

RFP No. 455-002

REQUEST FOR PROPOSALS (RFP)

FOR

SOUTHEAST WISCONSIN LAW ENFORCEMENT FACILITY

TO BE LOCATED

WITHIN WESTERN MILWAUKEE COUNTY OR EASTERN WAUKESHA COUNTY

Issued: Monday, September 19, 2016



Due Date: Monday, October 24, 2016 by 12:00 PM Central Time

PREPARED BY:

STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

DIVISION OF FACILITIES MANAGEMENT

101 EAST WILSON STREET, 7TH FLOOR

MADISON, WISCONSIN 53707-7866

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I. PROJECT OVERVIEW

The following Request for Proposals (RFP) is being issued by the State of Wisconsin (State), Department of Administration (DOA) for potential qualified development teams or joint ventures (Proposer) to:

1. Design, renovate and/or construct a turn-key, 150,000 gross square feet (GSF) office and crime laboratory facility with possible expansion at a site located in western Milwaukee or eastern Waukesha counties;
2. Address the State's parking needs at the facility, and;
3. Purchase the existing Milwaukee Crime Laboratory that will be vacated as a result of this initiative.

The State is seeking cost-effective Proposals that detail the Proposer's: qualifications; relevant and proven experience with crime laboratory facilities; financial capability; design, construction, and development approach; and implementation strategy that meets or exceeds the State's requirements as outlined in this RFP. The selected Proposer must:

- Understand the principles and goals identified in this RFP
- Add/maximize value in the design, development, construction, and delivery of a high-quality State office and laboratory with related parking amenities
- Assign a team of professionals with demonstrated experience of working together on similar projects
- Possess the capacity to secure the required financing necessary to complete this Project
- Possess the development expertise necessary to complete this Project
- Provide the State an option to purchase the facility upon completion of construction and at set intervals after occupancy

A. Scope of the Project

The existing Milwaukee Crime Laboratory, located at 1578 South 11th Street, Milwaukee, WI 53204, was constructed in 1983-1984 and the building was updated with an addition in 1992-1993 (MKE Crime Lab). The MKE Crime Lab is a multi-story building with approximately 60,648 GSF and is on a site that has 22 parking stalls on approximately 1.0282 acres (collectively, the "MKE Crime Lab Property"). The MKE Crime Lab Property has outdated building systems and laboratory conditions that do not meet program needs, over-crowding, and inadequate on-site parking. The Department of Justice (DOJ) intends to collocate its current operations of the MKE Crime Lab with other DOJ divisions and consolidate from three (3) locations to one (1) location.

Accordingly, the State intends for the selected Proposer to construct and/or renovate a new turn-key office and crime laboratory facility to house these functions as described herein. The State has no future need or use for the MKE Crime Lab Property once the DOJ consolidation and relocation has occurred.

B. Project Status

A new Southeast Wisconsin Law Enforcement Facility was requested in both the 2013-2015 and 2015-2017 Capital Budgets to provide space for the DOJ's Milwaukee criminal investigation and

forensic science operations. As a result, the DOA was directed to conduct an RFP to further explore options and cost analysis.

In 2013 Wisconsin Act 20 included provisions related to the sale or lease of State-owned property. The provisions allow the DOA to sell certain State-owned assets with the approval of the State of Wisconsin Building Commission (SBC) and the Legislature's Joint Committee on Finance (JCF). It is the State's intent to sell the MKE Crime Lab Property to reduce the overall construction cost of the new Southeast Wisconsin Law Enforcement Facility and parking amenities (Project).

The State is seeking a 20-year triple net lease with three (3), 5-year renewals for approximately 150,000 GSF of office and crime laboratory space for the DOJ: Division of Law Enforcement Services (DLES), Division of Criminal Investigation (DCI), and the Office of the Attorney General. DOJ will require a total of 360 parking spaces for staff and clientele, located at the facility. Secured 24/7 parking will be required for 200 of these vehicles. The proposed site should accommodate growth for an additional 50,000 GSF of office and/or crime laboratory space and corresponding parking. The facility may be an existing, renovated, or newly constructed facility and shall be located within western Milwaukee or eastern Waukesha counties. The location must be located along the interstate system within three (3) miles, due to accessibility needs and evidence travel between Milwaukee and Madison as well as for the efficiency and convenience of law enforcement evidence submitters from across the southeast region.

Project Components

Proposals in response to this RFP must address how it will deliver the following Project components:

1. 150,000 GSF New State Office and Crime Laboratory Facility

The successful Proposer must design, construct, and/or renovate a new turn-key 150,000 GSF office and crime laboratory facility to be located within western Milwaukee or eastern Waukesha counties as defined in Appendix 1 in this RFP. The new facility shall be at least two (2) stories but no more than four (4) stories and designed and built in accordance with State technical specifications and design guidelines as provided in Appendix 2 of this RFP, including furniture, fixtures and equipment. The design and construction must be accredited to Federal Standards (ISO 17205 Standards and Quality Assurance Standards) by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB) (see www.ascl-d-lab.org). The following State agency tenants will occupy the new facility and their programming requirements are located in Appendix 3 of this RFP.

Tenant	GSF
Department of Justice	
Administration, Support, and Information Technology	13,800
Chemistry	29,000
Criminalistics	21,700
DNA	39,500
Crime Scene Response Team	3,800
Division of Criminal Investigation	23,700
Office of the Attorney General	2,100
<i>Subtotal Department of Justice</i>	<u>133,600</u>

Tenant	GSF
Department of Administration	
Office of Facilities Management	2,300
Building Amenities and Infrastructure	14,100
<i>Subtotal Department of Administration</i>	<u>16,400</u>
Total	<u>150,000</u>

2. New Parking Structure and/or Related Surface Lots

The successful Proposer must provide a total of 360 parking spaces for staff and clientele located at and for use by the State agency tenants when they occupy the new facility. Secured 24/7 parking will be required for 200 of these vehicles. The remaining 160 parking spaces shall be located near the public entrance of the new facility. The parking facility, an above and/or an underground structure or a surface lot, must be built in accordance to State specifications as provided in Appendix 2 of this RFP and shall meet the programming requirements of the State agency tenants as provided in Appendix 3 of this RFP.

3. Purchase of MKE Crime Lab Property

After the DOJ moves into the new office and laboratory facility, the State will have no future need or use for the MKE Crime Lab Property. In an effort to reduce the overall Project cost, the successful Proposer must purchase the MKE Crime Lab Property. Informational documents related to the MKE Crime Lab Property will be provided to notified, short-listed Proposers after the successful registration for the mandatory tour of the MKE Crime Lab Property.

II. SELECTION PROCESS

A. Schedule

Given the scope and complexity of this RFP, DOA intends to use the following process to request, receive, and evaluate Proposals and select a Proposer:

Process	Date or Time Line
RFP Posted	Monday, September 19, 2016
Proposer's Questions Due to DOA	Friday, September 30, 2016 at 5:00pm CT
Responses to Proposer's Questions Posted	Friday, October 7, 2016 at 5:00pm CT
PROPOSALS DUE	Monday, October 24, 2016 at 12:00pm CT
Selection Committee Screening of Proposals	Weeks of October 24 and 31, 2016
Notification of Short-Listed Proposers	Monday, November 7, 2016
Pre-Registration Deadline for Mandatory Tour	Friday, November 11, 2016 at 5:00pm CT
Mandatory Tour	Week of November 14, 2016
In-Person Interviews and Sealed BAFO Due	Week of December 12, 2016
BAFO Evaluation	Week of December 19, 2016
Letter of Intent Executed	On or about February 1, 2017
Required Legislative Approvals	To be Determined

B. Proposer's Questions

At or before 5:00 pm CT on Friday, September 30, 2016, Proposers may submit written requests of clarification of this RFP and/or questions to the DOA by utilizing the form provided in Appendix 4 of this RFP and submit the completed form via email to SEWILEFRFPinfo@wisconsin.gov. Written responses to properly submitted relevant requests for clarification and questions from Proposers will be posted by the DOA on the following website: <http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/SE-Wisconsin-Law-Enforcement-Facility-RFP/> by 5:00 pm CT on Friday, October 7, 2016. **Solicitation of information from the State, DOA, or tenant agency personnel other than through the designated form and process described herein is prohibited and may result in disqualification of the Proposer.**

C. Selection Process

The selection of the Proposer will involve a three-part selection process:

1. Round I | Request For Proposals

Proposers must submit Proposals meeting the RFP requirements, which will be evaluated and scored by the Selection Committee based on the criteria listed in Section III. C. of this RFP and on the Screening Matrix as provided in Appendix 5 of this RFP. The highest scoring Proposers, the number of which is at DOA discretion, may be short-listed for further evaluation which will include a mandatory tour of the MKE Crime Lab Property (see Section II. C. 2.), an in-person interview with the Selection Committee, and the submission of a Best and Final Offer (BAFO).

2. Round II | Mandatory Tour and In-Person Interview

A short-listed Proposer will be invited to attend a **mandatory** tour of the MKE Crime Lab Property to be held during the week of November 14, 2016. Each Proposer member wishing to attend the mandatory tour must **pre-register** by completing the Registration and Release of Liability Form as provided in Appendix 6 of this RFP and submit the completed form via email to SEWILEFRFPinfo@wisconsin.gov on or before Friday, November 11, 2016 at 5:00 pm CT. Each copy of the Registration and Release of Liability Form can accommodate the signature of one person. **Proposer team members who do not pre-register will not be allowed to attend the tour.**

Pre-registered Proposer members will first meet and check-in for the mandatory tour at the MKE Crime Lab Property located at 1578 South 11th Street, Milwaukee, WI 53204 on the date and time provided in the invitation. The DOA and DOJ will provide a guided tour of the MKE Crime Lab Property. The tour is expected to last one (1) hour. **At least one member of the Proposer's team must attend the tour. All attendees must pre-register, will be finger printed and swabbed, and attend the mandatory tour or their Proposal may be disqualified.**

The short-listed Proposers will also be invited to an in-person interview with the Selection Committee. An invitation letter will be sent via email with the date, time, and location of the interview and additional information regarding prior mentioned security requirements for the mandatory tour. The invitation to interview will include a list of questions to be addressed in order at the interview and the form to submit the BAFO. The interview will last for 90 minutes and consist

of 60 minutes for presentation and 30 minutes for questions and answers. The Selection Committee will rank the short-listed Proposer's interviews.

At the beginning of the in-person interview, the short-listed Proposer shall submit their completed BAFO in a sealed envelope to the Selection Committee.

3. Round III | Evaluation of BAFO

At a later date, after all short-listed Proposers have concluded their interviews and submitted their sealed BAFOs, the Selection Committee will open, evaluate, and analyze the BAFOs. If necessary, the Selection Committee may ask a short-listed Proposer to clarify its BAFO.

The Selection Committee will compile the results of the short-listed Proposers' three scored components: 1) Proposal (weighted 20% of total score); 2) Interview (weighted 50% of total score) and; 3) BAFO (weighted 30% of total score). Final selection authority is vested with the DOA Secretary.

4. Letter of Intent

The State intends to execute a Letter of Intent with the selected Proposer. A lease with a purchase option and/or development agreement award is contingent upon Legislative approvals. Should the State be unable to successfully negotiate a lease with a purchase option and/or development agreement with the selected Proposer, it reserves the right to cancel the selection and negotiate with the next Proposer. The State also reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

III. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted utilizing the following format requirements and process:

A. Submission

In responding to this RFP, Proposers must submit the following:

- Fifteen (15) printed copies of the Proposal, which will serve as the official copies
- One (1) electronic PDF copy of the Proposal on a flash drive

Proposals may be disqualified if the printed and electronic copies are not simultaneously submitted by the Due Date and/or if the contents of the Proposals are not exactly the same.

PROPOSALS ARE DUE BY 12:00 PM CT ON MONDAY, OCTOBER 24, 2016 (Due Date).

Proposals received after the Due Date will not be accepted or will be marked late, unopened, and returned to sender. Sealed copies of the Proposals shall be hand delivered to the DOA 7th floor receptionist desk for a date and time stamp.

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Please mark the outside of the sealed submittal envelope/box containing the Proposals and flash drive with: "Request for Proposals - Department of Administration SE Wisconsin Law Enforcement Facility" and hand deliver it to the following address:

State of Wisconsin
Department of Administration
Division of Facilities Management
101 East Wilson Street, 7th Floor
Madison, WI 53703-3405

B. Format

Proposals should be spiral bound, printed on single-sided 8.5"x11" paper, either portrait or landscape, with a minimum of one inch margins and a font size of 11-points. For legibility purposes, site plans, schedules, or other relevant proposal documents may be printed on 11"x17" paper folded to be equivalent to 8.5"x11" paper. Proposals should be well organized and not exceed 50 paginated pages.

C. Criteria

Proposals will be evaluated on the following criteria: 1) Team; 2) Relevant Experience, Certification, and Past Performance; 3) Financial Capabilities; 4) Concept and Design, and; 5) Implementation Strategy, Budget, and Schedule and on the Screening Matrix as provided in Appendix 5 of this RFP.

D. Content of the Proposal

Proposals must include the following information:

1. Introduction Letter (2 page maximum, excluded from page limit)

The introduction letter should identify each firm included in the Proposer Team, affirmatively commit each firm of the Proposer Team to complete the Project components described in this RFP if selected, and **must be signed by an officer of each firm of the Proposer Team.**

The Proposal should contain responses to the following categories:

2. Proposer Information

Please provide the following information for **each firm** included in the Proposer Team:

- a. Company Information
 - i. Firm Name
 - ii. Contact Person
 - iii. Business Address (no P.O. boxes)
 - iv. Phone Number
 - v. Email Address
 - vi. Website (if applicable)
 - vii. Type of Business Organization (Corporation, LLC, etc.)
 - viii. Number of Years in Business
 - ix. Roles and Responsibilities for this Project

- x. Identify if the Firm is a Minority Business Enterprise (MBE) or Disabled Veteran-Owned Business (DVB)
- b. Resumes
 - i. Please provide the names, resumes, and roles/responsibilities of all individuals who will serve as the key day-to-day contacts for this Project
- c. Public Project Experience
 - i. Please provide the title, total project cost, and completion date of the highest dollar value construction project each firm has completed for the State of Wisconsin DOA/DFD
 - ii. If a firm included in the Proposer Team has not completed a project for the State of Wisconsin DOA/DFD, please provide the title, total project cost, and completion date of the highest dollar value construction project that firm has completed for another government entity
- d. Workload and Capacity
 - i. Please identify each firm's current commitments and anticipated new engagements throughout the duration of this Project
 - ii. Please identify how potential overlap and capacity issues would be addressed to ensure a successful Project for the State
- e. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation
 - i. Please describe the Proposer Team's goals and action plan to encourage MBE/DVB participation on this Project

3. Relevant Experience, Certification, and Past Performance

- a. Demonstration of Experience with All Components of this Project
 - i. Please identify at least three (3) similar or relevant projects, either completed previously or currently under development by at least one member firm of the Proposer Team, that includes an accredited crime laboratory and at least one of the following components: 1) State or other office building; 2) State, local, or other law enforcement facility that may include an accredited crime laboratory, and/or; 3) Public Private Partnership (P3), if the Proposal includes such aspect.
 - ii. For each of the projects listed in 3. a. i. above:
 1. Describe the Proposer Team's roles and responsibilities, and;
 2. Provide an end-user reference (name, title, company, telephone number, and email address)

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4. Financial Capabilities and Other Required Documents

Proposals must address the Team's financial capability to complete all Project components by demonstrating:

- a. Recent experience securing financing for project(s) of similar size and complexity, specifically;
 - i. Satisfactory evidence of having obtained financing for project(s) with a total cost of \$75 million or more in the last five (5) years, **and**;
 - ii. Satisfactory evidence of the:
 - a. Proof of ownership, control, or pending transaction of a site for the new facility,
 - b. Ability to obtain financing for development and land acquisition project(s) with a total cost of \$75 million or more.
- b. Letter(s) of interest from potential lenders
- c. Ability to obtain sufficient bonding capacity and insurance for this Project
- d. Balance sheet and evidence of cash and/or cash equivalents sufficient to implement this Project
- e. Attestation that no member firm of the Proposer Team has filed for bankruptcy in the last ten (10) years or is currently in bankruptcy

5. Concept and Design for the SE Wisconsin Law Enforcement Facility

Proposals must include an overall master plan and architectural theme for the SE Wisconsin Law Enforcement Facility that incorporates its highest and best use and maximizes value to the State. This master plan should describe:

- a. Project size (including massing) and use mix that maximizes value to the State and is economically viable;
- b. Parking and Transit Oriented Features that meet State needs and provide value;
- c. Community Connectivity,
- d. Sustainable Design,
- e. How the new facility fits into the surrounding area and community,
- f. How the new facility compliments other municipal or law enforcement services, and;
- g. How the new facility creates ease of transit for and between other municipal or law enforcement services.

6. Implementation Strategy, Budget, and Schedule

Proposals must outline the Proposer's strategy and method to implement the Project including:

- a. Project Phasing, Construction Schedule, and Occupancy;
- b. Project Budget, Proforma, and Cash Flow Projections;
- c. Estimates of the Overall Economic Impact of this Project, and;
- d. Current Zoning, Path for Public Approvals, and Community Outreach Plan.

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. Other Considerations

1. Procuring and Contracting Agency

The DOA's Division of Facilities Management (DFM) is the authorized agent for this Project. The DOA will authorize the final selection made for this Project. All negotiations relative to this Project may only be conducted with the DOA's designated contact.

2. Factors to Facilitate Construction on State Land

If a Proposal contemplates construction of the new facility on State Land, the Proposal and lease with a purchase option and/or development agreement as a result of this RFP must comply with the State of Wisconsin's Constitution, relevant statutes, and provisions including but not limited to 13.48 and 16.848.

3. Lease with Purchase Option and/or Development Agreement

To facilitate a potential acquisition of the new office building, laboratory, and parking facilities, as well as the sale of the MKE Crime Lab Property, the State intends to enter into a lease with a purchase option and/or a development agreement with the selected Proposer (Please refer to the DOA's website for information: <http://doa.wi.gov/divisions/facilities-management/bureau-of-real-estate-management/current-space-needs>). The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process. Notwithstanding, the State reserves the right to change the legal mechanism used to execute an agreement to deliver this Project.

- a. Lease Rate: The lease rate shall be quoted as a triple net (NNN) rate for the amount of rentable square footage based upon a 20-year lease period with three (3), 5-year renewal options. The proposed rental rate should not include general operating expenses including, but not limited to, utilities, common area maintenance and repairs, grounds maintenance and repairs, property taxes, etc.
- b. Capital Expenditures: Lessor will be responsible for all capital expenditures and maintaining a capital reserve fund.
- c. Purchase Option: Proposer to provide an exclusive option to the State to purchase the facility and parking upon completion of construction and occupancy. In addition to the option to purchase at occupancy, the State shall have an exclusive, sole option to purchase at any time during the lease term.

4. Prevailing Wage

The Proposer shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$100,000 and more than one trade is required to complete the entire Project. If it is a single-trade project, the cost of construction must be \$48,000

or more. For additional information regarding how to apply for determination of Prevailing Wage, see http://dwd.wisconsin.gov/er/prevailing_wage_rate/.

5. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation

Minority Business Enterprises (MBE) and Disabled Veteran Owned Businesses (DVB) are encouraged to respond to this RFP. Any firm that wishes to be certified by the State as a MBE or DVB may contact the DOA Supplier Diversity Program at DOABDMBD@wisconsin.gov or visit their website at: <http://www.doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program>.

B. Reservation of Rights

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

- Cancel, withdraw, or modify the RFP
- Modify or issue clarifications to the RFP prior to the Proposal Due Date; in the event the RFP is modified it will be posted here: <http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/SE-Wisconsin-Law-Enforcement-Facility-RFP/> and all Proposers will be provided a chance to revise their Proposals
- Request submission of additional information from some or all Proposers following its review of one or more Proposals
- Waive any irregularity or defect in any submission
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements
- Reject all Proposals that are submitted
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

1. Site Conditions

The MKE Crime Lab Property shall be conveyed in "as-is" condition, without representation or warranty as to physical or environmental condition of the land or any existing structure.

The State makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during the course of any work, re-development, or construction of the property.

2. Predevelopment and Development Costs

The State is not liable for any costs incurred by a Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- a. Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- b. Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations) and development costs associated with the Project;

- c. Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, and;
- d. All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

3. Change in Proposer's Information

If there are any changes to any of Proposer's team members or new financial information, the Proposer must notify the State in writing by 5:00 PM central time on Friday, October 28, 2016, and provide updated information in the same format as prescribed in the RFP for the appropriate section of the Proposal. The State reserves the right to evaluate the modified Proposal, eliminate the Proposer from further consideration, or take other action as State may deem appropriate.

4. Ownership and Use of Proposal

Once submitted, all Proposals shall be the property of the State. The State may use any and all ideas and materials included in any Proposal, whether the Proposal is selected or rejected.

5. Communications with Media, Government Agencies, and Community

The Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community relating to the Project without first coordinating with and receiving the approval of the State.

6. Selection Non-Binding

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

7. Wisconsin Open Records Law

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP.

