, lobbies, and vending areas.

Conform to ANSI/TIA 569-C and BICSI standards at minimum, unless reviewed and coordinated with DTMB FBSA and Telecommunications Division. Coordinate and confirm layout and design of the telecommunications system rooms, conduits, pathways and systems with the DTMB Telecommunications Division.

A. Building Entrance

1. DMARC:
    a. Each building or suite will require a DMARC or Demarcation Point, a physical location where the public network of a telecommunications organization such as a phone or cable company ends and the private network of the customer begins. This is usually where the cable physically enters a building.

2. CONDUIT:
    a. Three (3) conduits of 4" diameter rigid steel, placed a minimum of 24" below finished grade, and painted with corrosion inhibiting paint, shall be placed from the property line to an outside hand-hole. All ends of conduit shall have an insulated bushing at each end to seal out debris and water. Location and placement of conduit shall be coordinated with the DTMB Telecommunications Division.
    b. Three (3) conduits at the building entrance from an outside hand-hole to the DMARC, of 4" diameter rigid steel, placed a minimum of 24" below finished grade and painted with corrosion inhibiting paint. All ends of conduit shall have an insulated bushing at each end to seal out debris and water. Location and placement of conduit shall be coordinated with the DTMB Telecommunications Division.
    c. Conduit within the building shall be reamed and have an insulated bushing at each end, and shall be bonded and grounded.
3. BENDS:
    a. All bends shall be made with a sweeping radius; no sharp 90 degree bends are allowed.
    b. If bends in the total length of conduit from the property line to the hand-hole exceed one hundred eighty (180) degrees, a 3'-0" x 3'-0" accessible junction box shall be placed at each point where adding another bend would exceed the one hundred eighty (180) degree limit.
4. HAND-HOLES:
    a. Hand-hole shall be placed within 30'-0" of the entrance wall.
    b. Hand-hole shall be a minimum of 3'-0" x 3'-0" and 1'-6" deep.

B. Main Telecommunication Room (MTR)

1. LOCATION AND SIZE (MTR):
    a. Each building shall have a Main Telecommunication Room (MTR). Depending on the building size and configuration, additional Telecommunication Rooms (TRs) may be required. Each floor in a multistory building, except the floor containing the MTR, shall have at least one TR.
    b. Size of MTR is to be: .75 SF per 100 square feet of Office Area or less, unless otherwise negotiated with DTMB Telecommunications.
    c. In multi-story buildings, the MTR shall be placed in line with the stacked TR's located on each floor. Center the MTR within the building vertically and horizontally. The MTR and TRs shall be located central to the building or suite floor plan, but so that the maximum length of the station cable terminating in the TR does not exceed two hundred ninety (290) linear feet.

C. Telecommunications Rooms (TR)

1. SIZE AND LOCATION:
    a. Each TR shall house, at a minimum, information outlet terminations, cable terminations for the riser system, and at least one cabinet.
    b. TRs shall be located central to the building or suite floor plan, but so that the maximum length of the station cable terminating in the TR does not exceed two hundred ninety (290) linear feet.
    c. TRs shall be stacked in multistory buildings.
    d. Size of TR in Offices:

Floor Size	Closet Size
10,000 Office Area SF	10' x 11'
8,000 Office Area SF	10' x 9'
5,000 Office Area SF	10' x 7'
Uses under 5,000 Office Area SF with double doors providing access	3'x 7' minimum,

D. Design and Construction Requirements for Main Telecommunications Room (MTR) and Telecommunications Rooms (TR):

1. ARCHITECTURAL REQUIREMENTS:
    a. Ensure simple unloading and equipment movement to and into the MTR and TRs.
    b. Hazardous elements such as water, fire suppression, drainage, steam, gas piping, or explosive or corrosive atmospheres shall be excluded from the MTR or TRs. There shall be no electrical cabinets or transformers in the MTR or TRs.
    c. Dry or gaseous fire suppression equipment is recommended.
    d. Walls shall extend to deck above.
    e. Ceiling height shall be 8'-6" minimum.
    f. Walls shall be constructed of masonry, concrete block, or stud and drywall construction with the fire rating required by code.
    g. Glass in doors or walls shall be security glass with the fire rating required by code.
    h. Floor shall be antistatic floor tile or sealed concrete. Carpet is not allowed.
    i. Two adjacent walls (termination field walls) shall be covered with ¾" clear grade fire-retardant plywood from 1'-6" above finished floor to 8'-0" above finished floor.
    j. A minimum of two (2) 4" diameter conduit sleeves placed between stacked TR Closets as risers (and between MTR's and all TR's), extending a minimum of 1" above the finished floor, placed adjacent to the plywood-covered termination field wall. Some systems may require additional risers. In all cases, one extra empty sleeve shall be installed. All metal conduits and metal sleeves shall be reamed and bushed at both ends. All conduit sleeves shall be firestopped.
    k. Provide a fire extinguisher at each MTR and TR.