8. State Law

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

V. APPENDICES

Appendix 1 – Locational Attributes and Site Information

- 1.1 Boundary Map
- 1.2 Bus Line and Access
- 1.3 Site Information

Appendix 2 – Technical Specifications and Design Guidelines

- 2.1 General Requirements
- 2.2 Site and Building Criteria
- 2.3 General Construction Costs
- 2.4 Building System Criteria

Appendix 3 – State Agency Tenant Program Requirements

- 3.1 Crime Laboratory Administration, Support, and Information Technology
- 3.2 Chemistry
- 3.3 Criminalistics
- 3.4 DNA
- 3.5 Crime Scene Response Team
- 3.6 Division of Criminal Investigation
- 3.7 Office of the Attorney General
- 3.8 Division of Facility Management
- 3.9 Building Amenities and Infrastructure

Appendix 4 – Form to Submit Proposer's Questions

Appendix 5 – Selection Committee Screening Matrix

Appendix 6 – Registration and Release of Liability Form

Appendix 7 – Designation of Confidential and Proprietary Information Form

APPENDIX 1

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Locational Attributes and Site Information

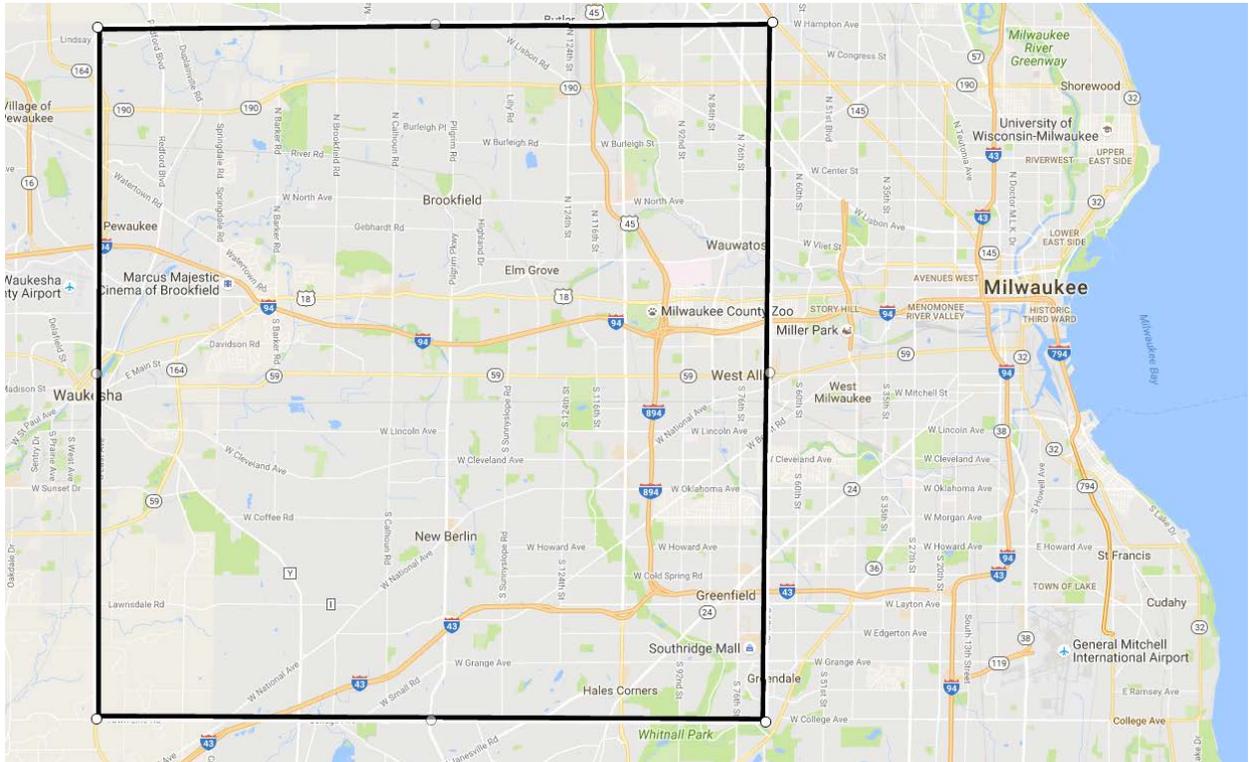
1. Boundary Map
2. Bus Line and Access
3. Site Information

Appendix 1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Locational Attributes and Site Information

The site location must be within a geographic area that is within the State of Wisconsin, Western Milwaukee County or Eastern Waukesha County; generally (East of Highway 164, West of 68th Street, North of 6300 South (College Ave) and South of 4800 North (Hampton Ave.). Sites may be on either side of the boundary streets. The location must be located along the interstate system within 3 miles, due to accessibility needs and evidence travel between Milwaukee and Madison as well as for the efficiency and convenience of law enforcement evidence submitters from across the southeast region.

1. Boundary Map:



2. Bus Line and Access:

It is preferred that the location be on a bus line with regular bus service several times a day, with at least one bus stop within the immediate proximity of the location with an accessible sidewalk route to the building.

3. Site Information:

- The site should have access to major roads, located in close proximity to major vehicle transportation arteries, easily located with minimal turns, and readily visible.
- Proposer shall provide information on municipal water, sewer, police, and fire service.
- Proposer shall provide information on telephone, electric, and natural gas utility service.
- The zoning must be compatible with this use.
- The new site should not be inhibited by any flood plain or conservancy restrictions, existing buildings that would require razing, or to be a brownfield site. An Environmental Impact Statement (EIS) is expected to be required for this project.

APPENDIX 2

State of Wisconsin, Department of Administration

SE Wisconsin Criminal Justice Facility RFP No. 455-002

Technical Specifications

1. General Requirements
2. Site and Building Criteria
3. General Construction Criteria
4. Building Systems Criteria

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Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Technical Specifications and Design Guidelines

The general intent of the following technical and design guideline is to reinforce, expand upon, and quantify published design standards and expectations established by the Division of Facilities Development (DFD) and the Division of Facilities Management (DFM) for the SE Wisconsin Law Enforcement Facility. It is not intended to limit design innovation, but rather, to ensure that facilities and related physical assets meet their intended functions and are designed, built, and maintainable in a high-quality, cost-effective manner that meets the business needs of the occupying agency.

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I. GENERAL REQUIREMENTS

A. Construction Standards:

The Project shall comply with SPS 360-366 Wisconsin Commercial Building Code. The construction standards, design guidelines, details, requirements for workmanship, and materials specifications for this Project **must** comply with the DOA/DFD “Master Specifications and Design Guidelines” posted at the following website:

<http://doa.wi.gov/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

Minimum design requirements for tenant/agency space development are included in the tenant programming and agency overview documents located in Appendix 3 of this RFP. These documents establish agency needs for room types, space, furniture, proximities, security, and use of building common space. However, while the tenant agency specification identify use, additional meetings and time will be required with DOA, DOJ and the development teams architect and engineer to complete program verification and finalize appropriate engineering specifications and plans to meet best practice and solutions for this critical laboratory facility.

In addition, the design and construction must be accredited to meet Federal Standards (ISO 17205 Standards and Quality Assurance Standards) by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB) (see www.ascl-d-lab.org).

B. Accessibility Standards:

The Project shall comply with revised ADAAG Standards 2010 and/or DFD accessibility guidelines whichever is more stringent. DFD has adopted universal accessibility standards that afford the greatest accessibility as referenced in COMM 62, IBC, ANSI, and or ADAAG.

The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender, or physical stature without the need for adaptation or specialized design.

C. Sustainability Standards:

The Proposer shall be responsible for accessibility design guidelines included in the applicable articles of the [Sustainable Facility Design Standards](#) and in the spirit of the [Building Commission Sustainable Facilities Policy](#). The Proposer shall apply the applicable requirements contained within [Sustainable Facilities Standards Checklist](#) as defined in the [Sustainable Standards](#).

Daylight and Views:

The Proposer shall be responsible for implementing additional daylighting standards as defined in [DFD Daylighting Requirements](#).

Energy Usage:

The Proposer shall be responsible for implementing additional energy usage requirements as defined in [DFD Energy Guidelines](#).

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D. Life Cycle Costing (LCC):

The Proposer shall contact local utility companies to determine available demand-side management programs and no-cost assistance provided by these companies to designers and owners. All LCC efforts should be completed in the Design Development Phase of the Project.

Applications:

Basic applications of LCC are addressed within the individual articles herein. In general, LCC is expected to support selection of all building systems that impact energy use: Thermal envelope, passive solar features, fenestration, HVAC (including Energy Recovery Ventilator), domestic hot water, potential geothermal applications, building automation, and lighting. However, LCC can also be applied to building features or involve costs related to occupant productivity, system maintenance, environmental impact and any other issue that impacts costs over time.

Procedures and Approach:

It is important to recognize the significance of integrated building systems design in the overall efficiency of the design. The most effective approach to LCC is to appropriately integrate it into the design process.

A building's design evolves from general concepts to detailed analysis. LCC needs to follow the same approach by focusing first on general concepts and then moving towards a focused detail study.

Further, in order to effectively develop this project, commitments should be made early on regarding building systems and such decisions should be retained throughout the project. This means that proposed building systems should be analyzed for appropriateness during the first stages of a project's Design Development Phase. Then a commitment on direction for systems should be made following this analysis with any further LCC studies focused on the detail within each system.

E. Deliverables:

The successful proposer will provide architectural and/or the space design services required as the project is implemented. These services will include preliminary schematics, plans and documents based on the building plan and may require both paper and electronic (ACAD) documents for review.

Proposer shall expect formal review, comments, and approval of all deliverables by DFM/DFD. Deliverables include but are not limited to the following information on the building, site, and parking structure:

- Preliminary, development, and final building and site design and landscaping plans.
- Final design building information model (BIM) in native format
- "As Built" record documents including cut sheets, final finish samples, commissioning results, and O&M manuals. As Built BIM and ACAD Drawings and native format files are to be provided in hard copy and on a flash drive at the end of the Project. The Proposer may be expected to provide limited assistance to DFM when uploading the building information model data into the State's system.

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- Level 2 Commissioning will be required for this project. Please refer to the following DFD Master Specifications: <http://doa.wi.gov/Documents/DFD/Forms/DOA-4518P-AE-PPM.pdf>

Computer Aided Design (CAD):

The Proposer's Architect/Engineer shall meet the drawing guidelines and standards defined per the DFD CAD Design Standards and shall follow the DFD and DFM CAD guidelines for exterior and interior drawing labeling and layering.

The DFD CAD Design Standards are on the following web site:

<http://doa.wi.gov/Default.aspx?Page=dfb0563e-d80d-4eb2-99cf-21e8691bc0fd>

DFM Interior Design Layering Standards are as shown below:

LAYER NAME	PEN #	COLOR	LINWEIGHT (mm)	DESCRIPTION	NOTES
A-ANNO-DIMS	6	magenta	default	dimensions	
A-ANNO-KEYN	7	white	default	keyed notes	
A-ANNO-LEGN	7	white	default	legend text/notes	
A-ANNO-NOTE	7	white	default	general/job notes	
A-ANNO-NPLT	9	lt grey	default	non plotting information	non plotting
A-ANNO-REDL	1	red	default	redlines	
A-ANNO-REVS	3	green	default	revision notes	
A-ANNO-SYMB	7	white	default	symbols	
A-ANNO-TEXT	7	white	default	general text	
A-ANNO-TTLB	7	white	default	title block information	
A-AREA	1	red	default	area calculation boundaries	
A-AREA-IDEN	7	white	default	area room numbers, calculations	
A-AREA-OCCP	7	white	default	occupant or employee names	
A-AREA-PATT	9	lt grey	default	area patterns, solid fill and hatches	
A-CLNG	1	red	default	ceiling boundaries	
A-CLNG-GRID	6	magenta	default	ceiling grids	
A-CLNG-PATT	9	lt grey	default	ceiling patterns	

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A-CLNG-SUSP	1	red	default	suspended elements (not equipment)	
A-DOOR	2	yellow	default	doors- plan drawings	
A-DOOR-IDEN	7	white	default	door tags and numbers	
A-EQPM	3	green	default	equipment,lockers,appliances	
A-EQPM-CLNG	3	green	default	clng mounted eqpm:sprinkler head, strob	
A-EQPM-FIXD	3	green	default	fixed equipment, fire extinguisher cabinet	
A-EQPM-IDEN	7	white	default	equipment identification and numbers	
A-EQPM-MECH	3	green	default	fin tube, horn/strobe on column, t-stat	
A-FLOR	2	yellow	default	floor boundaries	
A-FLOR-CASE	3	green	default	casework	
A-FLOR-EVTR	2	yellow	default	elevator cars and equipment	
A-FLOR-HRAL	1	red	default	handrails, guardrails, grab bars	
A-FLOR-IDEN	7	white	default	floor identification, numbers and finish	
A-FLOR-LEVL	2	yellow	default	floor level changes, slopes and ramps	
A-FLOR-PATT	9	lt grey	default	floor material patterns and hatches	
A-FLOR-PFIX	3	green	default	plumbing fixtures	
A-FLOR-SIGN	3	green	default	signage	
A-FLOR-SPCL	3	green	default	architectural specialties	
A-FLOR-STRS	2	yellow	default	stairs, steps, risers	
A-FLOR-TPTN	1	red	default	toilet partitions	
A-GLAZ	5	blue	default	glazing and mullions	
A-GLAZ-FULL	5	blue	default	full height glazing and mullions	
A-GLAZ-IDEN	7	white	default	window identification and numbers	
A-GLAZ-PHRT	5	blue	default	partial height glazing and mullions	
A-GLAZ-SILL	2	yellow	default	sills	
A-ROOF	5	blue	default	roof boundaries	
A-ROOF-LEVL	2	yellow	default	floor level changes and slopes	
A-ROOF-OTLN	1	red	default	outline edge	
A-ROOF-PATT	9	lt grey	default	roof material patterns and hatches	
A-WALL	5	blue	default	walls	
A-WALL-EXTR	5	blue	0.40	exterior walls	
A-WALL-FIRE	6	magenta	default	fire rated walls	line type: center
A-WALL-SHFT	5	blue	0.40	shaft walls	
A-WALL-HEAD	6	magenta	default	door and window headers	visible only on ceiling plans
A-WALL-INT	5	blue	default	interior walls	
A-WALL-MOVE	1	red	default	moveable partitions and walls	
A-WALL-PATT	9	lt grey	default	wall material patterns and hatches	
A-WALL-PRHT	1	red	default	partial height walls	
E-FLOOR-DUCT	7	white	default	sleeves, channels	
E-POWER	1	red	default	electical outlets(wall, floor), switches	
E-LIGHTING	3	green	default	cans, trough fixtures	
E-TELEDATA	2	yellow	default	jacks	
E-SECURITY	2	yellow	default	card reader, RTE, cameras	
Defpoints	7	white	default	defpoints	
I-CUBE-IDEN	7	white	default	cube numbers	
I-FURN	3	green	default	interior furnishings	
I-FURN-CHAIR	3	green	default	chairs and seating furniture	
I-FURN-FILE	3	green	default	file cabinets, bk cases	
I-FURN-IDEN	7	white	default	furniture identification and numbers	
I-FURN-PNLS	1	red	default	systems panels	
I-FURN-POWR	3	green	default	power designation	
I-FURN-WKSF	3	green	default	work surface components	
S-COLS	5	blue	0.40	structural columns	
S-GRID	6	magenta	default	structural column grids	line type: center
S-GRID-IDEN	7	white	0.25	structural column grid identification	

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PEN #	COLOR	LINWEIGHT	DRAWING ELEMENTS
1	red	.35 mm	glazing, partial height walls, handrails, area outlines, redlines
2	yellow	.13 mm	steps, level changes, sills, doors
3	green	.25 mm	furniture, equipment, casework, specialties, signs
4	cyan	.50 mm	not used
5	blue	.70 mm	walls
6	magenta	.18 mm	gridlines, door heads
7	white	.25 mm	text, annotations, identifications
8	dk grey	.70 mm	not used
9	lt grey	.25 mm	patterns, hatches, fills, non plotting layers

Building Information Modeling (BIM):

The Proposer shall meet the DFD Building Information Modeling (BIM) Guidelines and Standards for Architects and Engineers at the following website:

ftp://doafpt1380.wi.gov/master_spec/BIM%20Guidelines%20&%20Standards/BIM%20Guidelines%20and%20Standards%20for%20AE%20%207-1-12%20Final%20DRAFT%207-26-12.pdf

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II. SITE AND BUILDING CRITERIA

A. Site and Infrastructure

Site Access:

The Proposer shall show how the site interacts with existing public transportation options, such as, City/Regional bus lines and bicycle paths or other modes of transportation.

Outdoor/Green Space:

The Proposer should include outdoor seating areas and bicycle parking in the design.

Building Access:

The Department of Justice will require a minimum of 6 separate secured entrances. The Proposer shall provide a separate main lobby for visitor/public entrance; an entrance for DOJ staff; an entrance for DOA staff located by the dock and their offices; an evidence reception vestibule; a separate entrance by the sally port; and a separate entrance by the crime scene response garage.

Please see the individual agency program requirements for additional details of agency operations as they relate to public access as provided in Appendix 3 of this RFP.

Parking:

It is estimated that 360 parking spaces will be needed. 200 of these spaces will need to be in a 24/7 card access secured area.

Additionally, eight surface parking spots are required to be provided adjacent to the loading dock for DOA Building Management staff and vendor/contractor day visits.

Handicap parking for visitors and staff shall be near the entrances and signed appropriately

Drop-Off:

Provide adequate drop-off area by the main entrance that is in scale to the overall building for handicap members.

Materials Delivery/Loading Dock:

The building loading dock will be heated, air conditioned and will not have humidity control. It will need space for loading and unloading of records, computers, supplies, and general office space needs. The loading dock shall be a dropped loading dock or dock with levelers, with a rain-protecting canopy. The covered loading dock shall be able to accommodate 2 bays with one dedicated to recycling. Appropriate recycling disposal and storage shall be planned for the dock area. A separate walk in service door entrance shall be provided in addition to dock openings as noted above for DOA staff. Security cameras, intercom and door card access locking system are to be provided in the loading dock area. [See Security System Requirements in this Appendix Section IV, E. Security CCTV/Security Access Control.]

Please also review tenant vehicle bay and vehicle storage garages as identified in the tenant specifications Appendix 3. These will be separate and distinct areas from the loading dock.

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Exterior Way-Finding & Signage:

Provide a single, internally illuminated, monument-type building address identification sign by all public main entrance drives, in addition to site directional signage.

Proper signage is required to clearly identify the use, proper traffic flow, and way-finding of the parking lots. Signage shall include ADA signs, permit only signs, visitor only signs, etc.

B. Facility Overview

Building Aesthetic:

The Project shall be designed as a Class A combination office/laboratory building. The building shall be open and inviting, be compatible with surrounding office buildings, neighborhood, and be aesthetically pleasing. The design shall incorporate interior and exterior building elements that convey quality architectural design and maintain a high level of professional image. The design of the new building shall promote a positive and healthy work environment for all staff. The massing of the building shall be somewhat articulated (more than just a box) without sacrificing an efficient core and modular furniture layout. The exterior envelope shall provide transparency between the exterior and inside public spaces. However, there shall be no atrium spaces, open stairwells or other multiple story open air type spaces within the building design.

The lower floor of the building shall house all of the public and common use functions such as the large training room and public restrooms. See Appendix 3 of this RFP for more information.

The first floor shall be directly accessible from visitor parking.

All exterior windows shall be one way glass to allow occupants to see out, while providing security and privacy to interior occupants.

Landscaping:

Proposer's building should provide/have overall landscaping as required and at a level for Class A office buildings. The overall landscaping shall be low maintenance and shall not require an irrigation system to maintain.

Entrances:

Identifiable and signed entrance points should be planned into the facility, see section above regarding building access.

Access for the general public function should be secure and separate from agency staff entrances. All entrances shall have an enclosed airlock vestibule, should be well lit, and include slip-resistant, highly durable flooring.

All entrances will be monitored by security cameras. . [See Security System Requirements in this Appendix Section IV, E. Security CCTV/Security Access Control.]

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Elevators:

The building should contain a minimum of two passenger elevators and two freight elevators. The passenger elevators and freight elevators shall have a security card access and shall service all floors. The freight elevator should be located near the dock/building management area and/or tenant garage spaces. The freight elevators must service all floors of the building including mechanical penthouse and below ground if necessary. It should be capable of transporting large equipment and furnishings. The minimum size is 14'x6' and it shall be a Class A elevator per ASME A17.1 Rule 207.2b.

Interior Way-Finding and Signage:

Upon entering the main building lobby, the public shall be directed both visually and with signage to the reception and waiting areas.

The Proposer shall ensure final design includes a comprehensive signage package including site, life safety, accessible, entrance, and way-finding signage for both the building and parking areas

All base building, tenant way-finding, and room number/cube number signage to be included in the project and follow DOA Interior Sign Standards (To be provided during the design development stage to the selected Proposer). Room or area numbering shall be approved by the DOA DFM interior design team.

Provide one back-lit, recessed general building directory or electronic directory centrally located in visitor entrance building lobby.

Provide one bronze building dedication plaque, minimum sized at 36" x 42" which includes a State of Wisconsin seal located in the building's visitor entrance lobby area.

Provide exterior signage package for wayfinding including a minimum of one illuminated building identification sign.

Exterior Doors and Frames:

Entrances and exits shall be commercial aluminum systems. Utilize 12 gauge continuously welded, hollow metal frames and 14 gauge hollow metal doors. Hollow metal shall be galvanized and finished with high performance coatings. All components shall be thermally broken. All exterior and secured locations within the building to have welded hinge pins.