2. DOOR AND HARDWARE:
    a. Door shall be 36" x 80", out-swinging.
    b. Door hinge pins shall be non-removable or installed on room interior.
    c. Locksets shall be:
        i. High-security pin-tumbler double cylinder locks with key-operated mortise or rim-mounted dead-bolt
        ii. Dead-bolt throw shall be one inch or longer.
        iii. Cylinders shall have five or more pin tumblers
        iv. Card key or sequenced button activated locks with electric strikes, are authorized on a limited basis.
3. HVAC:
    a. MTR shall be environmentally controlled 24/7. Environmental equipment shall be provided with emergency power.
        i. Temperature range: 65 – 85 degrees Fahrenheit
        ii. Humidity range: 20 – 60 % dry-bulb Relative Humidity
        iii. Heat load requiring dissipation: 750-10,000 BTU/H per cabinet (assume three cabinets per room).
4. ELECTRICAL:
    a. The MTR shall contain the main telephone ground bar; each TR shall contain a telephone ground bar. All telephone ground bars shall be a two-hole configuration that accommodates two-hole ground lugs. The telephone ground bars shall meet ANSI/TIA standards.
    b. MTR electrical distribution:
        i. One 110/208V 200A power panel connected to emergency power, equipped with transient voltage surge suppression
        ii. Convenience Power: One 15A 110V circuit distributed on duplex wall plugs on each wall.

iii. Equipment Operation Power: Three (3) emergency powered 20A 110V circuits distributed on six (6) duplex wall outlets located on walls with plywood. Outlets shall be orange in color.
iv. All AC electrical power shall be on dedicated branch circuits.

c. TR electrical distribution:
   i. One 110/208V 200A power panel connected to emergency power, equipped with transient voltage surge suppression
   ii. Convenience Power: One 15A 110V circuit distributed on duplex wall plugs on each wall.
   iii. Equipment Operation Power: Two (2) emergency powered 20A 110V circuits distributed on four (4) duplex wall outlets located on the walls with plywood. Outlets shall be orange in color.
   iv. All AC electrical power shall be on dedicated branch circuits.

d. Lighting requirements (MTR and TR):
   i. Rooms shall have emergency lighting or lighting supplied with emergency power
   ii. Lighting level shall be 30 fc, measured at floor level.
   iii. Lighting shall be on a separate circuit from the equipment or convenience power.

5. CABLES AND TERMINATIONS:
   a. TR voice terminations will be made on the wall with plywood.
   b. The voice wall field will consist of 110A-type connecting blocks
   c. TR data cables shall terminate in equipment rack-mounted patch panels that must support the applicable Category certified data rate.
   d. Horizontal cable shall be plenum or non-plenum rated depending on the application required by the applicable codes such as the National Electrical Code.
   e. The TR wall field shall incorporate a CMS (see Horizontal Pathways, below).
   f. CAT 3 voice jacks shall be ivory in color.

6. EQUIPMENT RACKS:
   a. Equipment racks in a TR shall be equipped with a CMS (see Horizontal Pathways, below).
   b. Equipment racks shall be provided with clearances as prescribed in BICSI standards.

7. VERTICAL BACKBONE CABLING PATHWAYS

   Continuous vertical communication backbone cabling pathways between the MTR and TRs in multistory buildings shall have firestopped conduit sleeves as described in D.1.j above. Follow the recommendations of the "Building Automation System Cabling Standard Intelligent Building systems Cabling Standard" for planning pathways. Should the MTR and TRs not be stacked vertically, provide 4" diameter conduit runs with no more than two 90 degree bends between pull points. Do not locate backbone cabling pathways in elevator shafts.

8. HORIZONTAL PATHWAYS

   Each floor of the building shall have a cable management system (CMS). The CMS may consist of cable trays, J-hooks and/or conduit. The CMS will carry voice, data, and video cable from the MTR or TR to the work station. The CMS shall have no sharp edges. Metallic cable trays and conduits must be bonded and grounded.

9. TELECOMMUNICATIONS SYSTEMS

   The State of Michigan has standardized procurement on the Systimax® family of products for structured cable systems (SCS) throughout state buildings. The data portion of the Systimax® SCS will be certified to operate at the maximum bandwidth of the category classification of the cable and hardware. The voice portion will be certified to operate at EIA/TIA Category 3 levels. The cable system shall have a minimum twenty year warranty to cover both labor and materials, provided by the equipment

manufacturer and not the installing contractor. CommScope shall provide Systimax® test records to the SOM.

10. HORIZONTAL CABLE SYSTEMS

The horizontal cabling system shall meet, but not be limited to, ANSI/TIA and BICSI standards. Voice cable shall be CAT 3 or above and data cable shall be CAT 5e or above. Cable shall be run within the CMS as described in "Horizontal Pathways" above. All data cables will be certified to operate at the maximum bandwidth of the Category classification of the cable.

XIII. SITE UTILITIES (NEW CONSTRUCTION)

A. Lessor or Lessor's A/E Design Professional is to contact local utility companies to determine system capacities and obtain utility service, easements, etc. Site utilities must comply with codes, regulations, and local ordinances.

B. Locate all utility lines behind curbs and in unpaved areas if possible. Do not locate water lines under foundations, streets, drives, parking areas or other inaccessible areas.

C. Fire hydrants are to be placed less than 300 feet from all points of the building façade, within 5 feet of fire truck access road and within 100 feet of the building siamese connection.

D. Locate sanitary sewer lines in unpaved areas, at least 10 feet from potable water lines.

E. Provide manholes at all intersections, changes in pipe size and changes in gradient.

F. Manhole spacing: pipe < 18": 300 feet and pipe ≥ 18": 400 feet.

G. Provide cleanouts at service lines 5 feet from building and at all bends where manholes are not used.

H. Provide separate storm system even if connected to a dual service main.

I. Use a minimum 10 year storm frequency for design of parking lots. Use piped gravity flow system (no open ditches). Permeable paving is allowed, however, Lessor must maintain and clear the paving pores.

J. Roof downspouts are to be connected to onsite storm drainage structures at all locations within 25-feet of a door. All others are to be routed to discharge a minimum of 6-feet from the building perimeter.

XIV. EXTERIOR IMPROVEMENTS

A. Paving Design: new paving shall be asphaltic concrete paving or Portland cement concrete in accordance with referenced portions of the 2012 Edition of the "MDOT Standard Specifications for Construction". https://mdotjboss.state.mi.us/SpecProv/specBookHome.htm

B. Existing paving shall be in a "like new" condition. Areas deemed not acceptable by the State will be repaired to be in "like new" condition. Existing paving must meet ADAAG requirements for slopes, cross-slopes, and condition; deteriorated paving, potholes, and large cracks constitute a walking hazard.

1. Asphaltic Concrete Paving shall consist of:

Minimum 6" sand-gravel sub-base:	MDOT 22A
Bond or tack coat asphalt emulsion:	MDOT SS-1h or MDOT MS-2a.
Bituminous leveling course:	MDOT Mixture 1100L
Coarse aggregate:	20A

Minimum thickness of leveling course: 3" (75mm)

Bituminous top course: MDOT Mixture 1300T

Coarse aggregate: 20-AAA

Minimum thickness of top course: 1-1/2" (38 mm)

New bituminous pavement and existing bituminous pavement shall be prepared and sealed with a coal tar emulsion sealer. Application of sealant shall be as recommended by the manufacturer, and performed upon initial delivery of the leased premises and 2 years after possession.

2. Portland Cement Concrete Paving shall consist of:

Minimum 6" sand-gravel sub-base:	MDOT22A
Reinforcement:	6" x 6" (W1.4) wire mesh
Minimum compressive strength:	4000 PSI in 28 days.
Minimum cement content:	6 bags
Minimum air-entrainment:	5%
Maximum slump:	4"
Minimum thickness:	5" depth.

3. Provide slip resistant finishes at exterior concrete surfaces subject to foot traffic.
4. Parking lot drives shall not be crowned. Provide areas for piling of snow.

C. Site Amenities

1. Parking lot lighting, landscape lighting, site amenities and site signage design are to have similar design features to compliment each other and the facility.
2. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide 10 space bike rack permanently affixed to the pavement, no less than 25' from entry and visible from entry. Coordinate location with in-slab snowmelt or other piping.
3. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, provide a flag pole(s) with simple access.
4. Provide concrete filled pipe bollards at exterior locations subject to damage, i.e. dumpster pads, electrical transformers, mechanical devices, gas meters, generators, etc.
5. Dumpsters shall be screened from public view
6. Provide windproof trash containers outside each outside entrance.
7. Exterior building street numbers and signs: Building numbers and letters shall be not less than 12" high with a minimum 2" stroke shall be provided and installed, identifying the address, "State of Michigan" and the name of the office or function. These signs will be visible from two directions on main thoroughfares.
8. Cigarette disposal bin(s) and "No Smoking" signs to be provided at the employee and customer entrance(s).
9. If required by the Request for Proposal (RFP), Program, or State Agency Supplementary Standards, install any specialized signs provided by the Tenant Agency.