Handrails and Guardrails:

All interior and exterior handrail and guardrail components shall be stainless steel. See DFD guidelines for anchoring requirements.

Regional Training Room:

Training room to be 4,000 sq. ft., tiered auditorium seating for 150 people and should include an overhead projector, white boards, smart boards, Listening RF emitter system, and voice communication. Equipment will be provided by tenant, however blocking, electrical, emitter system and cabling support for these items to be provided for in the design.

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Locker Rooms:

Two locker room areas with card reader entrances are specified in Appendix 2 programming. These rooms should be located as specified by each group's summarized room requirements. Locker Rooms must contain shower stalls (one being an accessible shower stall), water closets, lavatories, and a changing area with lockers. There should be mirrors over each sink and one full length mirror. Soap and towel dispensers, benches, towel hooks, and an emergency telephone should be included.

Lactation Rooms:

The building shall have one lactation room with card reader door access, three private curtained off areas, each with a chair, counter, and electrical outlet. The room must also contain an upper and lower cabinet area with accessible h/c water sink, a small refrigerator, and a minimum of 8 small lockers for equipment.

Flooring in the lactation room should be carpet and walls to have Type I low or no voc vinyl wall covering. Lower or adjustable levels of lighting are requested in the lactation room area.

Floor Kitchenettes:

Provide three kitchenettes per Appendix 2 programming. Each kitchenette shall be equipped with space for:

- Two Side-by-side refrigerators
- Two full-size microwave ovens
- Water hook up for commercial grade coffee maker
- Under-counter trash/recycling containers
- Built-in trash & recyclable bins that are incorporated into lower cabinets
- Upper and lower laminate cabinets
- Hot and cold water single compartment stainless steel sink
- Water line and water filters for refrigerator, coffeemaker, and sink

Building Breakroom:

Provide one 540 square foot building breakroom per Appendix 2 that should include:

- Locked storage closet with shelving within the room for supplies
- Two double compartment hot/cold water stainless steel sinks
- Three refrigerators with water hook ups and ice makers
- Upper and lower laminate cabinets
- Three full-size microwaves
- 4' x 4' tables chairs
- Built-in trash & recyclable bins that are incorporated into lower cabinets

A separate copper direct line water feed must be provided for automatic coffee makers and refrigerators. Coffee maker will be provided by tenant, refrigerators should be provided with the building.

A 24" space above the counters should remain open to allow space for a full size coffee maker.

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Dedicated outlets are to be provided for the coffee maker and microwave. Provide one additional outlet for tenant convenience.

Provide a hands free paper towel and soap dispenser.

Flooring to be a non-slip recycled vinyl composition tile or Linoleum tile and wall covering to be a washable Type II low voc or no voc vinyl wall covering.

The backsplash wall of each kitchenette area to be ceramic tile.

High Density Storage:

Refer to Appendix 3 of this document for request for high density shelving locations. Proposer to design the floor slab for the appropriate loading and provide the shelving as part of the building construction project.

C. Interior Space Standards and Guidelines

Private Office Guidelines:

Office suites will be allowed for executive level divisions or those requiring separation for security or confidentiality purposes. Example: Office of the Attorney General.

Division Administrator offices will be located on the windows but avoid corner locations where they might occupy more than one window.

Except as noted in the Summarized room requirements, private offices in state-owned buildings for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices must be located toward the center of the space in order to meet the Sustainable Facilities Policy and the DFM Daylighting Standards.

Except as noted in the Summarized room requirements, clearstory glass, sidelights, or door lights are to be on all offices and conference rooms to increase light infiltration. These glazed units may not be covered with blinds or other window treatments. See details under General Construction Criteria.

Open Office Systems Guidelines:

Open office system furniture take priority for window access in building planning.

System furniture panels are to be 66" tall or less. Approximately 20 to 30% of the panels should be 42" tall or less. This allows for increased air circulation and light penetration.

Orient 66" tall panel's perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows. Lower panels should be located parallel to the windows. To reduce soiling wear, overhead flipper doors should not be finished with fabric.

Heating/cooling/ventilating units must not be obstructed, use of open panel systems acceptable.

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A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.

Shared workstations layouts and the creation of neighborhoods are encouraged for employees with similar job functions.

Review specific tenant lab layout preferences and adjacency requirements in Appendix 3.

Support Area Guidelines:

Conference Rooms and other ancillary areas should be located on the interior of the building.

Training rooms and related storage areas are to be located on the first floor.

D. Commissioning Activities / Services:

The commissioning activities required correspond to DFD's Commissioning policy and procedures can be found in Section Two of the A/E and Consultant Policy and Procedure Manual at <http://www.doa.state.wi.us/documents/DFD/Forms/DOA-4518P-AE-PPM.pdf>

Proposer to provide an independent commissioning agent to complete the Level 2 commissioning activities. DOA/DFM will participate in the commissioning agent selection process.

Commissioning shall be done for all elements and systems that are performance based.

For those systems that function or are controlled by a parent system such as security, HVAC, lighting etc. functional performance testing is required for each entire system.

For those systems that need to perform independently such as the building envelope, windows, elevators etc. individual functional performance testing is required.

DFM will provide input to the selected Proposer for inclusion of verification check lists and functional performance test forms into the construction specifications.

DFM will review Basis of Design/Design Concept to evaluate if construction documents including specifications meet State Project Requirements and DFD guidelines.

DFM will work with Developer Team to develop a Commissioning Plan including commissioning team, procedures, system tests, test sampling, milestones and responsibilities.

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III. GENERAL CONSTRUCTION CRITERIA

A. Building Envelope:

The Proposer shall ensure waterproofing and roofing systems shall be reviewed by DFD engineers and Registered Building Envelope, Roofing, and Waterproofing Consultants.

Exceeding Code Compliance:

It is expected that the performance of these assemblies exceeds the minimum requirements of the IBC 2009. Other General Requirements will require increased energy performance.

Rain Screen Design:

All exterior cladding systems shall be engineered using pressure rain screen principles including:

- Requires CMU backing.
- Use of comprehensive sheet weather barriers regardless of structural substrates.
- Use of a single membrane application shall accomplish weather, vapor, and air barriers/retarders.
- Use only applications that include compartmentalized interstitial drainage and vented air space.
- Use only applications of continuous exterior cavity insulation to achieve thermal performance.

Barrier cladding design will NOT be allowed, regardless of testing.

Waterproofing and Roof Design:

Various system opportunities are referenced within the master specification, Division 7. Include a minimum Manufacturer's warranty of 15 years on all systems.

Typical Roof Structure: steel bar joist.

Guarantees and Warranties:

The standard specifications include no dollar limit warranties, extended manufacturer guarantees/warranties, and contractor guarantees/warranties. All guarantees/warranties shall be transferable without cost.

Fenestration Design:

This includes design, construction, or presence of openings in a building. Fenestration includes windows, doors, louvers, vents, wall panels, skylights, storefronts, curtain walls, and slope glazed systems. Each system selected shall be tested for the exposure in which it will be installed.

Life Cycle Testing:

All manufactured units shall contain a minimum AW rating by American Architectural Manufacturers Association.

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Thermal Performance:

All assemblies shall employ thermal strut technologies. Poured-in bridge or non-thermally broken components will not be acceptable.

Windows and Natural Ventilation:

All windows shall be fixed. Exterior ground floor windows shall have a ballistic rating of 3-4. First floor windows to have 60 minute attack rate glazing. All ventilation shall be accomplished through the mechanical systems. Provide solar shades at all exterior windows 5% openness with fascia's and side rails. Install room darkening (black out) blinds in any conference rooms, offices, or training rooms if on the building exterior.

Natural daylight will be provided to the greatest extent possible to the occupied areas of the building; however, skylights are not an acceptable option.

Exterior windows to be one way to allow occupants to view out while providing privacy and security to the interior occupants.

Testing and Control Samples:

Mock-ups of each wall, roof, and fenestration assembly and assembly interfaces shall be completed for review and approval by DFD/DFM and used for the purposes of quality assurance. Each of the items shall be included in the scope of commissioning.

B. Floor to Floor Dimension:

Floor to Floor Dimension:

The floor to floor dimension shall be a minimum of 15'-4" to allow a minimum 9'-0" clear ceiling and adequate space for mechanical equipment and ducting. See summarized room requirements in Appendix 3 for areas that will require additional clearances for mezzanines.

C. Exit Stairs:

If building is more than one story, code compliant exit stairs shall be located centrally to encourage employees to take stairs in lieu of the elevator. Interior of stairs enclosure shall be finished to match other building finishes. Provide safety features such as battery backup lighting, areas of refuge and locations for Stryker chairs.

D. Doors, Door Frames, and Hardware Assemblies:

Except specialty doors, as noted below:

All interior doors to be wood solid core construction with hard wood edges, 3'-0 x 7'-0 x 1- $\frac{3}{4}$ ", unless otherwise specified, and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.

All Lock sets and Latch sets shall meet BHMA A156 Grade 1 performance. Door hardware non-removable cylinders and keying to be Primus, to match State's existing master keying system – All keying requirements to be coordinated with tenant. Enclosed offices and conference rooms locksets shall be thumb turn locked from inside for safety with fail safe open feature.

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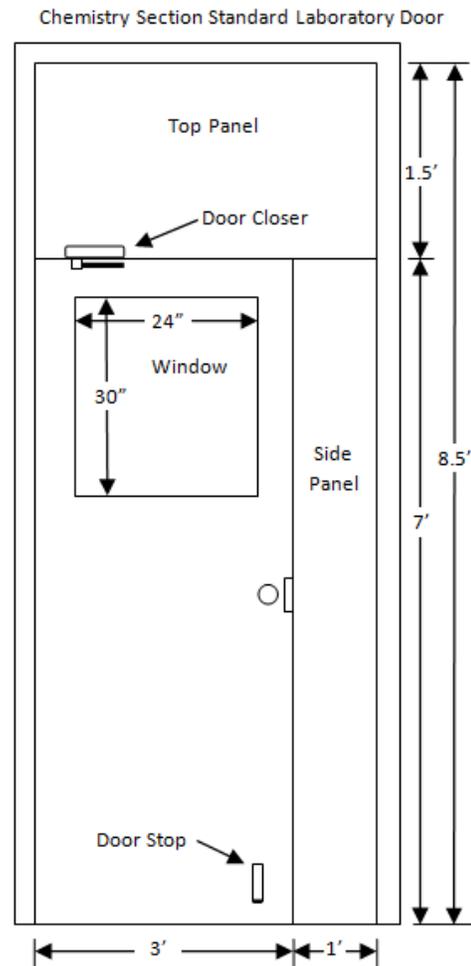
All interior door frames shall be painted 14 gauge hollow metal frames. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop.

Heavy duty stainless steel double coat hooks should be included on the backs of all office doors.

All cased openings should be 6'-0" wide x 7'-0" high

Standard Laboratory Door :

The Standard Laboratory Door is a 36"W x 84"H x 1.5" thick solid core door. There is a 12"W x 84"H x 1.5" thick solid core hinged panel next to it so the opening can be increased to 48" when needed. The door and the side panel each have three 2.25"W x 4.5"H hinges made of 1/8" thick rust resistant steel and with steel pins. The hinges are inset flush to the door frame and the door (or side panel) and held in place by four screws through each flange. The door can open left or right. Above the door is a 48"W x 16"H x 1.5" thick solid core top panel which is affixed to the door frame but can be removed to allow passage of extra height equipment if necessary. The door frame is epoxy coated steel and contains the door, the side panel, and the top panel. The side panel is held in place by a retractable pin into the floor and one into the top panel. The door has a lever set with latch and a latch plate in the side panel which is tied into the building's programmable access system so the door can be opened with an employee's access card . The door has a 24"W x 30"H window in it. The door has an automatic closer fixed to the door and the top panel. The door has a stop at the floor to keep the door open when needed. The stop folds up out of the way when not in use. If the door is between a lab and a hallway it opens into the lab.



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Exterior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Continuous non-removable Hinges
- Automatic Door Operators at accessible entrances and exits
- Electronically controlled panic devices
- Fully Mortised Entrance / Exist locksets with electronic strikes
- Door Position Switches
- Request for Exits
- Card readers
- Absence of pull or exterior trim at exit only doors
- Primus[®] locking systems

Interior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Fully Mortised Locksets and Latch sets
- Electronic strikes where card readers are used
- Door Position Switches and request to exit where card reader are used
- Primus[®] locking systems

All offices, conference rooms and storage rooms should receive locksets.

Clearstory Glass and Sidelights:

Clearstory glass and sidelights are to be used whenever possible to increase light infiltration and should follow DFM Daylighting Standards for State Facilities.

UNO All enclosed offices and conference spaces, should have 18" sidelight minimum on latch side of door. If the location does not allow room for a sidelight, the door should include a borrowed light. Glass in doors, sidelights, and borrowed light is to start at least 9" AFF. Blinds are not permitted on sidelights.

E. Furnishings

Modular Workstations and Office Furniture:

The Proposer shall provide all new furniture for the Department of Justice . See specific building programming for additional information. The Proposer shall work with DFM on specification and layout.

All furniture (excluding wood) should be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards and should be comprised of a minimum of 20% recycled content. This is a combination of post-consumer and pre-consumer recycled content. Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council.

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Systems Furniture:

System furniture to be of class A type (metal infrastructure and component parts) examples acceptable manufacturers are Herman Miller, Knoll, KI, BSI, Haworth, Kimball. Workstations may be refurbished/recycled or new. Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.

Panel fabrics should have 100% recycled content.

Each cubicle should include, at a minimum, 30" deep plastic laminate work surfaces with a corner, Two locking overhead storage bins, one shelf, two locking pedestal files (one file/file and one box/box/file, tack boards or tack able panel surfaces, a pencil drawer, under cabinet task lighting, three outlets and 2 data/one voice outlets.

Each workstation shall be keyed alike for overhead storage, lateral file and pedestals. Proposer shall provide two keys for each lock and shall coordinate final key schedule with DFM.

Private Offices:

Executive management offices shall be wood. Middle management offices are to be modular metal systems with laminate work surfaces.

Each modular office should include, at a minimum, 30" deep plastic laminate work surfaces with a corner and P-top desk, two locking overhead storage bins, one shelf, two locking pedestal files (one file/file and one box/box/file, tack boards or tack able panel surfaces, a pencil drawer, under cabinet task lighting, two guest chairs, three outlets and 2 data/one voice outlets.

Conference Rooms: Chairs to be upholstered, stackable, and/or mobile for easy reconfiguration of the room. A standard conference room configuration is to have laminate tables with metal bases, modular, and locking casters to be easily moveable. See specific requirements for training rooms within tenant specific programming. The Executive Management conference rooms to have upholstered seating and wood tables that do not need to be mobile.

Break Room: Tables to be laminate with metal bases, modular, and easily moveable. Chairs to be stackable and the seating made of either wood, plastic, or metal with a metal base and easy to clean. Outdoor tables and chairs to be metal.

Reception/Lobby Areas: Seating to be fully upholstered or partially upholstered with wood base. Side tables to be wood. See tenant specific programs for quantity/seating capacity required.

Main Building Reception Desk to be made of systems furniture, but with upgraded finishes including wood and glass.

Seating:

The Proposer to supply all seating (including conference, break area, guest, outdoor seating, reception areas, etc.) except for individual task chairs.

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F. Interior Walls:

Except as noted in specific areas, Gypsum Wall Board (GWB) partitions to finished ceiling should be used in the design. Partitions are to provide effective sound attenuation in walls and above the ceiling.

Interior walls at large, medium, and small conference room, locker rooms and restrooms walls are to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing. Refer to Appendix 3 for additional wall construction requirements.

Interior walls in the following areas are to be concrete masonry wall construction: all evidence storage rooms, receiving, receiving storage areas, general building storage, controlled substance vault, vehicle processing, firing range, firearms vault or storage, flammable storage

Evidence storage areas and firearm vaults to be constructed per ASTM standards.
<http://www.astm.org/>

Walls with clerestory glass

Refer to Appendix 3 for specific clerestory glass locations

G. Casework:

All casework in breakrooms, copy workroom or kitchens shall be AWI Custom Grade, full overlay. Cabinetry units in kitchens and breakrooms shall consist of upper and lower units with at least two lockable cabinets. Cabinetry units in workrooms to have a standing height counter with cabinets below and open mail shelves above. Casework is to have high pressure laminate on all exposed sides and surfaces. One (1) adjustable shelf shall be provided per 18" of cabinet space. A portion of all wall cabinets shall comply with ANSI reach ranges. Knee openings are to be provided at sink base cabinets per ADA requirements. Break room casework to have adequate storage for supplies and cleaning materials.

Laboratory Cabinetry:

All cabinetry in the laboratory shall be laboratory grade wooden cabinetry with ¾" thick case panels joined by dowels and glue, ¾" thick bottoms and end panels, ¾" shelves, where specified, adjustable in 1" increments, "five knuckle" door and drawer pulls, and heavy duty drawer suspensions (150 lb minimum). Unless specified, knee holes do not have a "skirt" under the front edge of the top work surface.

Wall cabinets are 12"D x 30"H and have glass front doors, sliding or hinged. They are mounted 18" above a 36"H bench and 24" above a 30"H bench.

Glassware Storage Cabinetry:

The standard glassware storage cabinet is 4'W x 7'H x 2'D constructed the same as the Standard Cabinetry. The glassware storage cabinet has sliding glass doors and five adjustable shelves.

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Standard Laboratory Bench:

Unless other dimensions are given the standard laboratory bench is 30"D and topped by a 1" thick black chemical resistant epoxy material with rounded corners and edges. When the bench is against a wall there is a 4"H backsplash made of the same material along each wall. Unless otherwise specified the bench is held up by base cabinets (see Standard Cabinetry below) with a combination of kneeholes, drawers, and cupboards. These will be specified when the design is made. In each case Standard Laboratory Benches will be specified as 30"H or 36"H. When legs are specified for holding up the bench top they are 2.25" square wood legs which match the wood cabinetry.

Loading Dock Area:

Provide a 6' long minimum, standing height, counter for equipment check-in.

Building Mailroom:

Provide upper and lower cabinets with counter space for mail sorting and assembling. See tenant programs in Appendix 2 of this RFP for specific tenant mailroom requirements.

H. Ceilings:

To ensure proper day lighting design techniques, the ceiling heights must be studied in order to bounce light as deep into the space as possible.

Ceiling tile shall have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. Increased CAC to be provided through the use of a sound masking system. Ceiling tile shall be regular, and color is to be white. Minimum Recycled Content to be 74%. Restrooms, locker rooms, janitor's closets and other wet areas ceiling to be provided with appropriate moisture resistant surface.

Ceiling in public lobby, elevator lobby (if applicable), and large training room shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. In addition to standard lighting, high efficiency accent lighting shall also be provided in these spaces and must be approved by DFM.

Provide 4% ceiling material attic stock of each type, to be left on site upon completion of the project.

Standard finished office ceiling height in office areas to be 9'-0". Laboratory areas to be 10'-0", and training area will require a higher ceiling for assembly style seating. Refer to Appendix 3 (3.6 and 3.5) for areas with mezzanines that will also need additional height.

I. Flooring:

Provide integral recessed walk-off mats with floor drains at public and staff entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.

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Entry level public vestibule and main lobby shall have hard surface natural flooring such as stone. Flooring is to be of highly durable material, slip resistant, and shall include a penetrating sealer in place of the topical coating of wax.

Restroom flooring shall be non-slip ceramic or porcelain tile with matching tile base.

Stairwells flooring, if applicable, shall be of non-slip material, resistant to stain and easy to clean.

Carpet: General business open office areas, private offices, waiting areas (excluding main entrance lobby), meeting rooms, copy areas and rooms, and lactation rooms shall be carpeted with commercial grade 24 oz. Solution dyed nylon carpet tile.

Kitchenettes and break room shall have linoleum flooring or vinyl composition tile with recycled content and both shall be Low VOC or no VOC including adhesives and washable low voc or no voc vinyl wallcovering.

Voice and Data Communication rooms to have static dissipative vinyl composition tile with recycled content and low VOC or no VOC including adhesives.

Laboratory areas to have smooth, chemical resistant, fatigue reducing material which is not slippery when wet and can stand up to the constant use of wheeled chairs.

Provide 4% minimum attic stock for each type of flooring.

J. Interior Wall Finishes:

Wall Coverings:

Main corridors, elevator lobby, general public areas, break room and kitchenettes, shall be covered with Type II low voc or no voc vinyl wall covering. Provide 5% attic stock for all materials.

Wall treatment around the drinking fountains shall be non-water absorbing.

Provide wains coating and corner guards within the loading dock and where carts, dock equipment etc., will be present.

Paint:

Texture of painted surfaces to be rolled satin finish, for the restroom painted wall areas which shall be semi-gloss. All laboratory areas to be stain resistant semi-gloss paint.

The project is to provide paint attic stock equivalent to 4% coverage area for each color.

Ceramic Tile:

Walls in toilet and shower rooms shall be tiled. Ceramic tile to be full height on wet walls and 60" AFF on all other walls. Shower is to be tiled to their full height. Kitchenette and break room back splash are to be ceramic tile. See additional ceramic tile requirements listed in Appendix 3.