XV. GLOSSARY

The terms "approved", "required" and "as directed" refer to and indicate the work or materials that may be approved, required, or directed by the Michigan Department of Management and Budget, Real Estate Division, the DMB, Office of Design and Construction or the Michigan Department of State.

The term "building code" and the term "code" refer to regulations of building code enforcement agencies having jurisdiction in compliance with Act Number 230 of the Public Acts of 1972, as amended, being M.C.L. §125.1501 et seq. (State Construction Code Act of 1972).

Construction Documents shall include a complete architectural site plan indicating boundary and/or topographic surveys, demolition, erosion plan, grading, lighting, utilities, building location, sidewalks, parking lot, drives, curbs, fences, signs, landscaping, and other site considerations. Construction Documents are to include all structural, mechanical, electrical and furniture plans and specifications.

The term "DTMB" shall refer to the Michigan Department of Technology, Management and Budget's Design and Construction Division and Real Estate Division, which acts as agent on behalf of the Lessee/Tenant Agency.

Lessor/Lessee: The terms Lessor and Lessee are used in a generic fashion in this document. The Lessor may also represent the Contractor or Construction Management firm that is providing a building facility to the State of Michigan. The term Lessee is used as the generic term for the State of Michigan as the end user and/or Owner. Design Professional is the generic title used in this document to describe the Professional Architect or Engineer that is designing the facility being provided.

The term "product" includes materials, systems and equipment.

The term "provide" includes furnishing and installing in a professional manner, a product complete in place, tested and approved.

The terms "shown", "indicated", "detailed", "noted", "scheduled" and terms of similar import refer to requirements contained in these specifications for the building or space being offered for lease.

The term "similar" means in its general sense and not necessarily identical.

The term "systems furnishings" means interlocking components of portable and moveable wall panels, writing surfaces, shelves, tackboards, drawers, power poles, etc. of varying sizes which are assembled to create separate work stations for each employee or each work function, that are owned by the Lessee, and are not normally attached to the Leased premises, except for electrical connection attachment. Systems furnishings shall not include floor-to-ceiling wall partitions.

END OF OFFICE CONTRUCTION AND FITOUT DESIGN AND CONSTRUCTION STANDARDS

Provider 2
Additional Building Standards

DEPARTMENT OF HEALTH & HUMAN SERVICES – Additional Building Standards

PURPOSE

The purpose of this enclosure is to establish a minimum level of design quality and material selection for the Michigan Department of Health & Human Services (MDHHS) lease. This enclosure is to supplement the Michigan Department of Technology, Management & Budget's (DTMB) Design and Construction Standards.

These standards set minimal design direction for the MDHHS office construction components and systems; however, they do not address every possible building component encountered. The Lessor is responsible to furnish and install all items described in the document unless otherwise noted.

Adherence to these standards is mandatory; however, any equal or improved concepts, methods or products are encouraged and will be given full consideration. Written approval by the State of Michigan is required for any deviations or exceptions from these standards. Approval is required prior to the final release of construction documents for bids or construction. If conflicts are discovered between this enclosure and the DTMB Design and Construction Standards the more stringent design requirement or the higher quality of material shall be provided.

1. MDHHS Building Planning

A. Vestibule

Vestibules are required to have 12" knee wall with tile base with full glass from the top of the knee wall to 84" above finish floor and is to be within the site line of a security staff desk located within the building entry lobby. The security staff desk will be MDHHS provided furniture with similar infrastructure to all desks within the facility.

Provide supplemental heating unit in all vestibules.

Provide ten feet of walk-off carpet immediately inside entrances and vestibules. Flooring type, color and/or texture to be determined by MDHHS Project Manager.

At customer entry (aka Lobby entrance) inside set of doors must have a lockable, keyed panic bar to allow for free egress. Lessor to coordinate with MDHHS security vendor for integrated access control and Americans with Disabilities Act (ADA) requirements.

Provide power operated push-button door operators for handicap operation per current Americans with Disabilities Act (ADA) requirements at customer and employee entry swing doors (including air-lock vestibules).

B. Lobby

Provide electrical/data infrastructure, wall blocking and tilt/swivel mounting bracket for a minimum of (1) one wall mounted monitor to be installed at location to be identified by MDHHS Central Office Project Manager (hereinafter referred to as Project Manager). Coordination required by lessor with MDHHS to ensure mount is compatible with monitor. Electrical/data shall be located 24" below ceiling and mount cannot exceed 2" outward.

Only ceramic or porcelain tile floor with minimum 4" curved (bullnose) integral cove tile base grouted with stain resistant epoxy grout/sealer is permitted. Laminate flooring shall not be installed in lobbies.