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K. Specialties:

General:

Provide all necessary accessories including but not necessarily limited to:

- Corner Guards: Provide 48" high commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.
- Restroom Accessories: Coat Hooks, shelves, mirrors, and touch less soap and paper dispensers are to be installed in restrooms and locker rooms.
- Toilet partitions to be ceiling mounted. Include water saving fixtures and automatic flush for toilets.
- Provide large, plastic waste and recycling bins at all kitchenettes, training, conference, and public waiting area. Provide for each office, cubicle and small conference room a 9" x 13" x 16" high plastic recycle bin. Also provide large waste and recycling containers appropriate for outdoor use in parking lot, entrance, and outdoor dining area.
- Wellness Equipment (2) treadmills, (1)stationary bicycles, (1)stair climbers, and (1)weight set. Maintenance contracts will be by Lessee.
- Two 30' cone tapered aluminum flag poles shall be provided at the exterior main entry.

All training, conference, and meeting rooms with 10 occupants or more shall be provided wall strips to display presentation materials.

The following equipment to be provided by tenant; however, blocking, and electrical, voice, data cabling for these items to be coordinated and provided for in the design:

- Training, conference room equipment (projector, smart boards, flat screen TVs, ceiling mounted or recessed projectors).

Fire extinguishers in fully recessed cabinets shall be provided.

AED in fully recessed cabinets shall be provided and alarmed to Capitol Police.

IV. BUILDING SYSTEMS CRITERIA

The Crime Lab operational schedule for employees is typically Mon—Fri (6:00am to 6:00pm). Weekends and Holidays (7:00am -3:30pm). Typical weekend occupancy would be laboratory spaces only (all sections-DNA/Chemistry/Criminalistics). Occasional over time could increase the number of staff for all lab sections/staff working on weekends.

The building support systems will operate 24/7 year round to support ongoing crime laboratory operations.

A. Heating, Ventilation and Air Conditioning (HVAC) Systems

Design team shall provide for the complete design and installation of a fully functional mechanical system as described herein. Upon request, the design team shall provide all heating and cooling

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load data including interior and exterior design conditions, any diversity factors for people, lighting, office equipment, lab equipment and ventilation calculations.

Provide energy modeling inclusive of inputs, outputs and summary comparisons to base code building for DOA/DFM review and approval.

Provide indoor and outdoor space noise level design data for DOA/DFM review and approval.

The building will be comprised of office type spaces, laboratory spaces, various secured storage spaces, firing range, evidence storage, with other specialty type spaces that include training rooms, data/server room, kitchenettes, and miscellaneous support spaces that will provide the general HVAC guidelines as well as various HVAC specifications specific to applicable equipment and systems. These master specifications are required to be utilized for all HVAC product and construction materials.

<http://www.doa.state.wi.us/Default.aspx?Page=a45aa8fa-2111-4b2d-a1ad-c569ba7b4ad2>

All laboratory spaces shall be constructed to applicable ASTM standards and aforementioned DOA Master Specifications.

Provide all appropriate clearances required to provide maintenance, repair, and replacement of equipment and systems. DFM to have final authority to reject or accept the clearances provided.

All labs and rooms in the chemistry section are kept between 65 and 75 degrees Fahrenheit, with a relative humidity between 30% and 50%. Ventilation should be designed such that it does not blow directly on work surfaces. The proposer's lab planner/engineer shall work with DOJ and DFM to determine exact room temperature and humidity requirements for each laboratory and specialty space.

Ventilation System:

Each air handling unit shall have return air inlet plenum/sections, plenum type return fans, relief air plenums/sections including dampers, mixing air plenum/sections including dampers, air mixing blenders, MERV 8 pre-filters, hot water heating coils, chilled water cooling coils, plenum type supply fan, MERV 14 final filters and supply air discharge plenums/sections.

All air handling unit heating coils shall be piped with dedicated inline circulating pumps. Capacity of air handling units shall include 10% safety factor in addition to the specified redundancy capacity. Air handling units shall be located indoors in a penthouse mechanical equipment room. Supply and return air shall be ducted down through multiple shafts to the lowest floor of the building. The building shall be conditioned utilizing indoor, variable air volume, custom air handling units. The ventilation air shall be provided utilizing a total energy recovery wheel either integral to a custom air handler or as a standalone unit utilizing a glycol run-a-round loop. The laboratory exhaust air from the building shall be the primary energy recovery path. The proposer shall provide two variable air volume factory fabricated custom lab air handling units including associated run around heat recovery coils, hot water heating coils and chilled water coils and with ductwork connected in parallel to serve the laboratory type spaces. Units shall be sized such

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that one unit can provide 100% of the total required airflow to the spaces. The proposer to provide a separate single factory fabricated custom non-lab space air handling unit including hot water heating coils and chilled water coils along with a return fan to serve the non-lab type spaces.

All training, conference rooms, and open cubicle office spaces shall be supported by one air handler. All laboratory spaces requiring 100% outdoor air shall be supported by 100% outdoor air, air handling units. All training and conference rooms shall have dedicated adjustable heating, cooling, and lighting controls.

Central exhaust system(s) should be provided to serve bathrooms, kitchenettes, break room, trash rooms, custodial closets, and housekeeping rooms.

Laboratory type spaces requiring 100% exhaust air should be exhausted with a central lab exhaust system serving fume hoods, general exhaust, bio safety cabinets and other lab exhaust connections (except for specific connections that are required to have special dedicated exhaust systems). The lab exhaust system is to be connected to a runaround type factory fabricated custom laboratory exhaust energy recovery unit (or multiple units). The unit shall have an air bypass path and associated dampers such that air can bypass the coil/filter portion so that coils/filters can be serviced while keeping the exhaust system operations and without exposing staff to the exhaust air stream. Unit(s) may be located either inside the penthouse or on the roof. Provide a minimum total of 4 lab exhaust fans to provide N+1 redundancy (1 fan standby).

The DFD master specification on fume hoods shall be followed (special section in master specification not in HVAC specifications). The proposer's lab designer/engineer shall work with the occupant tenant to determine the proper duct and fan materials for each lab and the various lab exhaust systems as materials are dependent upon what chemicals are being used in the hoods.

The fume hood exhaust system shall not contain any fire dampers or smoke dampers and the system shall be designed and configured so that fire and smoke dampers are not required by code anywhere in the system.

Provide a separate exhaust system for the Criminalistics Firing Range; ensure adequate air flow as required by applicable ASTM Firing range standards. Provide separate ventilation system for the mail sorting room.

Wet labs are to have "once through air" .

The proposer's lab designer/engineer shall work with the occupant tenant to determine required pressure relationships between the various lab spaces.

For private offices banked together, maximum three offices per zone/vav.

Provide active fume hood controls and occupancy sensors for terminal units and fume hoods.

Support and common areas, including corridors, should be air conditioned and ventilated.

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Provide variable air volume terminal units with hot water reheat for zoning in occupied spaces requiring air conditioning and ventilation. Spaces shall be zoned having similar interior loads and exterior exposures with no more than three offices/rooms on one zone. Labs, Executive management offices, and conference rooms shall have dedicated thermostat, VAV and perimeter heat control. Provide isolation/service valves for all major piping branches to allow portions of the systems to be serviced without shutting down the entire building. At a minimum provide isolation/service valves at each floor or major zone.

Chilled Water System:

The chilled Water System shall have a minimum of two indoor, water cooled, variable speed centrifugal chillers, utilizing a variable primary type pumping system. Provide a minimum of two (2) chillers, each sized for 75% of maximum load. Each chiller shall have a variable speed chilled water pump. A third pump shall be piped in parallel with the two chilled water pumps such that a pump could backup either chilled water pump through necessary BAS controlled automatic isolation valves.

The chiller plant shall be located on the ground level, while the cooling towers shall be located on the roof.

Provide crossflow cooling towers with separate cooling tower basins, make-up water and controls with VFD controlled fan for each tower. Provide constant volume condenser water pump for each chiller with one additional redundant pump capable of serving either cooling tower system via necessary BAS controlled automatic isolation valves. For each cooling tower provide a BAS controlled bypass valve to allow chiller operation during cooler seasonal transition periods. Towers shall be selected for 79 deg wet bulb so that they can handle the extremely humid situations, even if infrequent.

Provide complete chemical treatment system for chilled water, hot water, and condenser water systems. Makeup water serving cooling tower shall utilize soft water with its dedicated water softener.

Heating System:

The heating plant shall consist of multiple direct vent, sealed combustion, high efficiency, condensing type hot water boilers with a design capacity including 10% factor of safety plus an additional 10% for redundancy. The boilers will be located in a penthouse mechanical equipment room.

The heating hot water distribution system shall consist of primary-secondary configuration where gas-fired boilers are piped in parallel, each with a dedicated circulating hot water pump for the primary loop. The secondary loop pumps shall consist of two pumps each served by a variable frequency drive in a lead / lag operation as 100% pump redundancy.

The primary loop boilers shall be constant flow hot water pumps and the secondary loop pumps shall be variable flow via variable frequency drive. Provide a minimum of three (3) boilers such that N+1 redundancy is provided.

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Provide low or high steam boilers that will serve Autoclaves and Dishwashers.

Provide required natural gas distribution for all gas fired equipment in the building complex. Gas pressure regulators for gas fired equipment shall be furnished by the Proposer. All pumps will be located with the heating plant in a penthouse mechanical equipment room.

Integrate temperature control of perimeter heat with exterior zone vav reheat sequencing. For enclosed offices integrate occupancy sensors within the vav reheat control system. The heating system will provide hot water heat to the entire building, serving air handling units, VAV reheat coils, unit heaters, radiation and similar devices throughout.

Provide adequate steam boiler (s) to serve laboratory steam needs such as autoclaves, dishwashers and office and laboratory space humidification as identified in the occupant program.

All steam condensate must be returned to the boiler system instead of being dumped down the drain.

Hot Water Heating Terminal Units:

Cabinet unit heaters shall be provided in all entry and exit vestibules.

Cabinet unit heaters shall be provided in all stairwells.

Unit heaters will be provided in Mechanical and Electrical Rooms with exterior envelope and Loading Dock Receiving Areas.

All perimeter fin tube radiant heating shall be divided into temperature control zones at minimum by exterior wall exposure. Each temperature control zone will include a temperature control valve and a thermostat located within that zone.

Building Automation Control System:

The project shall include a building automation system following the specifications included in DFD Master Specification under [Direct Digital Control System for HVAC](#) (Section 23 09 23) to include the following additions/changes:

Products General:

The system provided under this project shall be interfaced with the existing Niagara Framework AX Supervisor located at the DOA Data Center. Provide DDC control products in sizes and of capacities as required, conforming to manufacturer's standard materials and components as published in their product information, designed and constructed as recommended by the manufacturer and as required for application indicate.

Direct Digital Controls:

System to be capable of integrating multiple building functions, including equipment supervision and control, alarm management, energy management, and trend data collection. DDC to consist of Supervisory Controllers, Programmable Controllers, stand-alone Application Specific Controllers (ASCs), Operator Workstation, and other operator interface devices that will be integrated to the existing Niagara Framework AX Supervisor.

Supervisory Controllers:

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Supervisory controllers shall be microprocessor-based, multi-tasking, multi-user and digital control processors. Supervisory controllers shall be Niagara AX based controllers and shall be provided with open connectivity to any manufacturers BACnet programmable or application specific direct digital controllers. These controllers shall be JACE models 2, 6, or 7 or the identical hardware private label equivalent. The programmable controllers and application specific controllers provided under this Section shall be able to be programmed by their respective engineering software application tools through the Niagara AX based supervisory controllers from the Ethernet level network. The engineering software application tools shall be able to be loaded on a personal computer with Ethernet connectivity and no additional hardware shall be required to connect to and download any programmable or application specific controller. The Proposer shall provide all labor to build the supervisory controller database in conjunction with and under the supervision of DOA controls personnel. Naming conventions, database structure, and global application strategies shall be reviewed and approved by the DOA controls personnel before implementation.

BACnet Requirements:

The highest level of network communications shall utilize BACnet/IP over Ethernet and the field level communications shall utilize BACnet MSTP protocol. All controllers shall provide a Protocol Implementation Conformance Statement (PICS) and BACnet Interoperability Building Blocks (BIBB'S) as required by the American National Standards Institute/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 135-2001, BACnet protocol.

Sequence of Operations for HVAC control:

The project shall utilize sequence of operations following the specifications included in the DFD Master Specifications under [Sequence of Operations for HVAC Controls](#) (Section 23 09 93) in its entirety.

Pneumatic and Electric Instrumentation and Control Devices:

The project shall include instrumentation and Control Devices following the specifications included in the DFD Master Specification under [Pneumatic and Electric Instrumentation and Control Devices for HVAC](#) (Section 23 09 14) with the following additions/changes:

Acceptable Controls Manufacturers and Installers shall be limited to the following:

- Johnson Controls
- Alerton
- Distech

Interior climate control should be zoned to respond automatically to occupancy and use as called out in program requirements.

Area /Type	Summer	Winter
Exterior Design Conditions	95 DB/75 WB Deg F	-15 Deg F
Office Spaces, Conference & Meeting Rooms, Commons Areas	76 DB/45% RH	68DB/20% RH

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Area /Type	Summer	Winter
Kitchenettes	76 DB/45% RH	68 DB/20% RH
Breakroom	76 DB/45% RH	68 DB/20% RH
Telecommunication Closets	76 DB/45% RH	68 DB/20% RH
Electrical Equipment Rooms	76 DB/45% RH	68 DB/20% RH
Loading Dock	No cooling	60 DB
Mechanical Equipment Rooms	80 DB	60 DB
Laboratory space and chemistry section - (Proposer's lab planner/engineer to work directly with DOJ to determine appropriate temperature controls for specific labs as they may vary)	65/75 DB 30-50% RH	65/75 DB 30-50% RH

Temperature set points in public areas shall be capable of being setup/setback during unoccupied times. Provide locking thermostat covers in all public spaces.

The Main Distribution Frame (MDF) shall have dedicated cooling capable of year round operation and maintaining a room temperature of 75 degrees F with a maximum of 80 degrees F and shall be an independent system from the building cooling system to allow continual operation when the main system is shutdown.

The loading dock to be provided with separate heating only HVAC system and shall be maintained at negative pressure relative to the rest of the building. Temperature set point shall be 60 deg. f.

Proposer to ensure electrical, security, and elevator equipment room(s), copy areas, and kitchenettes have necessary adequate exhaust ventilation.

Provide occupancy sensor shutdown and setback of unoccupied office space HVAC zones.

B. Plumbing Systems

The water supply for both domestic water and fire sprinkler system will be a combined municipal water service. Coordinate final connection with local municipal water service on the site.

Toilet Facilities:

Common toilet facilities shall be provided for all toilet facilities on each floor and serve the number of occupants per the corresponding area.

Shower / Locker Facilities:

See specifications above under Locker Rooms for all components.

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Mechanical Utilities:

The project should include extensions of city provided water, sanitary sewer, storm sewer and natural gas services into the building.

Water, drain, or vent piping installed within exterior wall assemblies is not permitted.

Mechanical room floors above occupied spaces shall be treated with water proof sealant. In addition, for all floor penetrations, provide a 2" high barrier that ensures water will not pass under or through the barrier.

Provide service and clearance space that meets or exceeds equipment manufacturers' minimum recommendations. Provide equipment space and building access to allow removal and replacement of all primary heating and cooling equipment and accessories.

Plumbing:

Provide urinals specified to 0.5 gallon or less per flush, with battery operated auto-sensor flush valves; lavs to be provided with motion sensor activated high efficiency faucets; water closets shall be wall mounted, water conservative, with motion sensor activated flush valves. All toilet rooms to have floor drains.

Domestic hot water should be provided by centrally located condensing type gas fired water heaters. Water heaters should be condensing type with modulating burner and type 316 stainless steel tank construction. Water softeners may not be required for the domestic water systems within this facility depending on the locations. The proposer to determine proper specification once site information is known.

Furnish gas pressure regulators for all natural gas fired equipment.

If softening system is required to serve the domestic hot water system and a separate water softening system to makeup water serving the cooling tower, provide duplex/triplex softening systems each with digital metering with capacity for one mineral tank to provide water softening capacity as specified in the DFD Master Specification Division 23. The Facility should have a central de-ionization and water softening system for specific laboratory needs.

Insulate all hot water and cold water piping. Provide complete vapor barrier for all cold water piping.

For DI water taps avoid diaphragm valves.

Provide trench drains in the area of the chillers and the boilers.

Provide isolation/service valves in all major piping branches to allow portions of the systems to be serviced without shutting down the entire building.

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Provide duplex storm water sump pumps and sump pits for drain tile, clear water waste and storm drainage (which can't be drained by gravity to city provided storm utilities). Pumps shall be external to sump or provided with lift rails.

Provide duplex sewage ejectors and sump pits for sanitary drainage that cannot be drained by gravity to city provided sanitary utilities.

Proposer to coordinate locations for water and waste connections at all coffee and ice makers. Proposer to specify water filters and shut off valves at each location.

The specific and differing needs both in minimum water quality standards and pure water quantity required by the various users for lab pure water should be confirmed by the lab planner and coordinated across users for proper specification.

Laboratory plumbing: Provide soft water for domestic hot water and cooling tower makeup water. Provide reverse osmosis and deionized water as needed. Refer to Appendix 2 for specific lab water needs. For the DI water tap units with diaphragm style valves are not allowed.

Many of the instruments need access to reagent grade compressed gasses in order to work properly. These gases include nitrogen, hydrogen, helium, and highly pure air (aka Zero Air). Not all of the instruments use reagent gasses; and those that don't necessarily need all four gasses. These gasses can be taken from compressed gas cylinders or they can be produced on site using gas generators.

Because of the similarity of the instruments used in the three units and the gases needed, it is efficient to have, with a few exceptions in the Trace Evidence Unit, all the instruments in a shared instrument lab which is near a gas control center which can produce and distribute the gases to where they are needed. This gas control center should be in close proximity to the loading/receiving dock. Onsite gas generation should only be considered if there will be a substantial use of the specific gas and the use will allow a lower level of purity. On-site generation will be optional only upon agreement by DFD and the DOJ. The proposers lab planner/engineer must confirm reagent piping pressures and material/fitting requirements as they will differ from the DFD master specification and which gasses are needed at specific instruments and fume hoods per Appendix 3,.

Standard Lab Sinks Acid Sink

The standard acid sink is 18"W x 14"D x 12" from the inside bottom of the sink to the top of the bench. The sink is made of black chemical resistant epoxy material with rounded corners and edges. It has a rust free high arching swiveling spout with hot and cold water. Mounted above the sink is a paper towel holder.

Hand Sink:

The standard hand sink is 16"W x 14"D x 10" from the inside bottom of the sink to the top of the bench. It is made of stainless steel and has a rust free high arching spout with hot and cold water. Mounted above the sink is a hands free soap dispenser and a hands free paper towel dispenser.

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C. Fire Suppression

The building will be served primarily by a wet-pipe fire sprinkler system. Sprinkler heads shall be concealed security type with location in tiles coordinated with the selected Proposer.

Building to have several areas that need specific fire suppression (single interlock pre-action dry pipe fire sprinkler or dry agent) systems. Refer to Appendix 3 for details on these program areas. Any dry agent systems and which rooms they serve are to be reviewed and confirmed by both DOJ and DFD to confirm compatibility with chemicals in the labs and storage areas.

Provide an electric fire pump and fire pump test connections which drain to storm inlet without pedestrian or traffic restriction.

Any high density file storage identified in the design phase shall have sprinklers designed for the appropriate commodity and associated density coverage. See tenant programming for specific areas requiring high density storage.

Proposer to coordinate with DFM for room enclosure design requirements and necessary interface requirements for Server room equipment shut down.

Dry-pipe fire sprinkler systems shall be used in all attached exterior building canopies and unheated spaces.

IT server room to have Clean Agent Fire Protection System.

Provide supervised manual shutoff valve outside of all communications and electrical equipment rooms to isolate fire protection piping serving these rooms.

D. Electrical Systems

Power Distribution:

The electrical system shall be designed to handle loads based on 4 watts/ SF for equipment and 1.0 watts /SF for lighting. Transformers shall be located and / or shielded to eliminate EMF radiating into normal office space. No office space shall have EMF present beyond 15 milligrams.

All non-systems furniture duplex receptacles should be heavy duty specification grade, 20 amp rated.

Special electrical circuitry is required for Mail & Shipping, Computer Rooms and Communications. Optional standby generator power shall be available. Indicate all generator and UPS supported outlets via visible identification as follows:

Normal Line Power: White

UPS Outlets: Gray receptacles and covers

Emergency Power Outlets: Red receptacles and covers

Identify electrical panel circuit via labeling on exterior of each receptacle face plate.

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Emergency Power:

Redundant power for the facilities to provide uninterrupted power disruptions for the for all building infrastructure and tenant operations. These sources will need to deliver power for the network services. This may include on premise generators and battery systems.

Electrical Vault:

Within the new building, space shall be allocated in a lower level for the main electrical room for the building. The electrical service from the local utility shall terminate into this room in a new switchboard.

All new equipment such as switchboard, transformers, and generator shall be designed using the total connected load using any allowable demand factors and diversity factors outlined by the National Electric Code (NEC)

Systems Furniture Power Requirements:

From one to four workstations - 2 circuits (one for miscellaneous equipment [furniture circuit #1], one for computers [furniture circuit #2]).

From five to six workstations - 3 circuits (one for miscellaneous equipment [furniture circuit #1], two for computers [furniture circuit #2 & #3])

For systems furniture assemblies exceeding six workstations, two electrical connections are required since 4 or more circuits are required. In this case, the systems furniture assembly is fed from two locations and is then divided electrically into two smaller furniture assemblies. The quantity of circuits is then determined by the number of workstations on each section and follows the requirements stated above.

Distribution of power through systems furniture for the large office equipment (laser printers and copiers) shall be accomplished using the 4th circuit of the systems furniture wiring scheme with the dedicated neutral and ground conductors and orange colored devices. No more than two large pieces of office equipment shall be fed from one circuit. All systems furniture circuits using the 4th dedicated circuits shall also have the dedicated neutrals and grounds run back to the electrical distribution panel.

Enclosed Office Power Requirements:

Two circuits are required per enclosed office. Devices should consist of two double duplex devices on two opposing walls and single duplex devices on remaining walls. The first circuit is for one device in each of the double duplex boxes, which is identified by an orange device for computers. The second circuit is for the remaining devices.

Conference and Training Center Power Requirements:

If power and data are accessed through the floor, a flush-mount poke through is required in all conference rooms and training centers. A stamped steel floor box (Square D or equal) can be used for power and cabling in the open workstation area for routing power and cabling to workstations that do not have access to columns or walls. The floor boxes need to be aesthetically pleasing and

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able to handle the required capacity. All required connections and adaptations to be provided by Proposer.

Emergency Generator and Redundant Systems:

This facility should have full redundancy of all MEP equipment including redundant electrical and data/fiber feeds. It is critical that all HVAC, electrical, and safety systems operate 365/24/7 without failure due to the operational requirements of the facility.

A diesel engine driven exterior pad mounted electrical generator should be provided on site with above ground fuel storage. The generator should feed the Emergency (Article 700, NEC) life safety loads, the Legally Required Standby (Article 701, NEC) loads including fire pumps, and Optional Standby (Article 702, NEC) loads for essential building equipment. Essential building loads include plumbing and HVAC equipment and controls that must operate in an outage to prevent building freeze-up or flooding. Each distribution system to include dedicated automatic transfer switches with digital KW demand meters.

Provide fuel oil pumps, distribution, and above ground storage systems for emergency generator systems.

The generator shall be located outside the building in a stand-alone secured weatherproof enclosure with critical noise grade mufflers and fully fenced in surround. Locate generator exhaust termination to prevent contamination of air at building entrances and outside air intakes.

Generator fuel tank shall allow continuous full load operation for 8 hours minimum.

The generator shall have three distinct branches of emergency distribution for the building as follows:

- Branch One: Code required life safety loads with a dedicated automatic transfer switch (ATS)
- Branch Two: Building Operations Equipment: elevators, sump pumps, including heating system, related pumps, and controls, BAS for HVAC controls, telecommunications equipment, critical benchtop equipment, freezers and coolers etc. A list will be provided to the Proposer during design development
- Branch Three: Fire Pump and Fire Protection Sprinkler System

Uninterruptible Power Supply:

The emergency power distribution system design shall also include an Uninterruptible Power Supply (UPS) system that will provide power to critical equipment loads. Examples of such loads are the Heating System and controls serving heating system, critical exhaust systems and controls serving critical exhaust, Telephone Equipment Rooms (TR), MDF, Server room, and security systems. A UPS system shall be designed to provide a minimum of 60 minutes back-up. This system will only handle short duration outages and voltage disruptions (sags, brownouts, etc.).

Arc Flash:

The Proposer shall incorporate an arc flash analysis in accordance with the latest DFD ARC FLASH Study Requirements. The designer shall specify that the vendor provided equipment information

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and diagrams be furnished and require the electrical contractor to provide a third-party analysis or vendor provided analysis of the arc flash evaluation and protection/coordination study including labeling of panels, selection and adjustment of short circuit protection devices to minimize hazards.

General Lighting:

Lighting Systems: The lighting design should provide illumination levels consistent with the latest recommendations of the Illuminating Engineering Society of North America (IESNA). In general, interior lighting fixtures should utilize LED lamps for maximum energy efficiency and minimum maintenance. Incandescent and fluorescent lamps are not permitted. .

All office and meeting areas shall be designed for an average design illumination of 30 foot candles. In areas with more difficult tasks, an average design illumination of 50 foot- candles shall be used. Restrooms, stairwells, and shower areas shall have an average illumination of 10-15 foot candles.

These fixtures can be either fully indirect or a combination of direct/indirect at the discretion of the lighting and lab designer with final approval from Department of Justice staff.

Recessed down lights may be used where necessary or to accent an architectural element; however, the use of these fixtures should be minimized. The use of slide-dimmer (Lutron Nova T or equivalent) shall be used for the control of these lamps independent of the ambient fixtures in the area.

Dimmable lighting is required in conference, board, event and training rooms.

Rooms with multiple entrances shall be three way switched,

There will be some special consideration areas in the building where the Proposer will need to adjust the lighting levels from the standard to better suit the function or type of work being performed in the areas. One such area will be in lactation rooms where there will be a desire for lower lighting levels from a typical office space. In this room, an average of 10-15 FC will be sufficient. Means for dimming the lighting in this room should also be provided. Another will be Lab areas which will require under cabinet lighting, the ability to dim and designed to eliminate shadows.

The Proposer shall standardize the lamp types used in the project to help reduce the maintenance costs for DFM. The Proposer shall do a life cycle cost analysis for the lamp replacement during the design. Proposer shall provide this analysis upon request.

As noted previously, the Proposer shall review all possible lighting solutions for the offices spaces for consideration. This shall include the use of recessed direct/indirect light fixtures in a low suspended lay-in ceiling instead of parabolic fixtures. All solutions should be reviewed for cost and performance criteria to determine the most desirable solution.

Standard Under-cabinet Lighting:

When wall cabinets are placed above benches under-cabinet lighting will be used. The standard under-cabinet lighting consists of LED lights which illuminate the bench top so a person can work there without shadows. Under-cabinet lights should be on a switch separate from the room lights. Ceiling lights need not be placed over benches which have under-cabinet lights.

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Wall Sconces :

Where overhead lighting is not used provide wall sconces with LED light aimed up the wall at the ceiling. The sconces are mounted 2' below the ceiling. The sconces are on a dimmer separate switch from any room lights..

Life Safety Egress Lighting:

Code required egress lighting; both interior and exterior shall be provided via the use of the new emergency generator set for the facility. Emergency circuits shall be distributed to each floor via panels fed from the generator set/transfer switch arrangement. Various fixtures in each space as determined by the lighting designer will be connected to these emergency circuits. All exit signs shall utilize LED lamps technology and shall also be connected the emergency lighting circuits.

Life safety egress luminaries shall not operate 24/7. The Proposer designer shall utilize occupancy sensors with a failsafe feature UL listed for use on life safety circuits.

Battery operated light fixtures shall be provided in the main electrical room and similar critical locations for instant light, including stairwells.

Exterior Lighting:

New exterior lighting should be provided for all parking areas, building entrances, the loading dock area, and all pedestrian paths as required. Provide lights to illuminate flag poles. The exterior lighting shall utilize induction or LED lamp sources. All fixtures shall be full cutoff luminaries that do not allow light to "spill" above the fixture to meet the recommendations of the Dark Sky Association.

Exterior branch circuits for lighting shall provide for the ability to shut off 50% of the luminaries after normal operating hours. Fully programmable control shall allow selective hours of operation and light reduction control.

Control shall be zoned and photocell on time clock off.

Lighting Controls:

Luminary control in all locations shall be accomplished by local area wall mounted switches. All office workspaces shall utilize dual-switching schemes to allow the lighting to be reduced by 1/3 or 2/3 depending on need within the space.

Occupancy sensors shall be used for automatic off control of all interior lighting circuits. This shall include the fixtures required for life safety egress function except for areas where having no egress fixtures could be a safety issue for the building occupants, such as elevator lobbies, stairwells and stair lobbies. In these areas provide occupancy sensors to reduce the lighting level to 50% of the normal level when unoccupied.

Provide manual switches for mechanical and electrical equipment rooms.

Timer switches shall be minimally adjustable for 15 minutes to 8 hours.

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In larger open office spaces, ceiling mounted zone control occupancy sensors shall be used as the means of automatic-off lighting control. These occupancy sensors shall be mounted on the load side of the lighting switches mentioned earlier to allow control of the fixtures no matter the position of the toggle switch. In smaller offices spaces or individual offices (150 square feet or less), wall mounted occupancy sensors shall be used for lighting control. These occupancy sensors shall fit into a standard single gang wall box and contain integral switches to allow control of the lamps in dual-switching arrangement.

Occupancy sensors shall be ceiling mounted or wall mounted depending on the layout of the space. The use of passive infrared (PIR), passive acoustic or dual-technology (both PIR and passive acoustic) shall be used as required to meet the use of each space. The Proposer shall work with the occupancy sensor manufacturer for making sure the proper technology occupancy sensor is used within each space. All occupancy sensors shall be fully field-adjustable to allow maintenance staff to perform adjustments to eliminate nuisance tripping wherever possible. Occupancy sensors should be provided with an auxiliary on/off contact that will be utilized by the BAS control system.

Where appropriate and as recommended in the DFD Daylighting Standards, the use of photo-sensors in the “daylight” zones shall be investigated by the Proposer. When daylight is present in these zones to a pre-determined level, the fixtures shall automatically reduce the lighting by turning off lamps or by dimming lamps (using fluorescent dimming ballast). This will allow for increased energy but shall only be used if deemed to be a cost-effective method of lighting control.

Surge Suppression:

Include Class C device at the service entrance equipment. Include Class B device at each panel board servicing the server room, both normal and emergency distribution panels as required.

Lightning Protection System:

A lightning protection system on the roof of the building shall be provided. This system should include air terminal rods at the perimeter of the building on the roof as required to provide full coverage of the roof area. Air terminal rods shall also be furnished on any large HVAC or other equipment on the roof. Conductors should be used to bond all air terminal rods and any metallic equipment on the roof. Conduits shall be installed in the exterior walls to allow down conductors to connect the lightning protection system to the earth. This lightning protection system shall be bonded to the building’s grounding electrode system as required by the National Electrical Code and UL Standards, manufacturer certification is required.

Fire Alarm System:

The fire alarm system to be a multiplex/intelligent type with one-way voice communication capability. Area smoke detection should be provided throughout the building. The fire alarm panel should be connected to the Capitol Police central alarm reporting and emergency address system and or Capitol Police System. The fire alarm system design should be reviewed with the local fire marshal.

Fire alarm system shall be fully addressable with voice communications throughout the building. If required, provide remote control panels with networking capabilities. The main fire alarm control panel(s) should be located on the lower levels, preferably near the building maintenance staff.

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Where required by the local fire authority, provide remote annunciation panels for the fire alarm system at select entrances in the building.

Provide a minimum of 20% expansion capacity including power supplies and batteries. Strobe synchronization shall be provided where required.

Duct smoke detectors will need to be furnished at all air handling systems over 2000 CFM as required.

Verify with the local fire authority for special requirements regarding the location and quantity of initiating devices and annunciation.

- The system shall provide connectivity to the Capitol Police System to allow for building wide emergency announcements to be made.
- System speakers will typically be mounted flush in the ceiling wherever possible. Wall mounted loudspeaker type horns shall be used only in mechanical room and utility spaces.
- The system designer shall take special consideration to insure audibility is maintained in all public and common work areas such as corridors, meeting rooms and large open office spaces. Provide additional speakers as required to assure optimal audio clarity throughout the facility.
- Provide a minimum of 20% expansion capacity on all initiation, signal line, and notification appliance circuits for future use.

Sound Masking System:

The building is to include a sound masking system configured to reduce sound transmission and noise reduction coefficient. The intent of the system is to provide privacy for the staff working in the open office spaces and to cover the speech from one area affecting another. In order to achieve this, the Proposer shall properly design and specify a sound masking system for the office spaces of the building.

The sound masking systems shall produce a digital broadband sound spectrum, complementary to the speech spectrum that effectively covers speech levels. The Proposer shall investigate system types utilizing “white” or “pink” noise and coordinate with DFM. The system shall be UL listed and meet the ASTM E-1130 standards for speech privacy and sound uniformity. Design so that zones can be managed by tenant via software.

The sound masking system should have the ability to be separately controlled by each agency group in their suites. Sound masking will not be required in building mechanical rooms, storage rooms, or any rooms with recording equipment.

Area of Refuge:

Provide a design of an area of rescue assistance (AIA) communication system. Proposer shall coordinate locations of all devices and communicate with the local fire marshal to determine location of master control panel.

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System shall have visual and audio capability. System shall include full duplex voice capability to enhance communication during emergency situations.

Voice and Data:

The network environment will consist of one MDF Room and multiple TR (also known as data closets). The rooms will need to be interconnected and meet Institute of Electrical and Electronics Engineers (IEEE) standards. Cabling will provide 10Gig plus speeds throughout the premises, testing of cabling runs will need to be documented. For the network equipment in these rooms dedicated power will be required along with general power. In the MDF and IDF networks racks will need to be installed and securely fastened to support network equipment and cabling.

Include a space in the building to accommodate communication equipment for the tenant agency. This space is to have conditioned air independent of the building central cooling system, and to include necessary power requirements and security. Include a minimum of two 3" conduit and gooseneck fitting from the uppermost floor TR to the roof (see **Roof Antenna** section below and refer to tenant agency programming in Appendix 2 for roof top equipment).

Connectivity:

The building must be wired minimally with CAT6A wiring for computer networking connections. The Proposer is responsible to work with the tenant's telephone service provider to ensure proper entrance cable can be brought into the building. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room (DMARC) in the building. Fiber from a tenant specified Internet Service Provider (ISP) and Cable Provider are to be installed into the DMARC during construction; DOJ shall be responsible for service charges thereafter. The DMARC must be a separate room from any LAN/Data closet and must be keyed separately from all other doors and with an access card reader. Redundant service to the building is required. Tenant space must accommodate up to 250 phone lines with flexibility for re-configuration. Building construction will include all communication (phone and data cabling) conduit, paths, and raceway for cabling. Cabling shall include fiber to the building and between communications closets, and copper to all desktops, printers, multi-function devices and conference rooms.

Cellular and WiFi: A multi-carrier cellular repeater is to be installed with antennas spaced throughout the building with carriers and specific antenna locations to be specified by the Tenant/Occupant upon review of the building map. WiFi access points are to be used throughout the building, so CAT6 connection shall be required in the ceiling at locations to be specified by the Tenant upon review of the building map. Tenant shall retain ability to mount rooftop equipment, with Lessor coordination.

Offices:

Office cabling will be for data and voice, minimum of two jacks per receptacle wired back to the data/voice closets. This will include connectivity for point of sale (POS), Printers, Computers, phones (analog and/or VOIP), IT hardware, and wireless network connections.

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Cabling Requirements:

All cables and related terminations, support and grounding hardware shall be furnished, installed, wired, labeled, and tested with documentation, and terminated. There shall be no distinction between cables designated for "Data" and "Voice" application.

Installation to include terminations of voice cabling from MDF room to workstation jacks.

Installation to include terminations of data cabling from floor closet patch panels to workstation jacks. Cabling from the furniture to the walls to be bundle wrapped.

Riser Cable Specifications:

Telecom riser cables between the main telecom room and telecom closets should be fiber in inner duct and conduit. Riser cables that run in a horizontal pathway above an accessible ceiling can be installed in cable tray or free-air. Station cables from room/closet to outlets should be run in free air or in cable tray above accessible ceilings; and in conduit above non-accessible ceilings, in walls or in floors. Provide 100% additional horizontal and vertical raceway capacity for future growth and technology developments.

Data riser cable should consist of 12 strands of multimode, 62.5 micron from each floor data closet to the computer room. Connectors for all fiber strands shall be ST type.

Horizontal Cabling Guidelines:

All horizontal cabling are to be Category 6.

The number of circuit feeds should be calculated as follows:

- Provide 2 voice and 2 data per workstation for wire distribution.
- Provide 3 voice and 3 data per shared printer /fax area for wire distribution.
- Provide 2 voice and 2 data in two locations on adjacent walls for constructed offices (4 voice / 4 data total).
- Provide 3 voice and 4 data connection per Copy Room for wire distribution.
- Provide 4 voice and 4 data per Conference Room less than 200 SF for wire distribution.
- Provide 8 voice and 8 data per Conference Room over 200 SF for wire distribution
- Provide 4 voice per Conference Room over 200 SF for video conferencing wire distribution
- Provide one voice and one data for each seat/training location plus the instructor in all Training Rooms.

Communication Room:

A MDF is required to receive telecommunication utility services including the campus data network service, local phone company service, and CATV service. This room is to be a dedicated space. The room should have sufficient space for wall mounted termination blocks, 19" floor mounted equipment rack(s) with access space front and back, and space for a future UPS unit. The MDF and communications closets to have LED lighting, 120V power outlets on all walls fed from multiple circuits, and a separate telecom ground system. Rooms to have sealed concrete floor and fire resistant plywood (3/4") mounted to all wall surfaces. Room temperature to be controlled to keep heat from network electronics from raising temperature above 80 degrees.

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MDF Rooms will be redundant with redundant services such as power, network connections, heating/cooling. They will be located in separate locations to minimize the threat of damage by external sources which could impact network connectivity internally and externally. When applicable diverse paths will be used to provide redundancy for connections Rooms need to be secured by card readers on the Capitol Police System, accessible by support staff from common areas (such as hallways or lobby). Large enough to house core network equipment, servers, fiber shelving, and UPS system.

TR Rooms will exist on all floors with a maximum distance from the furthest end point will be less than 300 feet (100 meters or 328'). Distances greater than 300 Feet will require additional closets per floor. Rooms need to be secured by card readers on the Capitol Police System, accessible by support staff from common areas (such as hallways or lobby). Large enough to house network equipment, fiber shelving, cable trays and UPS system.

Conference Room Technology:

Each conference room greater than 8 persons shall be equipped with the voice and data specified above plus wiring for the following:

- Ceiling mounted projector
- Recessed dropdown screen
- Cable TV
- Dedicated video cable from wall to projector to support Audio /Video equipment

Wireless:

To provide wireless network capability, provide one location above the ceiling per 1,000 square feet of space to include the following at each location:

- One data jack wired to the nearest TR
- One duplex power receptacle

Audio/Video:

Video cabling RG-6 coax is required within the facility for CATV to all office, conference, training, board, and event rooms so that video services can be provided at occupancy and so that it provides flexibility on future office configurations. Including the integration abilities to an Integrated Multimedia Solution.

For Conference rooms greater than or equal to 50 people, additional audio/video conferencing capability is required. Voice and data cabling shall be provided as specified above. The design should include the ability to mount cameras, a lockable closet to house audio equipment, microphone outlets in the front of the room, and speakers in the ceiling to support audio video services.

Video conference connectivity for a portable system should include data/telephone lines to medium/small conference.

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Provide separate overhead sound system that integrates to an integrated multimedia solution in large conference, board, training and event rooms. System shall include overhead speakers, equipped with an additional auxiliary input for external audio sources, and dedicated UHF wireless body pack w/lavaliere microphone for each system.

Design facility to allow for assistive listening systems in large conference and training rooms. so that it can be administered independently by specific tenant.

Overhead Paging:

Paging will be accomplished via the telephone system. The fire alarm system will be a voice system utilized by Capitol Police for emergency notifications.

Provide additional speaker/paging system throughout the building that will be controlled exclusively by tenant staff with telephone system input and control. System shall be equipped with an additional auxiliary input for external audio sources and automatic muting of background audio during pages. Program source input shall accommodate signals from radio, tape, CD, digital music sources, cable or digital audio messaging units etc.

Roof Antenna:

There are specific groups within this agency that require equipment to be located on the roof area of the building. This needs to be addressed during design by the Proposer (refer to tenant agency programming in Appendix 2 of this RFP). Include a minimum of two 3" conduit and gooseneck fitting from the uppermost floor TR up to the roof.

E. Security CCTV/Security Access Control

Include a security system for the building to create access control to the building entrances and rooms within the facility and also provide video surveillance for critical areas of the building and all other equipment necessary for the complete specified operation with a CCure 9000 system. The system must be able to be monitored on site, as well as, off site by the State Capitol Police. The access control system is to be located in a secure room with cooling 24/7. The System will provide complete coverage as required that contains the following:

- emergency duress buttons
- electric strikes
- motion detectors
- proximity card readers
- alarm hardware
- audio and video intercom system
- interior and exterior cameras

The Proposer will need to consult and coordinate the design of the security system with DFM, tenant agency, and the Capitol Police.

Provide a means of access control for the loading dock/receiving area and the secured parking area for employees. The use of doorbell and audio and video intercom system to allow personnel to

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screen the delivery before allowing final access to the loading dock area shall also be included. Remote viewing and intercom capability shall be planned.

Provide a means for video surveillance exterior cameras around the entire building. Provide Interior cameras, which shall be located at all building entrances and multiple locations within the facility. Digital video recording equipment shall be included to record and store all video for a minimum of 90 days. Equipment should be included to send recorded video to the Capitol Police or sent out to external server. All new DVR equipment must be compatible with the existing Capitol Police video surveillance system, which uses AD Intellex DVR equipment.

Provide duress buttons or call buttons at guard posts and sensitive public contact areas, in garages and other areas that are identified as high-risk locations

Transmit all security alarm and trouble signals to Capitol Police.

The Capitol Police will monitor this new security system on a 24-hour basis.