Provide adequate power, phone and data infrastructure for security desk(s). Systems furniture to be provided by MDHHS.

All outlets shall be tamperproof with stainless steel cover plates.

Provide one (1) drinking fountain – See Drinking Fountains (Section 2.Q.)

C. Loading Area

Provide a loading area, minimum of 150 sq.ft., adjacent to truck/service area. Larger square footage may be required based on the overall size of the building as determined by MDHHS Project Manager.

Room shall have smooth concrete surface with a sealed finish.

Include double leaf hollow metal galvanized doors at building exterior: two (2) 3'-0" leaves in which one would be an active door and the other would be inactive with top and bottom flush bolts. Door equipped with full length double door steel security astragal.

Interior doors to be two (2) 3'-0" leaves in which one would be an active door and the other would be inactive with top and bottom flush bolts. Doors should be wood to match balance of project.

Provide overhang at all public and employee entrances to match swing of doors.

Provide an indoor annunciator bell and an outdoor push button switch adjacent to truck/service doors, for purposes of notifying State employee that a delivery is pending. Location and type of notification shall be determined by MDHHS during pre-construction meetings (i.e.. doorbell, annunciate through entire space, located near a specific staff position, etc.)

Provide a keyed and lockable cabinet to store additional sets of building keys that allow for inventory control and labeling.

The concrete walk located immediately adjacent to the dock/loading/storage area doors are to be flat (slope as required for drainage away from building). The sidewalk in this area should taper down to the asphalt parking lot in this area to allow for rolling in a pallet jack or similar equipment from the parking lot area into the building. Provide 6" bollards at either side of this access as needed to ensure pedestrian safety on the sidewalk.

D. Reception / Cashier / Area

At building main lobby area, provide a pre-manufactured transaction window(s) in vertical baffle configuration and stainless-steel U-channel framing. Glass for transaction window shall be bullet resistant level-3 per UL 752. Pass through opening to be bullet resistant stainless steel recessed cash tray(s) 16"x8", and a counter area on the lobby side only. Countertop to be flush with adjacent wall on employee side. The office side will be modular furniture provided by the Lessee.

Number of reception windows shall be determined based on MDHHS program requirements and size of building (Two (2) window minimum, one must be ADA accessible).

Reception windows should be at standard transaction height and ADA height at the bottom of the opening and then align with the top of the interior door frames for aesthetic purposes.

Walls adjacent and below transaction windows shall have bullet resistant construction. Fiberglass ballistic panels shall be 5/16-inch thickness with UL-200, level-2 rating. Face bullet resistant panels with gypsum board.

MDHHS will provide and be responsible for the paging system and installation, however, the lessor will be responsible for providing power and access to the paging system vendor.

E. Visitation, Observation, and Interview Rooms

The wall between the visitation room(s), observation room, and interview room shall have a minimum of one (1) single 4' wide and 4' tall one-way observation window unit unless otherwise approved by MDHHS Project Manager. Larger rooms may require an additional window or wider window. Aesthetically the height of the window should align with the height of the doors and the sill be set at 30" above finish floor.

Rooms shall have a D5 door designation that contains a side light or door light determined by MDHHS Project Manager and as described in Design and Construction Standards.

Provide Luxury Vinyl Tile (LVT) hard surface flooring for these areas and connecting hallways. Any deviations to Ceramic or Porcelain must be approved by MDHHS Project Manager.

MDHHS will provide and be responsible for the audio/video equipment and installation, however, the lessor will be responsible for providing power and concealed pathways for data/cable to the audio/video vendor.

Visual recording only, sound recording is prohibited.

F. Motor Pool Room

Provide Luxury Vinyl Tile (LVT) hard surface flooring or carpet for this area. Flooring type, color and/or texture to be determined by MDHHS Project Manager.

G. LAN/MTR Room

Provide a separate stand-alone cooling unit or zone for all LAN/MTR rooms with its own thermostat.

Landlord to be responsible for the temperature control of this room.

Provide fire protection system for this room as described in the DTMB Design and Construction Standards.

Anti-static floor tile or sealed concrete required.

Must include copper grounding bar.

Provide a minimum of two (2) 3/4x4x8 sheets of plywood for vendors to mount equipment. Placement of plywood to be determined by MDHHS Project Manager.

See DTMB IT Specifications for additional requirements.

H. Break Rm./Kitchen

Oven, stove, and dishwasher are not to be installed in MDHHS facilities.

Area shall include 200 square feet of kitchenette space in addition to dining space calculated at 20% of allocated staff @ 25 square feet per person.