Card reader and CCTV locations are noted in Appendix 3 of this document. A general summary of these locations is as follows:

- All perimeter entry doors, stairwells and exterior secure parking entrances and exits
- Suite entrances and work areas as defined in Appendix 3 in tenant program requirements
- All laboratory work and storage areas (multiple entry and exit doors)
- All Evidence storage rooms
- Specialty rooms such as server room, firearms storage, and vehicle sallyport.
- Loading Dock
- Elevators
- Training Room – all exterior doors except restrooms
- Attorney General's Office – all exterior doors

The secured parking area shall have duress alarms or voice intercom boxes that communicate to appropriate personnel in the case of a crisis. Provide card-type access control into the staff parking area to prevent entry of unauthorized personnel.

The security alarm control panel shall be of modular design installed in a wall-mounted enclosure. The control panel shall transmit all alarms and/or troubles immediately to the host computer. For normal activity, the controller shall be connected to the host computer over a state provided data connection. In the event of communication failure, the system shall operate with no noticeable disruption of service by the user and shall store all events for uploading to the host when communications are restored.

Access control and security alarm system shall be coordinated and installed by a Software House approved vendor, using Software House-certified technicians. Access control panels may be located in MDF/TR rooms. Each panel requires its own separate data connection to the BCN network.

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Locks:

Electric strikes shall be provided for all perimeter doors. If locks require power or loss of power to allow egress, they shall be activated by touch sensitive bars on the doors and “request to exit” contacts shall be provided that are incorporated in the touch bar.

Motion Detectors:

If used for intrusion detection, shall be of the dual technology type (passive infrared and microwave). Motion detectors for request to exit purposes shall be Detection Systems model DS-150 or approved equivalent.

Proposer is responsible for coordinating hardware and connectivity of security system with the Capitol Police.

Setback and Landscape Features:

Restrict landscaping from obstructing views of the security guards and CCTV cameras, or interfering with lighting or IDS.

Barriers (bollards, landscaping, etc.) should be strategically positioned around the facility to increase the standoff distance of unauthorized vehicles. Provide vehicle barriers to protect pedestrian and vehicle access points, and critical areas/utilities from penetration by a vehicle. Minimum setback for a barrier plan around a facility is 150 ft. and 400 ft. for the nearest visitor parking area.

Access to Non-Public Areas:

Use signage, walls, IDS and electronic access control and/or security guards to establish physical boundaries to control access into critical areas. In a campus environment, install fence, landscaping or other barriers to channel pedestrians to authorized areas or entrances. Create separate flow patterns for employees and visitors at entrances.

Parking:

Limit the number of vehicle access points.

Provide barriers to restrict pedestrian access into parking areas to authorized entry points.

If a parking structure is proposed, utilize hardening and venting methods to limit air blast injuries in occupied areas in a parking area. Significant structural damage to the walls, ceilings and floors of the parking area may occur; however, the occupied areas above should not experience severe damage or collapse.

External Lighting:

Proposer shall effectively light the exterior to provide safety for employees and minimize any “dark” spots near or adjacent to the facility and parking areas. Install exterior lighting at entrances, exits, parking lots, garages and walkways, parking areas to entrances and around building perimeter areas.

Emergency Power Backup shall be provided for external lighting

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Technical Specifications and Design Guidelines

Exterior Doors and Windows:

Limit the number of building entry points to the fewest number practical. Provide electronic access control for employee entry doors without a guard post (incl. after-hours access) in conjunction with CCTV coverage. Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Secure perimeter doors with non-removable hinges and high-security mechanical or electronic locks. No operable windows within 16 ft. of the ground or any other access point. Prevent visual observation from the exterior into critical outer/exterior offices. Use delayed egress hardware at emergency exits from critical or sensitive areas, if fire code allows.

Design exterior windows in publicly accessible locations to resist forced entry. Minimum recommended standard is one (1) hour forced entry rating with Performance Level 3b glazing.

External Building Systems and Roof Access:

Install electronic access control and IDS with CCTV coverage to control and monitor access to critical areas. Provide IDS on perimeter entry and exit doors and ALL operable windows within 16 ft. of the ground or other access point. Secure utility, mechanical, electrical and telecom rooms, and access to interior space from the roof with electronic access control locks and IDS with CCTV coverage.

Provide uninterruptible emergency power to essential electronic security systems for a minimum of 4 hours.

Locate critical systems and areas at least 25 ft. away from loading docks, entrances, mailrooms, personnel and package screening locations and uncontrolled parking.

Protect non-window openings such as mechanical vents and exposed plenums to resist forcible entry.

Security Cameras:

Provide CCTV coverage of screening checkpoints, exits, loading docks, lobbies, facility perimeter, parking areas, sensitive interior areas, pedestrian and vehicle entrances and other potential access points. Recommended external CCTV capabilities are 1080p resolution in both visible and infrared spectrums. External cameras should be Pan-Tilt-Zoom (PTZ) unless there is a significant network of overlapping coverage. System shall have active CCTV monitoring and recording using time-lapse video and digital image storage. Secure alarm and physical access control panels, CCTV components, controllers and cabling against unauthorized access; security system should be installed with system line supervision. Secure handles, control mechanisms and service connections at onsite publicly-accessible locations with tamper-proof locks or other devices.

Facility Security Control Center and Screening Area:

This facility, with its mix of visitors, apprehended subjects, confidential informants, government administrative staff, law enforcement officers and so on should have a dedicated Security Control Center with onsite security staff during 365/24/7. The Security Control Center should be equipped with a centralized, secure radio network for guard staff and the ability to communicate with emergency response personnel who may be dispatched to the facility.

APPENDIX 2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Technical Specifications and Design Guidelines

The facility must have a screening area for all visitors and their property using X-ray and metal detectors. Equipment to be provided by Proposer.

Internal PA Communications System:

A building communication system (public address) shall be provided in order to transmit emergency information to facility. Critical areas should be covered with both CCTV and audio capabilities.

Internal Building Systems:

Install a one-step shut-off and exhaust system for air handlers as part of control systems. Provide control of movement of elevators and close applicable doors and dampers to seal building. Provide an emergency response module to the buildings' energy management system to switch the system to a prescribed emergency response mode.

Use a Minimum Efficiency Reporting Value (MERV) 13 particulate filter on all exterior air handling units, including the supply air stream for recirculating AHU's.

Mail Room or Loading Dock Screening Area:

All mail and packages will be screened using X-ray technology in a dedicated mail receiving facility located away from facility main entrances, areas containing critical services, utilities, distribution systems and important assets. Install an outside wall, door or window designed to relieve blast pressures.

APPENDIX 3

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

State Agency Tenant Program Requirements

- 3.1 Crime Lab Administration, Support, and Information Technology
- 3.2 Chemistry
- 3.3 Criminalistics
- 3.4 DNA
- 3.5 Crime Scene Response Team
- 3.6 Division of Criminal Investigation
- 3.7 Office of the Attorney General
- 3.8 DOA, Division of Facilities Management
- 3.9 Building Amenities and Infrastructure

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

OVERVIEW

The Administrative, Support, and IT Technology area of the crime laboratory encompasses direct support to the management team and the technical forensic operations of the lab (correspondence, personnel, IT infrastructure and business applications support, procurement, fiscal, fleet, facilities) as well as functions related to receiving, handling, and distributing crime evidence and related information for the lab.

GENERAL ROOM PARAMETERS

General Notes:

- PA System in all areas of the laboratory
 - High quality speakers
 - Allows speaking for longer than 30 seconds
- Tornado Shelter area should be incorporated into the building
- Dry fire suppression throughout the laboratory
- Estimated power consumption within the laboratory areas is 150 Kilowatts, EXCLUDES building utilities such as AC/Heating, etc.
- Auxiliary Power consisting of uninterrupted power supply and generator backup is required for key equipment within the laboratory
- Laboratory bench tops and floors throughout the laboratory must comply with specifications located in Appendix 2

No.	Space Description	Program ASF	Staff	Comments
1001	Entry Vestibule	0	0	▪ See Lobby (2008) in Building Amenities, Appendix 3.9
1002	Lobby	0	0	▪ See Lobby (2008) in Building Amenities, Appendix 3.9
1003	Maintenance Storage	10	0	
1004	Security Station	30	0	
1005	Men's Restroom	Per Code	0	▪ Client Controlled/Secured Area
1006	Women's Restroom	Per Code	0	▪ Client Controlled/Secured Area
1007	General Office	1,110	8	▪ Eight (8) 8' x 8' cubicles with 48" tall panels
1008	General Office Supervisor	140	1	
1009	General Office Case Files	1,800	0	▪ High density case file storage to accommodate space cases for immediately accessible for quality assurance purposes
1010	General Office Storage	120	0	
1011	Work/Copy Room	200	0	
1012	Mail Room	150	0	
1013	Evidence Sealing/Shipping Room	150	0	
1014	Evidence Receiving	580	0	
1015	Evidence Receiving Room	200	0	
1016	Centralized Evidence Storage	2,010	0	▪ Concrete block walls/ fortified ceilings

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

No.	Space Description	Program ASF	Staff	Comments
1017	Controlled Substances Evidence Storage Room	120	0	▪ Concrete block walls/ fortified ceilings
1018	Conference/Multi-Purpose Room	1,000	0	▪ Centrally located and accessible to all laboratory Sections
1019	Conference Storage Room	200	0	
1020	Laundry	150	0	
1021	Laboratory Manager Office	200	1	
1022	Director Office	200	1	
1023	Bureau of Computing Services (BCS) Office	100	0	
1024	IT Server Room	200	0	
1025	Lab Quality Manager Office	140	1	
1026	Server Backup Media Protection	10	0	
1027	Flammable Storage	100	0	
1028	Medium-Term Case File Storage	100	0	
1029	Hazardous Waste Storage	100	0	
Totals:		9,080	12	

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

Cellular service and office-wide wireless internet should be available throughout the building. The Lessor should provide one electronic access cards for each employee to the doors specified as having card readers. All outer doors should have card readers and be alarmed by a security system. The systems will be located in the Security Control Room (2024) listed under Building Amenities and Infrastructure Program Requirements in Appendix 3.9. In addition to card readers the system will include cameras, and motion detectors in multiple building locations and exterior windows breakage detection. Refer to Appendix 2 for additional security requirements.

SUMMARIZED ROOM REQUIREMENTS

1001 | Entry Vestibule

- See Lobby (2008) in Appendix 3.9 Building Amenities and Infrastructure Program Requirements

1002 | Lobby

- See Lobby (2008) in Appendix 3.9 Building Amenities and Infrastructure Program Requirements

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

1003 | Maintenance Storage

- Shovel, brooms, and other maintenance items

1004 | Security Station

- 1 desk with 1 file, file drawer, and 1 box, box, file drawer
- Kiosk station (4' H x 28" W x 24" D) for a computer/monitor/mouse
- Electrical: three duplex
- Tele/Data: Two receptacles
- Data, phone, computer
- Network access for single printer

1005 | Men's Restroom

- One (1) toilet
- One (1) lavatory

1006 | Women's Restroom

- One (1) toilet
- One (1) lavatory

1007 | General Office

- Laminate base cabinets with countertop along one wall, 36" high (millwork)
- Walkway to lobby – ½ door
- Laminate counter (approximately 48" H x 10' W x 12" D) adjacent to walkway (millwork)
- Eight (8) 8' x 8' cubicles with 48" partition walls
- Network access for single printer

1008 | General Office Supervisor

- Standard supervisor office

1009 | General Office Case Files

- Laminate counter with base cabinets (36" H x 36" W x 24" D) with a computer/scanner (millwork)
- High density filing system for side tab files with reinforced floor as necessary provided by Lessor
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1010 | General Office Storage

- One double-door entry for pallet deliveries from laboratory hallway
- One doorway to work/copy room (1011)
- One closed metal cabinet (6' x 2' x 3')
- Laminate shelving around the walls with 4 shelves spaced 16" apart and 12" deep, approximately 6'6" high (millwork)
- Room for large-capacity shredder
 - Space requirement: Approximately 36" x 25" x 23
 - Electrical requirement: 110V

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

1011 | Work/Copy Room

- Base cabinets with countertop around the room with open space (~3 ft.) for standing copier (millwork)
- Two Tele/Data receptacles: 2 Data Points and 2 Phone

1012 | Mail Room

- Laminate shelving on the wall for mailboxes (approximately 10' W x 12.5" D x 3' H) for approximately 100 employees. (millwork)
- Laminate base cabinets with countertop under mailboxes (millwork)
- Duplex outlet above countertop, 18" o.c.
- Tele/Data: Two receptacles

1013 | Evidence Sealing/Shipping Room

- Laminate base cabinets and countertops
- Laminate countertop island (approx. 36" H x 5'6" W x 3'6" D) which is open underneath (millwork)
- Counter with stainless steel sink with hands free faucet, soap dispenser, and paper towel dispenser
- Electrical: duplex electrical receptacles: 10' o.c.
- Pre-action Fire Suppression
- Standard Tele/Data per occupancy: 4 data points; phone jack

1014 | Evidence Receiving

- Four (4) laminate intake stations: 36" deep x 10' 6" counter with the attached "L" at 24" deep x 10' 10" with a 24" x 24" locked storage under counter at the end of the "L." One 24" W laminate base cabinet with open shelves (millwork)
- Standard lighting above intake stations
- Electrical: Three duplex per workstation
- Two (2) receptacles per intake station: Four (4) data/network access points for phone jack, computer, printer, BEAST scanner, and label printer
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1015 | Evidence Receiving Room

- Entry capability from both sides of room (Lobby side (1002) and locked lab side (1013))
- Two (2) 100 ASF offices
- Desk with two (2) submitter chairs and one (1) Evidence Specialist chair
- Electrical: Duplex on every wall
- 2 receptacles per office; 4 data/network access points; phone jack, computer, printer, BEAST scanner, label printer Two (2) receptacles per intake station: Four (4) data/network access points for phone jack, computer, printer, BEAST scanner, and label printer
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

1016 | Centralized Evidence Storage

- Room must be completely secured enclosure (walls, floors, ceilings – no way into these areas without key access); Concrete block walls/ fortified ceilings
- High density shelving, reinforced floor as necessary
- Two (2) refrigerators each standalone @ 18 cubic feet
- Four (4) freezers each standalone @ 18 cubic feet
- A walk-in refrigerator leading to the walk-in freezer (100 cubic feet) at approximately 180 ASF to be provided by Lessor
- Maintain a large space within the Centralized Evidence Storage to accommodate large evidence items such as tires, building parts, furniture, bags of garbage, drugs, tools, or things used as a weapon, etc.
- Electrical receptacles per equipment
- Exhaust direct vent out of the building
- Temperature/Humidity controlled: 65° to 75° F and 30 to 50% relative humidity
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1017 | Controlled Substances Evidence Storage Room

- Must have a door for entry from 1016. Must be fortified per DEA requirement. The room has concrete block walls and a secure ceiling which can be concrete or any other design which achieves the purpose. The door is a three-foot wide steel door with welded hinges on the inside. The door opens into the room and has a card reader. A light switch is located inside the room by the door and an indicator light is located outside the room by the door to display if the lights are on in the room.
- Exhaust direct vent out of the building
- Temperature/Humidity controlled: 65° to 75° F and 30 to 50% relative humidity
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1018 | Conference/Multi-Purpose Room

- Capacity for 100 people
- Capable of dividing into four (4) areas having 250 ASF
 - Partitions are electric driven with sufficient STC rating for conference use
 - Each partitioned area has videoconferencing
- Walls should be insulated and extend to deck
- Library shelving in an end area
- One area equipped with ceiling projector and data for Audio/Visual capability with built-in screen that can be removed out of sight via a switch into the ceiling
- Laminate upper and lower cabinets with countertop space to include stainless steel sink with hands free faucet, soap dispenser, and paper towel dispenser
- Smaller tables/chairs for easy mobility in room design for meetings
- Electrical: duplex receptacles 10'-0" o.c.
- Tele/Data: receptacles 10'-0" o.c.
- Centrally located and accessible to all laboratory Sections

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

1019 | Conference Storage Room

- Adjacent to and accessible from Conference/Multi-Purpose Room (1018)

1020 | Laundry

- Laminate base cabinets and countertop with stainless steel sink with hands free faucet, soap dispenser, and paper towel dispenser (millwork)
- Shelf and rod
- Entry from both sides of room like Evidence Receiving Rooms (1015)
- High capacity washer and dryer with venting to the outside

1021 | Laboratory Manager Office

- Smooth flooring - fatigue reducing - not slippery when wet – able to stand up to the use rolling chairs
- Card reader access on door to office
- Fire Control: Whatever produces the least damage to computers and evidence when used
- Standard office furniture with desk with adjustable height – drawers on each side of the knee-hole-additional work surface adjacent to main desk
- Small round conference table with seating for 4
- Cabinetry with enclosed area for storage and hanging coats and bookshelves

1022 | Director Office

- Smooth flooring - fatigue reducing - not slippery when wet – able to stand up to the use rolling chairs
- Card reader access
- Standard office furniture with desk with adjustable height – drawers on each side of the knee-hole-additional work surface adjacent to main desk
- Small round conference table with seating for 4
- Cabinetry with enclosed area for storage and hanging coats and bookshelves
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1023 | Bureau of Computing Services (BCS) Office

- Standard office furniture

1024 | IT Server Room

- Electrical: To be defined
- Tele/Data: To be defined
- Temperature/Humidity controlled: 65° to 75° F and 30 to 50% relative humidity
- Clean Agent Fire Protection

1025 | Lab Quality Manager Office

- Standard office furniture with desk with adjustable height – drawers on each side of the knee-hole

Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Crime Lab Administration, Support, and Information Technology Program Requirements

1026 | Server Backup Media Protection

- Fireproof cabinets (~19.5" H x 15.5" W x 16" D) for weekly and monthly back-up server tapes
- Temperature/Humidity controlled: 57° to 75° F and 30 to 50% relative humidity
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1027 | Flammable Storage

- Fire rated as required with solid metal floor to ceiling shelves on two walls (18" deep, 16" apart, with the bottom shelf with 24" clearance)
- Room to be vented to the outside of the building
- Blow out wall to the outside
- Switch outside of room with light indicator
- Explosive proof lights
- Card reader access to door
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1028 | Medium-Term Case File Storage

- Card accessed room
- Lighting/electricity to code
- High density filing system for side tab files with reinforced floor as necessary provided by Lessor
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

1029 | Waste Storage

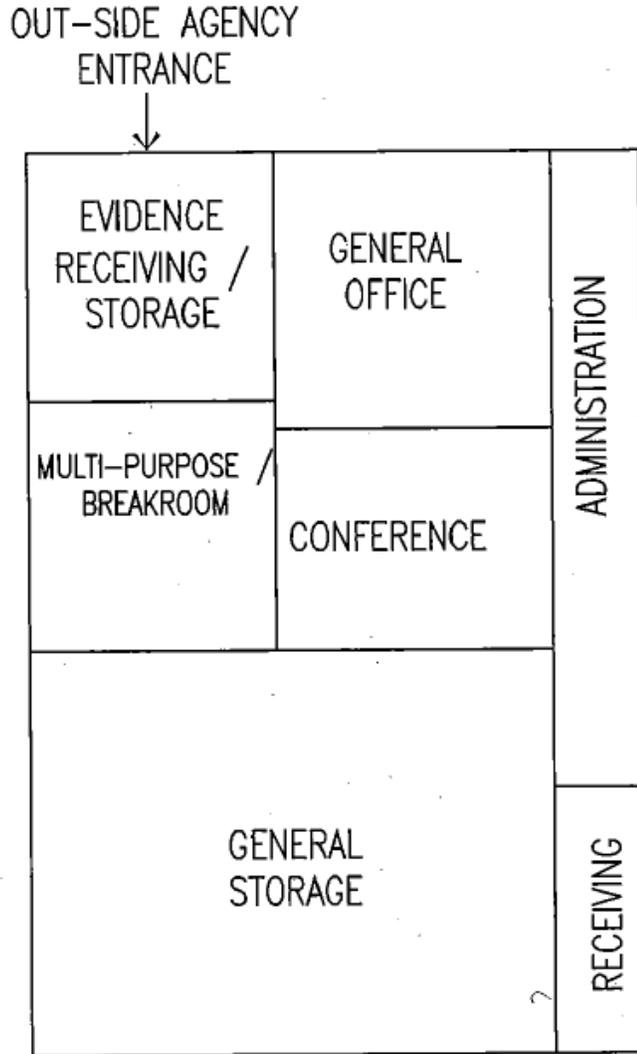
- Solid metal floor to ceiling shelves on three walls (18" deep, 16" apart, with the bottom shelf with 24" clearance)
- Room to be vented to the outside of the building
- Fire rated to house chemical and biological waste
- Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers

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Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Crime Lab Administration, Support, and Information Technology Program Requirements

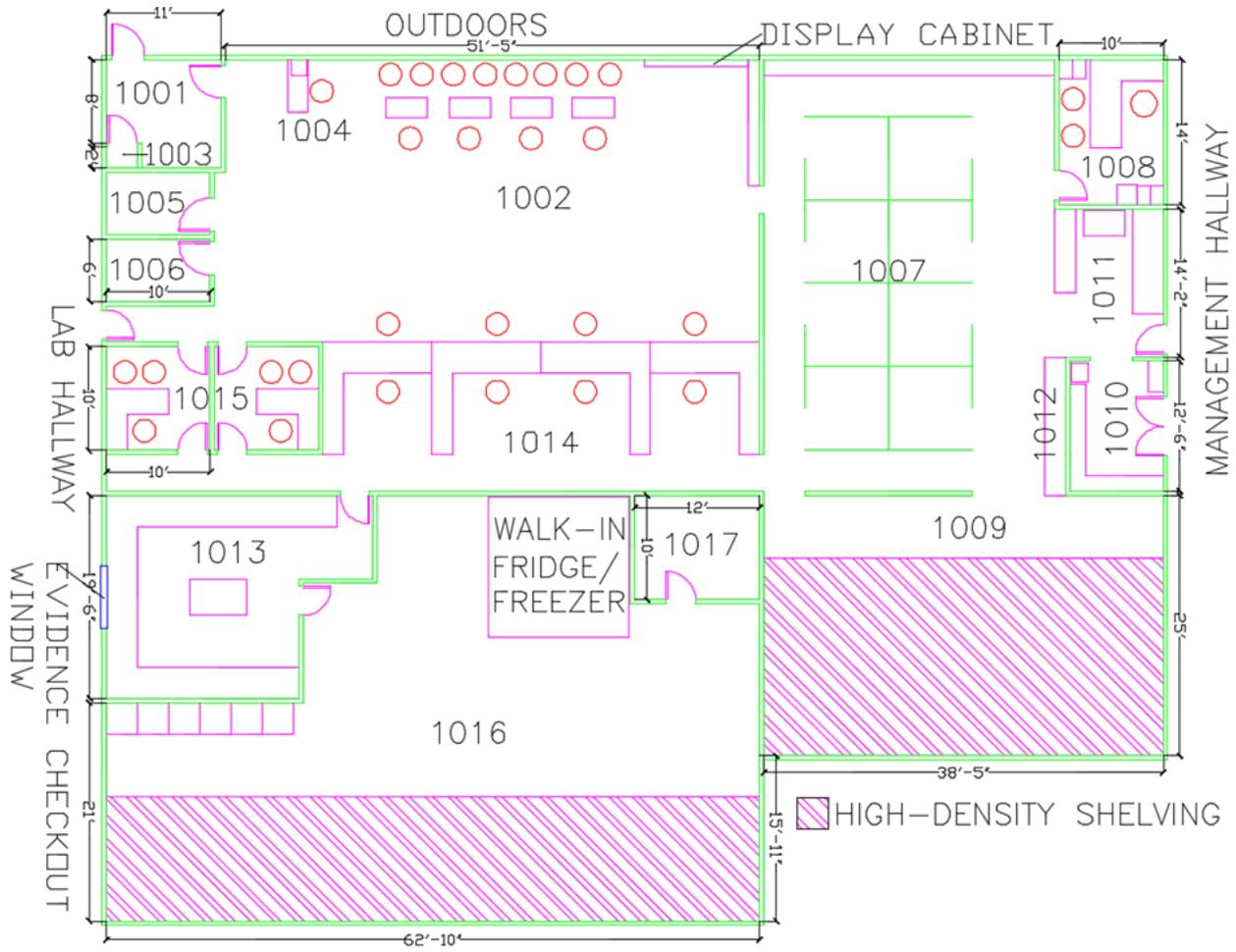
EXHIBIT 3.1A: ADMINISTRATION, SUPPORT, AND IT | SAMPLE ADJACENCY DIAGRAM



Appendix 3.1

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Crime Lab Administration, Support, and Information Technology Program Requirements

EXHIBIT 3.1B: CRIME LABORATORY ADMINISTRATION | SAMPLE FRONT OFFICE AREA



Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

OVERVIEW

The Chemistry Section is comprised of three units: 1) Controlled Substances Unit; 2) Toxicology Unit; and, 3) Trace Evidence Unit. These three units use analytical instruments for the examination of evidence.

Controlled Substances Unit (CSU)

The Controlled Substances Unit analyses evidence submitted by police to determine if there are any controlled substances present. The primary instruments used are the gas chromatograph with flame ionization detector (GC), the gas chromatograph with mass spectrometry detector (GCMS), and the Fourier Transform Infrared Spectrometer (FTIR). The Controlled Substances Unit may transition to Liquid Chromatography with dual Mass Spectrometry (LCMSMS) detectors.

Toxicology Unit (TXU)

The Toxicology Unit primarily analyzes biological samples for the presence of drugs. The Toxicology Unit primarily uses the GC and GCMS for the analyses they perform. However, the Toxicology Unit is currently working on transitioning to LCMSMS.

Trace Evidence Unit (TRU)

The Trace Evidence Unit analyses a lot of different types of evidence including such things as glass, paint, fibers, tapes, adhesives, low explosives, arson evidence, and others. The Trace Evidence Unit uses GCMS extensively but also uses FTIR microscopy, Glass Refractive Index Measurement (GRIM), Scanning Electron Microscopy (SEM), Energy Dispersive X-Ray (EDX), and others.

Many of the instruments mentioned above need access to reagent grade compressed gasses in order to work properly. These gases include nitrogen, hydrogen, helium, and highly pure air (aka Zero Air). Not all of the instruments use reagent gasses; those that do use reagent gasses do not necessarily need all four gasses. These gasses can be taken from compressed gas cylinders or they can be produced on site using gas generators.

Because of the similarity of the instruments used in the three Units and the gases needed, it is efficient to have, with a few exceptions in the Trace Evidence Unit, all the instruments in a shared instrument lab which is near a gas control center which can either produce and/or distribute the gases to where they are needed.

Fire Suppression

Fire suppression: Hydrofluorcompounds (HFCs) suitable for use in environment containing high value equipment and computers required in all labs and offices. Fire extinguishers should be mounted near doors in keeping with any code requirements. These should be designed to be suitable for combating at least Class C fires and to minimize damage to electronic equipment.

Security

Security in the Chemistry Section is connected to the building's controlled access security system. If any additional security is needed it will be specified. Card reader is required at all entrances to the Chemistry Section. There are no keyed doors to the labs within the Section unless specified in the lab description.

Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

Standard Emergency Exit

The Standard Emergency Exit consists of a solid core steel door which is 3'W by 7'H. The door opens out and has secured hinges. The door is opened from the inside by a push bar. There is no door knob on the outside of the door. An alarm will sound if the door is opened and it has signage to that effect. There is an exit light above the door which has a battery back-up in case an emergency cuts the power.

Abbreviations

The following abbreviations may be used in various places in the proposal for new Chemistry Section Labs.

CSU	Controlled Substances Unit
DD	Deionized Distilled
EDX	Energy Dispersive X-ray
FTIR	Fourier Transform Infrared Spectrometer
GC	Gas Chromatograph
GCMS	Gas Chromatograph with Mass Spectrometry Detector
GRIM	Glass Refractive Index Measurement
LCMSMS	Liquid Chromatography with Dual Mass Spectrometry Detectors
SEM	Scanning Electron Microscope
TRU	Trace Evidence Unit
TXU	Toxicology Unit
XRD	X-ray Diffraction

For each room in the Chemistry Section there is a narrative description of the room, a floor plan of the room, and elevations of certain parts of the room when the cabinetry is specified. There are also diagrams/specifications for standard work stations in several of the labs. These are identified by the room number followed by a letter.

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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

GENERAL ROOM PARAMETERS

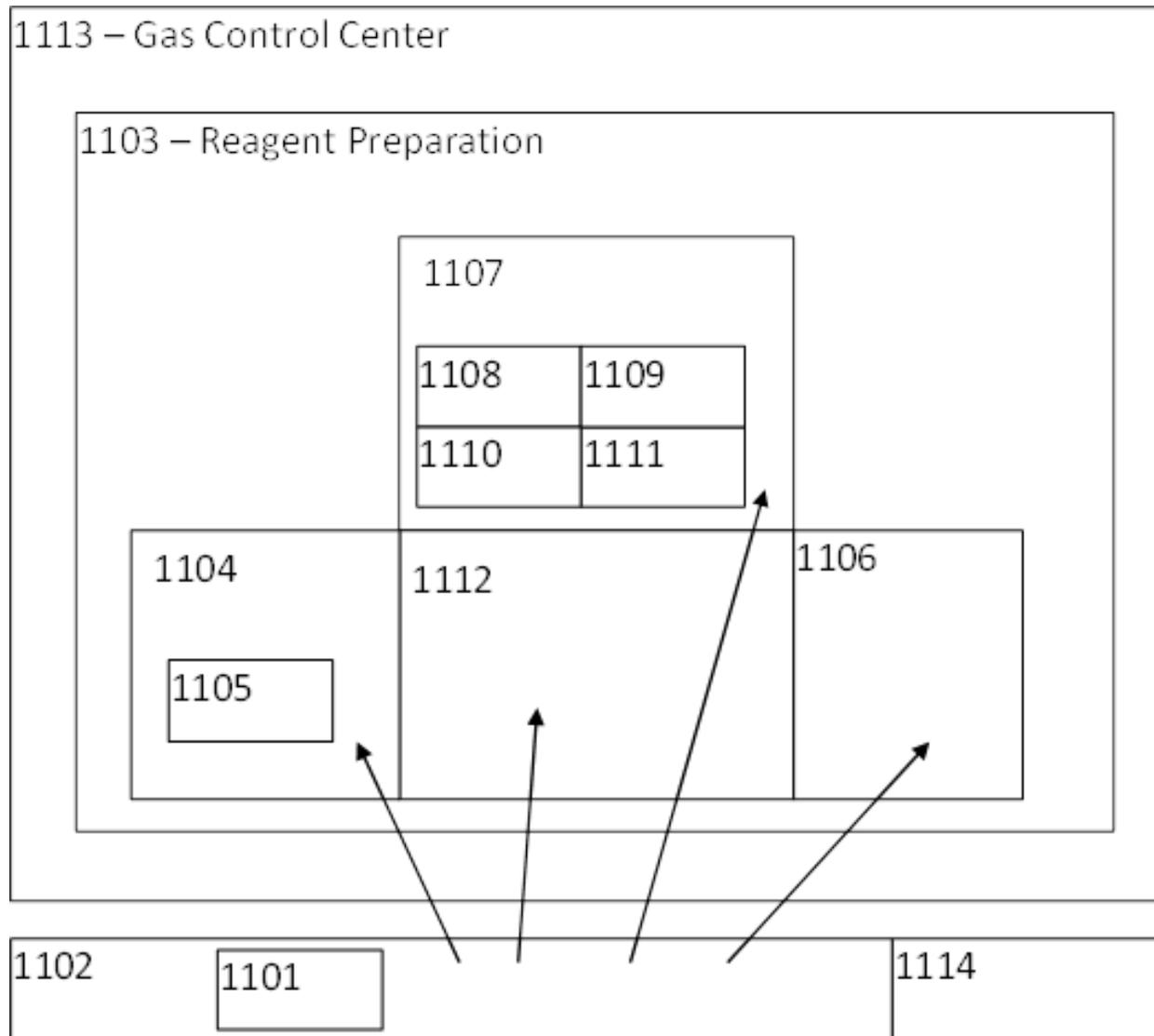
No.	Space Description	Program ASF	Staff	Comments
1101	Chemistry Supervisor Office	140	1	▪ Adjacent with easy access to 1102
1102	Chemistry Section Office	3,375	28	▪ Adjacent with easy access to 1101,1104,1106,1107,1112, 1114
1103	Reagent Preparation and Glass Washing Lab	400		▪ Adjacent with easy access to 1104, 1106, 1107, 1112
1104	CSU Sample Preparation Lab	2,528		▪ Adjacent with easy access to 1102, 1103, 1105, 1112, 1113
1105	CSU Drug Storage Vault	180		▪ Adjacent with easy access to 1104
1106	TXU Extraction Lab	2,752		▪ Adjacent with easy access to 1102, 1103, 1112, 1113
1107	TRU Examination Lab	1,760		▪ Adjacent with easy access to 1102, 1103, 1108, 1109, 1110, 1111, 1112, 1113
1108	TRU Instrument Lab	704		▪ Adjacent with easy access to 1107
1109	TRU Microscope Lab	204		▪ Adjacent with easy access to 1107
1110	TRU Evidence Sweeping Lab	204		▪ Adjacent with easy access to 1107
1111	TRU Active Evidence Room	112		▪ Adjacent with easy access to 1107
1112	Shared Instrument Room	5,369		▪ Adjacent with easy access to 1102, 1103, 1104, 1106, 1107, 1113
1113	Compressed Gas Control Center	528		▪ Adjacent with easy access to 1103, 1104, 1106, 1107, 1112 ▪ Easy access to the Loading Dock for gas cylinder deliveries
1114	Shared Conference Room	576		▪ Adjacent with easy access to 1102
Totals:		18,832	29	

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall use a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

Sample Chemistry Section Adjacency Diagram

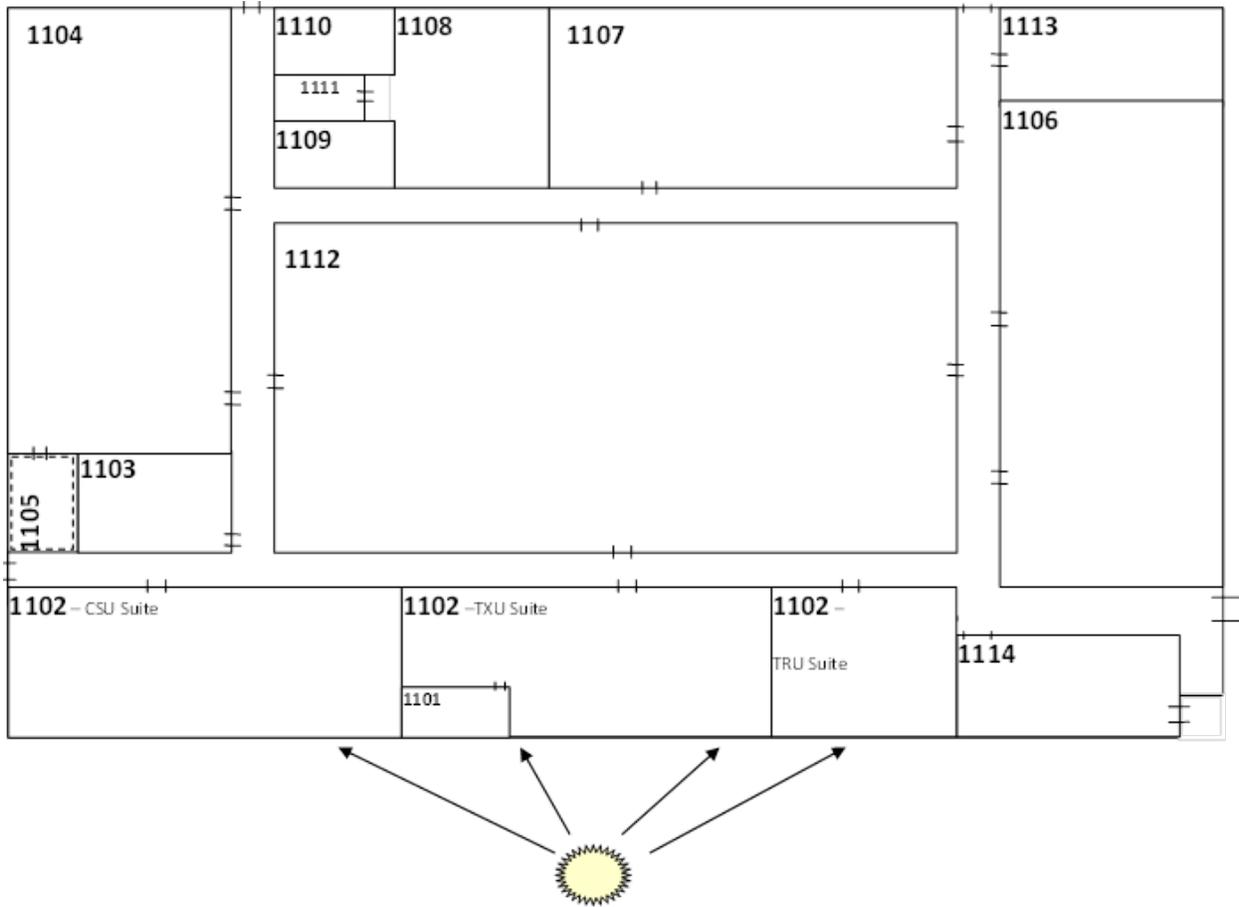


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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

Sample Chemistry Section Floor Plan Concept with Adjacencies



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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

Chemistry Standards

In the following descriptions, there are a few things which reoccur many times. Therefore, they are described here and referred to by the names given to them when needed in the specifications for labs and offices. If the standard is not used the substitute will be specified in detail. The other things on this list may or may not be mentioned. They will only be mentioned if what is needed in the room being discussed is different from what is here. If there is no mention of one of these items refer to this list for a description of that item in that room.

When considering benches or cabinetry, etc., read the description as if you were standing facing the item as you would if you were using it. The term wide (W) is the dimension from side to side as you face the item; the term high (H) is the distance of the top of the item from the bottom of the item; and the term deep (D) is the distance from the near edge of the item to the far edge.

SUMMARIZED ROOM REQUIREMENTS

1101 | Chemistry Supervisor Office

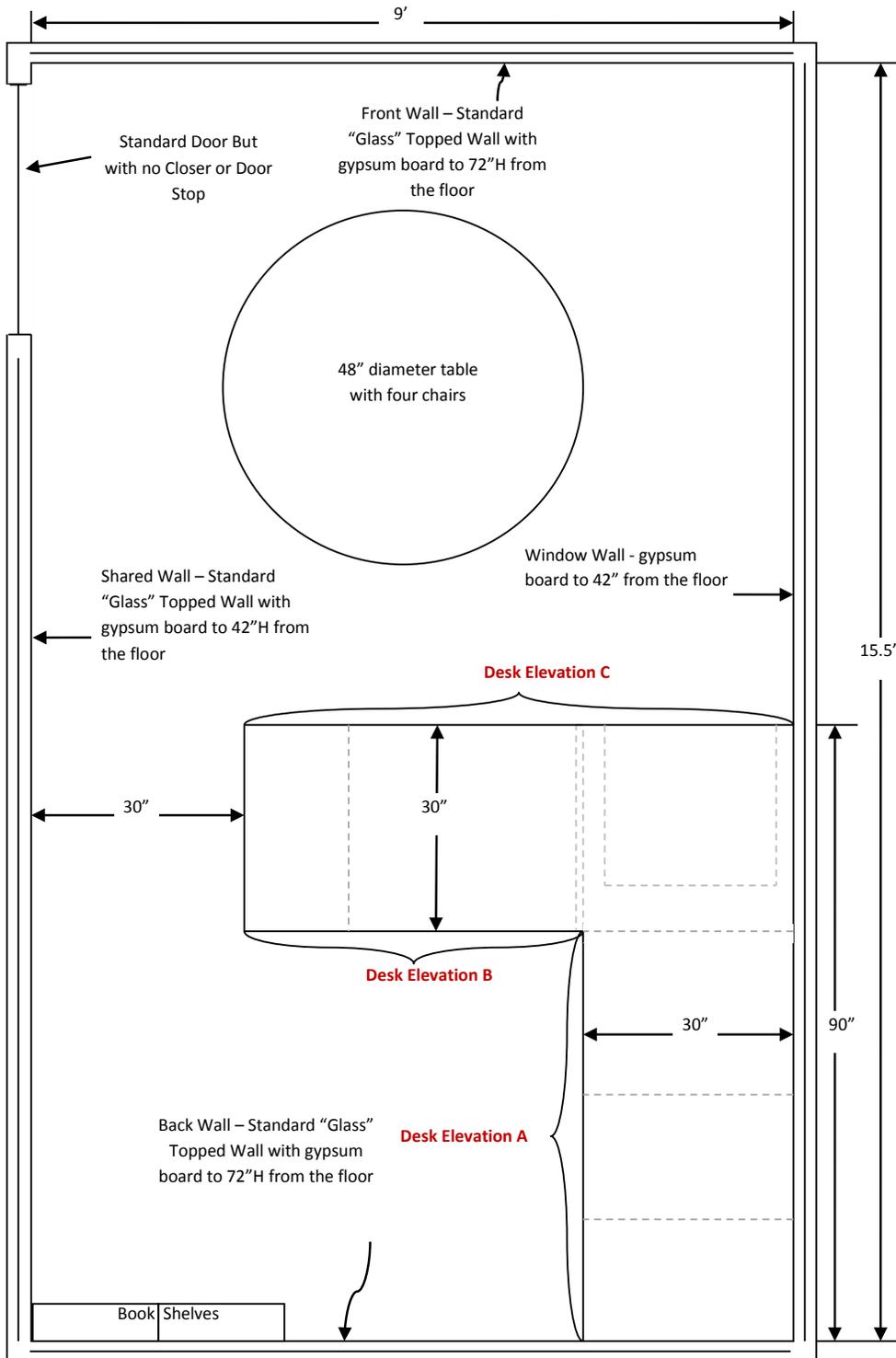
- Approximately 140 ASF (9' x 15.5')
- Both 9' walls are Standard "Glass" Topped Walls with gypsum board to 72" above the floor
- Adjacent to Chemistry Section Office (1102) with a shared wall being a Standard "Glass" Topped Wall with gypsum board to 42" above the floor
- Furniture required:
 - L shaped desk (90"x78"x30")
 - Round table with chairs to seat 4 people
 - Two (2) bookshelves, each 3'W x 6' H x 1'D with adjustable shelves
 - See Exhibits 3.2A and 3.2B for sample office layout and sample furniture elevations

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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