Provide minimum 12' linear counter space in addition to space and electrical for a minimum of two refrigerators and two microwaves. See section 2.C. for countertop requirements.

Provide solid surface eat at pub height counter installed at 38-42" and a depth of 16-20" - Colors to be determined by MDHHS Project Manager. There shall be 3 electrical outlets at this counter – location to be determined by MDHHS Project Manager.

Provide one (1) 33" double basin deep sink. For larger locations an additional single basin deep sink spaced a minimum of 8' apart may be desired.

Provide wall mounted paper towel dispenser near sink.

Breakroom windows - borrowed lites should be provided to allow for visual connection to the office environment.

Provide door minimum of 42" wide into space.

Provide Luxury Vinyl Tile (LVT) hard surface flooring for this area. Color and/or texture to be determined by MDHHS Project Manager.

I. Lactation room

Must include grounded electrical outlet, sink and a minimum of a lockable door hardware with occupied/unoccupied indicator.

Provide Luxury Vinyl Tile (LVT) hard surface flooring for this area. Color and/or texture to be determined by MDHHS Project Manager.

J. Meeting rooms

Power, blocking and associated infrastructure is to be provided to each of the four (4) walls of each meeting room. See Section 2.L for electrical requirements.

Provide Luxury Vinyl Tile (LVT) hard surface flooring or carpet for these areas. Flooring type, color and/or texture to be determined by MDHHS Project Manager.

K. BAS/HVAC

Landlord to provide internet and computer to monitor Building Automation System (BAS) Heating, Ventilation and Air Conditioning (HVAC).

Although the height of the thermostats is dictated by code, once occupancy is finalized, Design and Construction standards require the height to be coordinated with furniture. Thermostats need to be located at strategic locations for optimal heating and cooling. Lockable vented covers are required to be installed over thermostats or installation of sensors only without buttons. Lockable vented covered are not required when BAS system allows for lock-out of thermostatic control.

L. Signage

All signage must meet local code requirements.

At the building exterior provide one exterior back lit sign reading "State of Michigan" (size/style to be approved by MDHHS Project Manager as it will depend on the location of the building relative to where people will be viewing the building and looking for the name), building address, building identification, employee and public parking identification, employee and customer entrance identification and handicap parking signage.

Road signage may be required by MDHHS. If required, design of the sign shall be approved by MDHHS Project Manager.

At building interior provide color coded diagrams mounted in acrylic throughout the facility noting all Automated External Defibrillator (AED) locations, emergency evacuation routes, designated shelter in place locations, fire exiting, and other signage required by governing jurisdictions.

Provide signage at all enclosed offices and rooms including identifying toilet and lactation rooms.

Signage shall not consist of wall clings.

2. MDHHS Building Components

A. Ceiling Tiles

Size to be 2'x2'.

Ceiling tiles to be Symphony m Rx High NRC manufactured by CertainTeed or approved equal with 15/16 ceiling grid.

B. Cabinets

Break rooms are to have a minimum of twelve lineal feet of base cabinets and upper cabinets.

Base cabinets shall have solid surface countertop and backsplash.

Base cabinets provided shall have adjustable shelves and drawers under the entire length of countertop.

Upper wall cabinets provided shall have adjustable shelves over entire length of countertop.

In addition to the twelve lineal feet of open counterspace provide stackable microwave compartments for a minimum of two (2) microwaves.

C. Countertops

Solid surface countertops and backsplash required. Colors to be approved by MDHHS Project Manager.

D. Doors

Door schedule to be provided to and approved by MDHHS Project Manager.

Restroom, Lactation, Electrical, Mechanical, Janitorial, LAN, inside doors to loading area: Solid wood door.

Visitation, observation, meeting (conference, teaming, hearings, interview, family team meeting, multi-purpose) and other office space: Solid wood door with narrow light glazing on public and secured public side, solid wood door with side light on secured staff side.

Storage and Motor pool: Solid wood door with side light within secured staff space, solid wood door with narrow light glazing within secured public space.

Hallway door between secured public and secured staff space: Solid wood door with narrow light glazing.

Break rooms: 40" Solid wood door with side light. Door openings must be wide enough to easily accommodate vending machines.

Interior doors at stairwell: Wood door with narrow light glazing.
Exterior doors at stairwell: Metal door with narrow light glazing, wired if required by building code.

All office doors shall have door mounted coat hooks.

Supply electricity and strikes for security card access system, this includes all exterior doors, the doors off the lobby, doors that enter staff areas and any other area deemed necessary by MDHHS.

All public meeting space should have privacy glass providing visual into the room from public areas.

All doors and windows from public meeting spaces (lobby, conference rooms, hallways, etc) into staff areas must have one-way privacy glass that prevents public from seeing into staff areas but still allows for visual into the room from staff areas.

Provide recessed power operated push-button door operators for handicap operation per the current ADA requirements for all staff and public entrances. Conduit to be recessed only allowing a tie in point for power. – Also noted in Design and Construction standards.

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E. Protective Wall Coverings, Chair Rails and Corner Guards

Provide heavy duty wall protection such as CS Acrovyn® Rigid Sheet with chair rail /bumper trim 32" from floor to top of trim in visitation rooms. Wall panel finish options to be determined by the MDHHS project manager.

Provide 4-foot-high commercial grade paintable (paint to match adjacent wall) vinyl corner guards (Acrovyn wall protection or equivalent) at all outside corners of interior wall and columns.

Provide chair rail (1"x4") to be installed at 31.5" above finished floor to top of chair rail in staff meeting/conference rooms, secured public meeting spaces, observation room and lobby. Chair rail finish options to be determined by the MDHHS project manager.

F. Restroom Fixtures and Accessories

All restrooms shall have automatic door operators. Automatic door operators are to be ADAAG and MBF compliant, electronically operated, surface mounted with aluminum housing. Operator is to be provided with an adjustable time delay. Provide 6 inch diameter push plate for activation.

The recessed power operated push-button door operator must be wall mounted the proper distance from the door per the ADA door clearance requirements. All conduit to be recessed with specific tie-in point for power on the unit on the doors. – Also covered in Design and Construction standards. Provide:

Toilets must be floor mounted flush valve water closets and meet DTMB Construction and Design standards for plumbing fixtures. Fixtures must comply with ADA standards.

Touchless faucets
Touchless soap dispensers – Bobrick B-2013 Automatic Wall-Mounted Foam Soap Dispenser
Touchless, hardwired paper towel dispensers (employee restrooms only) – min of one (1) per restroom
Touchless hand dryers – min of one (1) per restroom

Paper towel and trash bins to be selected by MDHHS to determine appropriate location, quantity, and size. Trash bins should be recessed into the wall.

Locking toilet paper dispensers required.

Minimum of two (2) unisex, family sized restrooms with changing stations in public/public secured space as determined by MDHHS project manager.

Minimum of one (1) unisex restroom in staff area.

Unisex restrooms require ADA compliant lockable door hardware with occupied/unoccupied indicator. When the room is occupied, the deadbolt will secure the door into the keeper on the strike and activation of the push buttons will not open the door. Operators should not be adversely affected by users pushing on the button when the unit is secure.

Toilet fixture male-female ratio as required by code and additional fixtures may be required as determined by lessee.

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Wall tile shall be installed to a minimum 7' above floor.

Verify all finishes with MDHHS Project Manager.

G. Security Equipment

MDHHS will provide and be responsible for burglar security and access control infrastructure for each facility. However, lessor will be responsible for coordinating and providing power, concealed conduit pathways and access to security system vendors.

Lessor is responsible for fire alarm system monitoring and notification which will need to include strobes and alarm (sound) notification. System must be completely separate from the security and access control system.

H. Security Fence

Provide and maintain a 6-foot-high industrial grade galvanized chain link fence at perimeter of employee parking lot along with a card activated motorized horizontal sliding gate for employee vehicle entry/exit. Provide an ADA compliant pedestrian gate with card access including appropriate conduit and power. Provide adequate screen/block to minimize potential for gaining access from unsecure side of fence.

MDHHS will provide and be responsible for security cameras. However, lessor will be responsible for coordinating and providing power, concealed conduit pathways and access to security system vendors.

Galvanized PVC coated or ornamental fencing required in areas visible to the public. Galvanized fencing not approved.

Lessor responsible to provide and maintain chain link fencing at retention ponds to comply with local ordinances.

I. Card Access System

MDHHS will install a card access system. Lessor to coordinate and provide power and access to other building systems to allow for installation including and not limited to parking lot access.

J. Public address (PA) and Intercom system

MDHHS will install a PA system for each facility and an intercom system for the observation/visitation area. Lessor to coordinate and provide power, conduit pathways and access to the PA and intercom system.

K. Power/Communication Poles/Base Feeds for Furniture Systems

MDHHS provides and installs power poles in the Modular Furniture, cuts the ceiling tile and installs power pole trim piece to power pole where it meets ceiling tile. The pole is installed when furniture is going up to ensure proper placement with the grid and all other obstacles. If power connection comes from wall or floor MDHHS provides hardwire whips (base feed).

Power supply to modular furniture system, including permits, shall be the responsibility of the Lessor.

Each group of four (4) workstations requires a power pole or base feed and three (3) circuits. Provide 90-degree elbows for power and communications at connection to exposed wall and floor boxes. All work shall be coordinated by Lessor with electrical contractor, MDHHS and DTMB telecom. Utility requirements and telecom equipment to be determined by DTMB during design review process.

L. Electrical Power Requirements

Full Height Offices: Provide four (4) standard 120-volt, 20-amp duplex receptacles supplied by a 20-amp general service circuit. One of the four shall be an orange isolated circuit receptacle.

Meeting Rooms: Provide 120-volt, 20-amp duplex receptacles on all four (4) walls plus a minimum of one elevated plug – location and height to be determined by MDHHS Project Manager. In floor electrical/data conduit will be provided in all meeting rooms except for two (2) to four (4) person team meeting rooms. Location shall be coordinated with the MDHHS Project Manager.

Furniture Systems: Provide for each grouping of 4 cubicles or less, a wiring assembly consisting of eight (8) conductors back to the circuit breaker panel, to yield at the systems furnishings three (3) hot, three (3) neutral. One (1) common ground and one (1) isolated ground (either three (3) 15-amp or three (3) 20-amp breakers). Connections to systems furniture shall be made by Lessor using State supplied base feed, power conduit, or supplied power poles.

LAN/MTR Room: In addition to the required four (4) 20A 110V circuits distributed on quadplex wall plugs (per State of Michigan Technical Standard 1345.00.02), provide two (2) additional 20A 110V circuits distributed on two (2) quadplex plugs run directly to the ladder rack at height of 7'. Placement of the six (6) quadplex wall plugs to be determined by the MDHHS Project Manager.

M. Lighting

All artificial illumination is required to be Light-emitting Diodes (LED). No incandescent or fluorescent lamps are acceptable.

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N. Data

Will be supplied and installed by DTMB or overseen by DTMB in the event there is a contracted vendor.

Lessor to provide and install Cable Management System (CMS). CMS shall consist of cable trays for main trunk lines at minimum.

O. Cellular Service

Cellular service enhancing network equipment may be installed. If the installation of this equipment requires the penetration of any rooftop, outside wall, or other structure, the Lessor is to allow this service to proceed as necessary.

P. Floor Plans

Lessor to provide MDHHS with drawings identifying base infrastructure and exterior rendering of building at kick-off meeting.

Lessor to provide MDHHS with an electronic AutoCAD drawing of the final plan.

Q. Drinking Fountains

Provide a minimum of two (2) drinking fountains:

- One (1) filtered water fountain without bottle filler in lobby.
- Minimum of one (1) bottle filler water fountain within secured staff area.

Fountains per DTMB Design and Construction Standards. Lessor to be responsible for filters and maintenance. Filters that are NSF/ANSI 42 and 53 approved as a minimum. These filters offer Chlorine Reduction, Particulate Class 1 Reduction, Taste and Odor Reduction and Lead Reduction.

R. Brick/Block

Modular sized brick required.

S. Interior/Exterior Finishes

Lessor to provide samples of all colors and finishes for approval by MDHHS Project Manager.

T. Elevators

MDHHS 2-story and larger facilities must include a minimum of one (1) passenger elevator sized to accommodate a standard ambulance gurney.

U. Drop Box

Lessor to provide and install secure drop box for client paperwork. Size, style and location to be approved by MDHHS Project Manager.

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V. Sidewalks

Sidewalk cutouts at public and staff entrances to allow for ADA accessibility.

W. Knox box

Provide and install a keyed Knox box for emergency services access. Coordinate location, size and type with the authority having jurisdiction.

X. Landscaping

Lessor to provide products that are visually appealing and maintenance free or low maintenance.

Examples: small stone, artificial grass, potted perennial plants, dwarf shrubs. Mulch is not permitted.

Y. Trash Bins

Trash bins to be provided outside of employee entrance(s), outside of the customer entrance, inside restroom(s), and inside the break room(s).

Outdoor trash bins are to be as manufactured by Wabash Valley, model Elegance – "I" Style 32 Gallon Outdoor Trash Receptacle with scrolls and Liner and Solid Bonnet or approved equal.

Provide an exterior dumpster pad with screen wall to match building exterior materials complying with local ordinances. Placement should be near loading/dock area and accessible by janitorial staff.

Z. Window Treatments

Provide commercial grade, semi-transparent, shade fabric roller blinds at all exterior windows. Shade fabric roller blinds shall use a minimum 6 oz/yd fabric in a color selected or approved by MDHHS Project Manager, with chain and cord for manual operation.

AA. Hand Sanitizer Dispensers

Lessor to provide and install dispensers. Quantity, size, style, and location to be approved by MDHHS Project Manager.

AB. Fire Extinguisher Cabinets

Lessor to provide and install recessed fire extinguisher cabinets with trim.