EXHIBIT 3.2A: CHEMISTRY SUPERVISOR OFFICE (1101) | Sample Office Layout



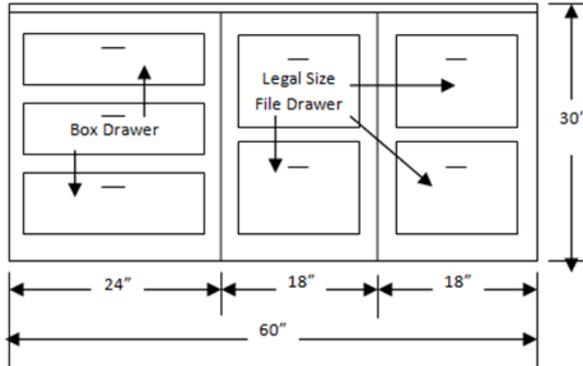
Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

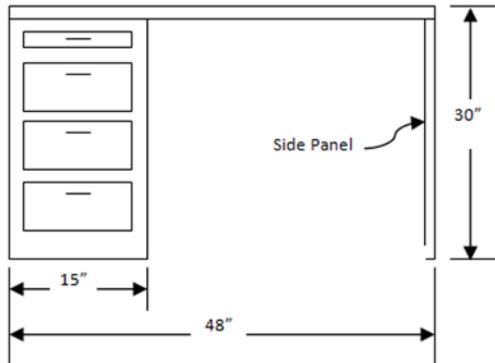
EXHIBIT 3.2B: CHEMISTRY SUPERVISOR OFFICE (1101) | Sample Desk Elevations

1101a - Chemistry Supervisor's Office – Desk Elevations

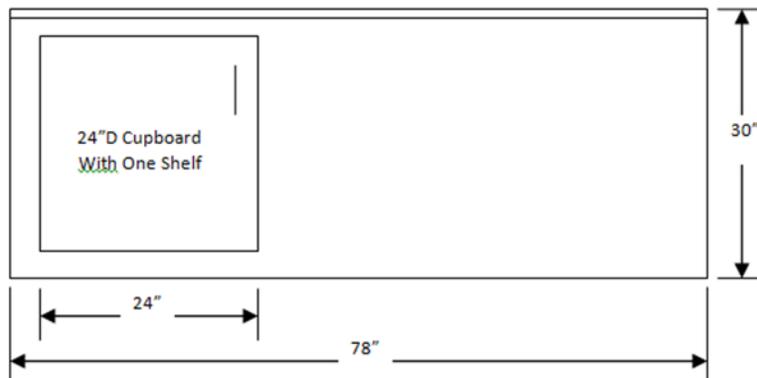
Desk Elevation A



Desk Elevation B



Desk Elevation C



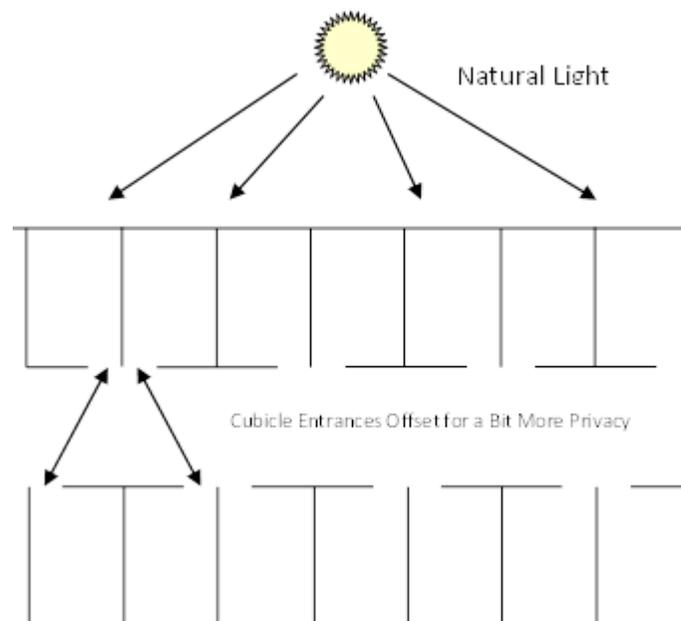
Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

1102 | Chemistry Section Office

- Approximately 3,375 ASF (127' x 26.5')
 - Divided into three suites separated by 6'W standard case openings in the center of each interior walls:
 - Trace Evidence Suite for four (4) examiners
 - Toxicology Suite for ten (10) toxicologists
 - Controlled Substance Suite for eight (8) analysts
 - Each Suite requires:
 - Office cubicles (7'W x 9'D) in each Suite are offset for privacy
 - Seven (7) duplex outlets, one (1) phone line, and three (3) data jacks
 - Bulletin or white board 4'W x 3'H with 1"H cork strip at top and tray on bottom to hold markers and erasers
 - 8' aisle between cubicle entrances to accommodate people and evidence carts
 - Lab Tech/Intern area for eight (6) total laboratory technicians or interns
 - Shared printer area and bookshelves
 - See the following Exhibits for:
 - See Exhibit 3.2C for Chemistry Section Office Sample Cubicle Layout
 - See Exhibit 3.2D for Sample Lab Tech/Intern Area Elevation
 - See Exhibit 3.2E for Sample TRU Office Suite Floor Plan
 - See Exhibit 3.2F for Sample TXU Office Suite Floor Plan
 - See Exhibit 3.2G for Sample CSU Office Suite Floor Plan

EXHIBIT 3.2C: Chemistry Section Office (1102a) | Sample Cubicle Layout

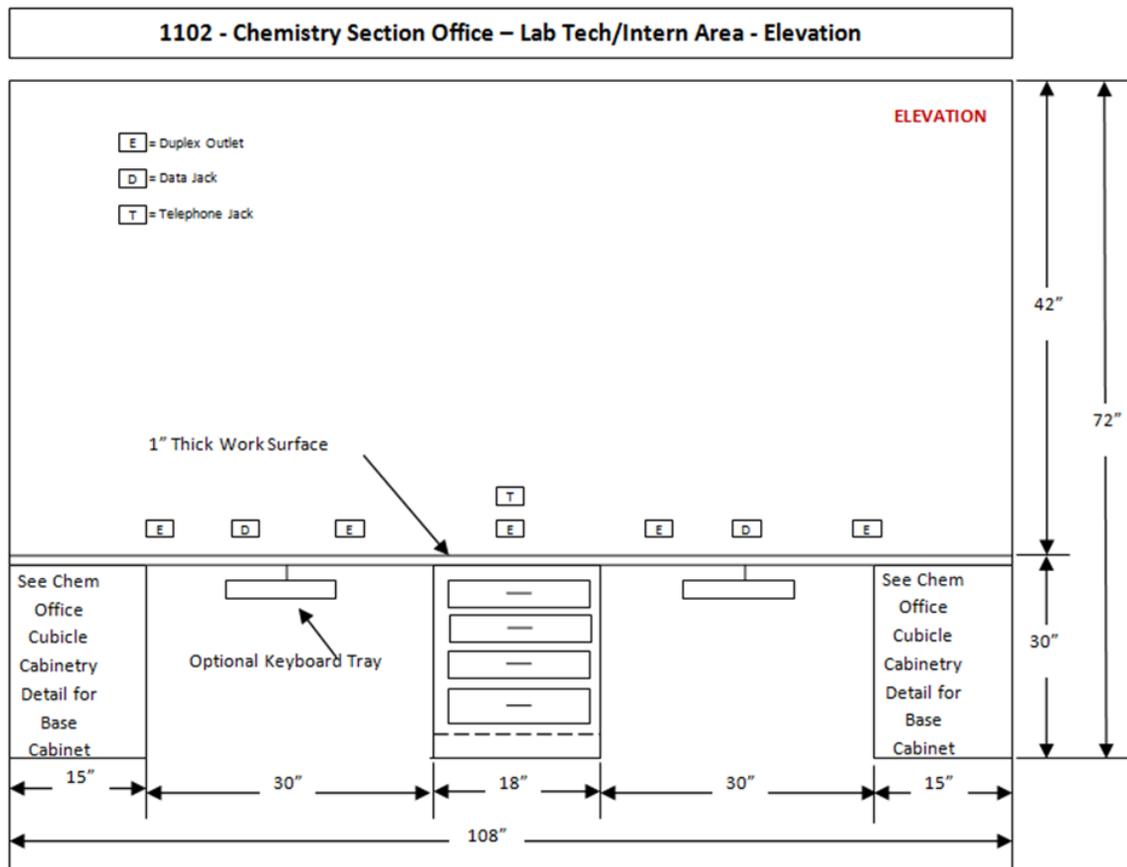


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Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

EXHIBIT 3.2D: Chemistry Section Office (1102) | Sample Lab Tech/Intern Area Elevation

The Lab Tech/Intern Area (10'W x 9'D) has two (2) 9'W x 30"H x 24"D Standard Work Surfaces arranged perpendicular to the wall and on opposite sides of the space. This area is surrounded by the same type of walls as the Chemistry Office Cubicles. The opening on the aisle is centered and 4'W. Each of the work surfaces has an 18" base cabinet with four (4) box drawers centered below the surface. On each side of the cabinet there is a 30"W kneehole. On the other side of each kneehole and supporting the end of the work surface is a 15"W base cabinet configured the same as the 15"W base cabinets in the Chemistry Office Cubicle. There are five (5) duplex outlets over each work surface centered on the surface and 18" o.c. There are two (2) data jacks and one (1) telephone jack over each surface.



Shared Printer Area

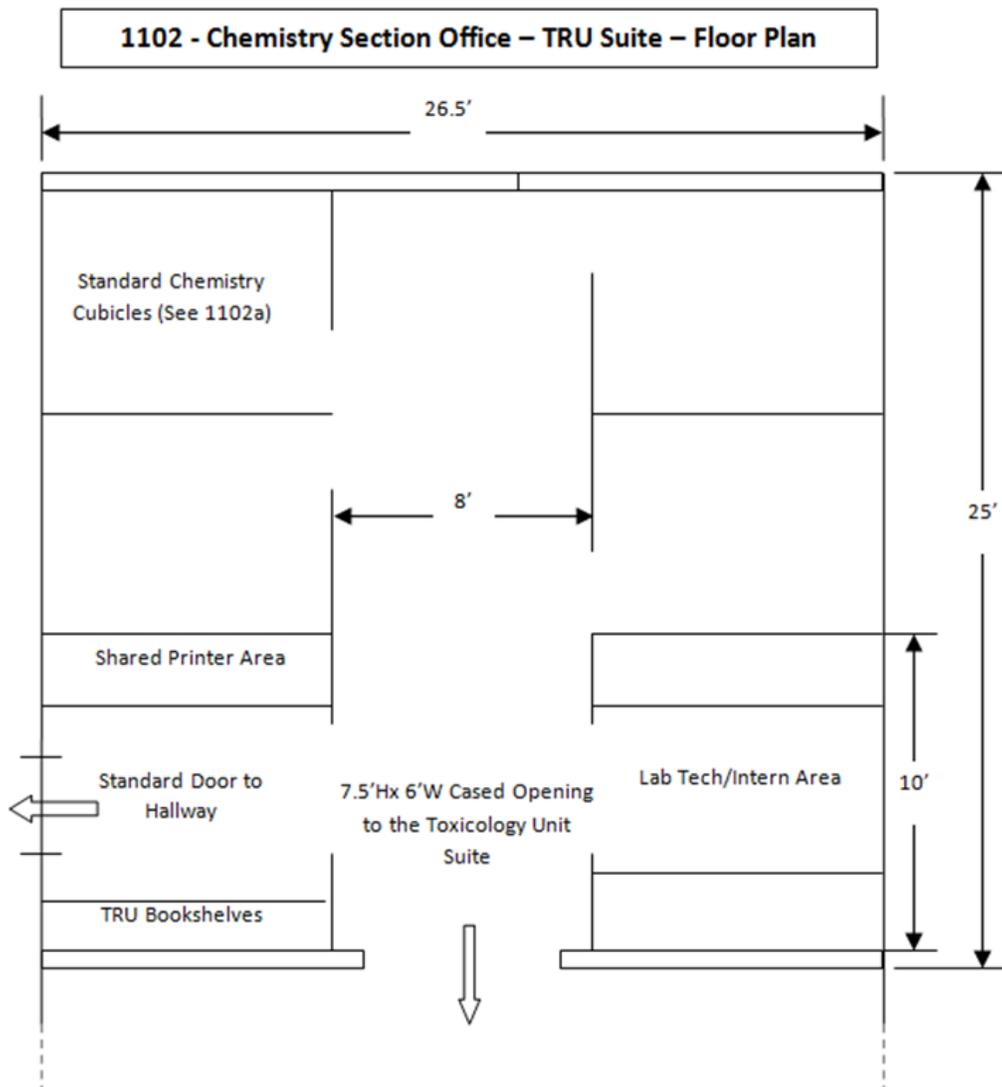
The Shared Printer Area (10'W x 9'D) is on the hall wall and has the same kind of walls as the Chemistry Office Cubicles. The opening on the aisle is centered and 4'W. Opposite that, in the hall wall is a Standard Door to the hallway. One side of the area has a 9'W x 36"H x 30"D Standard Office Work Surface supported by Standard Cabinetry with drawers and cupboards. This is the shared printing station. In the wall above the surface there are five (5) duplex outlets centered on the wall and 18" o.c. There are four (4) data jacks there as well, evenly spaced. On the side opposite the shared printing station there are three (3) 3'W x 6'H x 1'D wood bookcases with four adjustable shelves each. The door opens against the book shelves.

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EXHIBIT 3.2E: Chemistry Section Office (1102) | Sample TRU Suite Floor Plan

At one end of the Chemistry Section Office is the Trace Evidence Suite. This suite is separated from the Toxicology Suite by a Standard “Glass” Topped Wall with painted gypsum board 72” from the floor. There is a Standard Cased Opening in the center of this wall. This suite is 25’ long and has four (4) Chemistry Office Cubicles divided into two (2) pods of two cubicles which are opposite each other at the end of the suite nearest the Toxicology Suite. At the other end of the Suite there is a Lab Tech/Intern Area on the window wall and a Shared Printer Area is directly opposite.

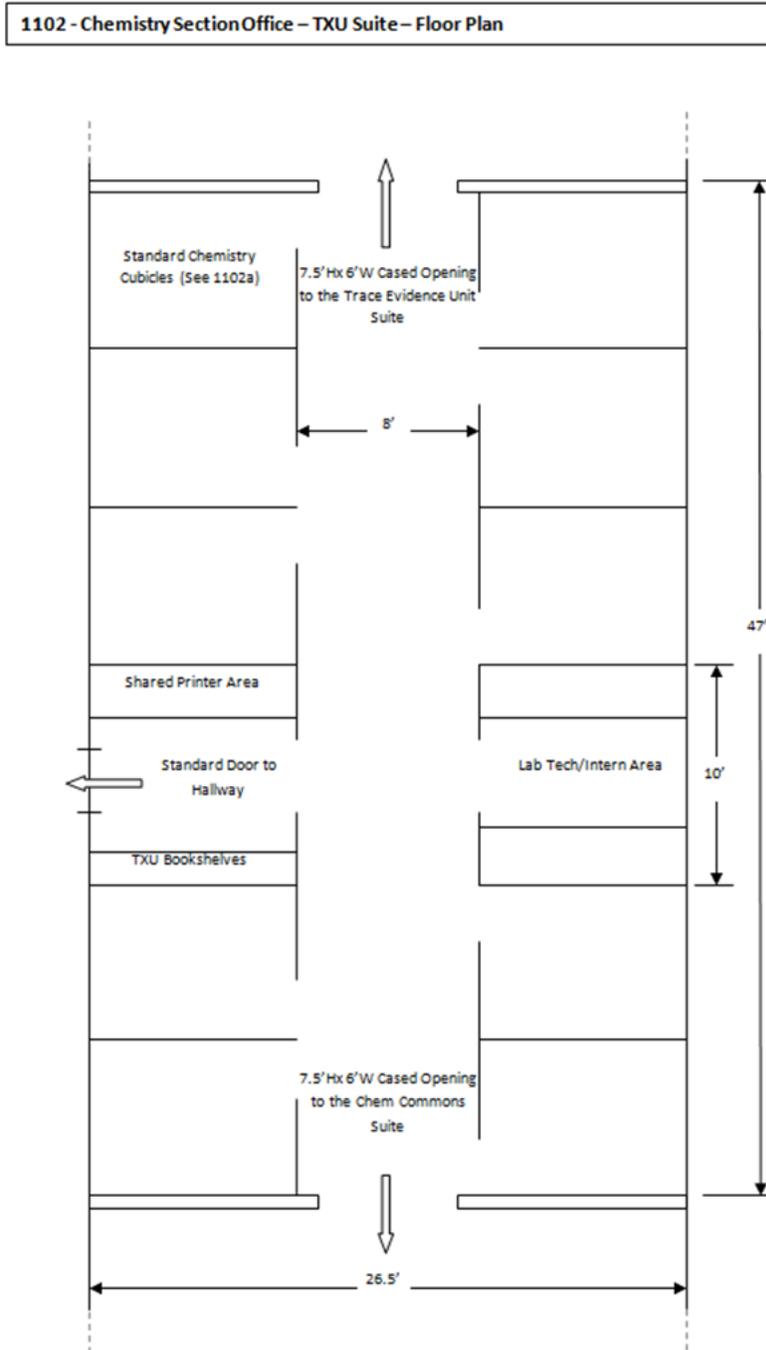


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EXHIBIT 3.2F: Chemistry Section Office (1102) | Sample TXU Suite Floor Plan

The Toxicology Suite is 47' long and has ten (10) cubicles divided into two (2) pods of two (2) cubicles which are opposite each other and two (2) pods of three (3) cubicles which are opposite each other. The two groups are separated by a Lab Tech/Intern Area on the window wall and a Shared Printer Area is directly opposite.

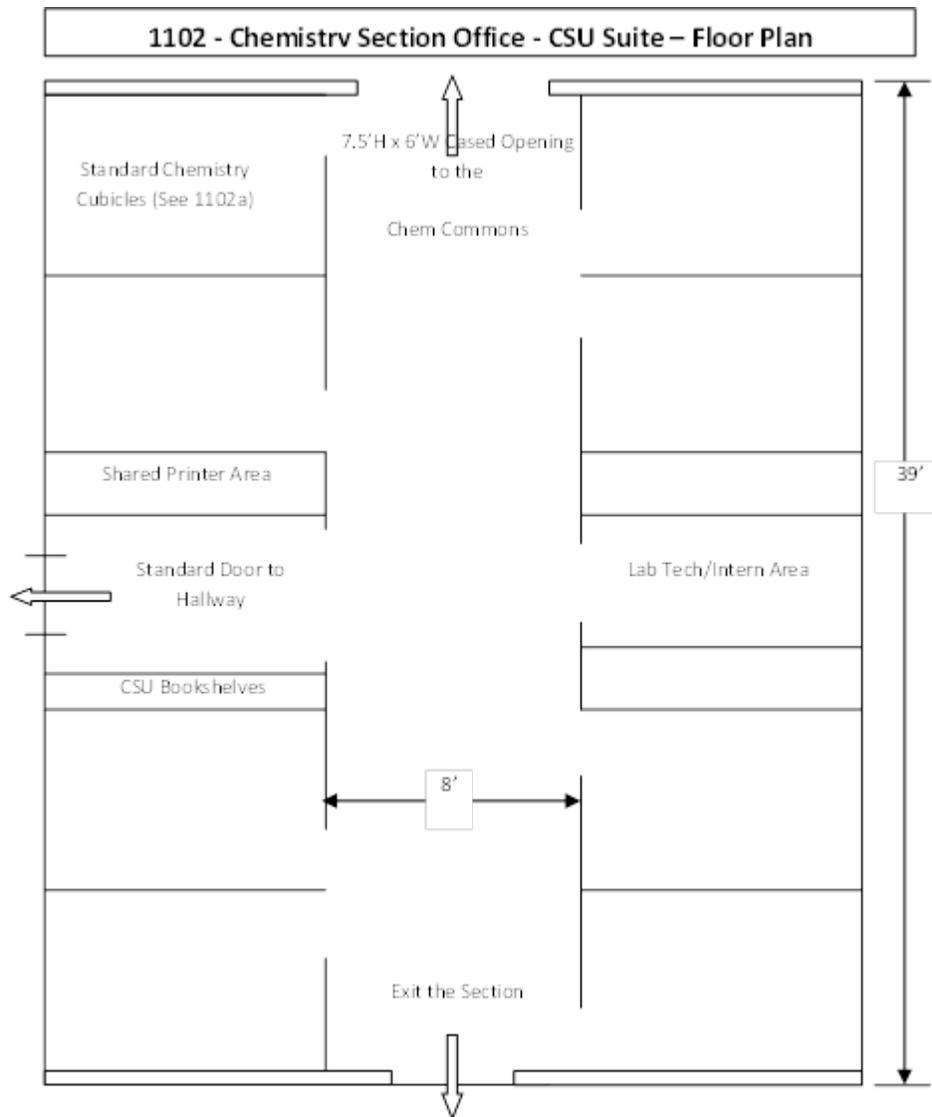


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EXHIBIT 3.2G: Chemistry Section Office (1102) | Sample CSU Suite Floor Plan

The Controlled Substances Unit Suite is 39' long and has eight (8) cubicles arranged in four (4) pods of two (2) cubicles each. Two pods are opposite each other at each end of the suite. On the window wall, between the two pods is a Lab Tech/Intern Area. On the hall wall directly opposite the Lab Tech/Intern area is a Shared Printer Area. On one end of the 8'W aisle there is an exit, the nature of which depends on how the office is integrated into the rest of the building.



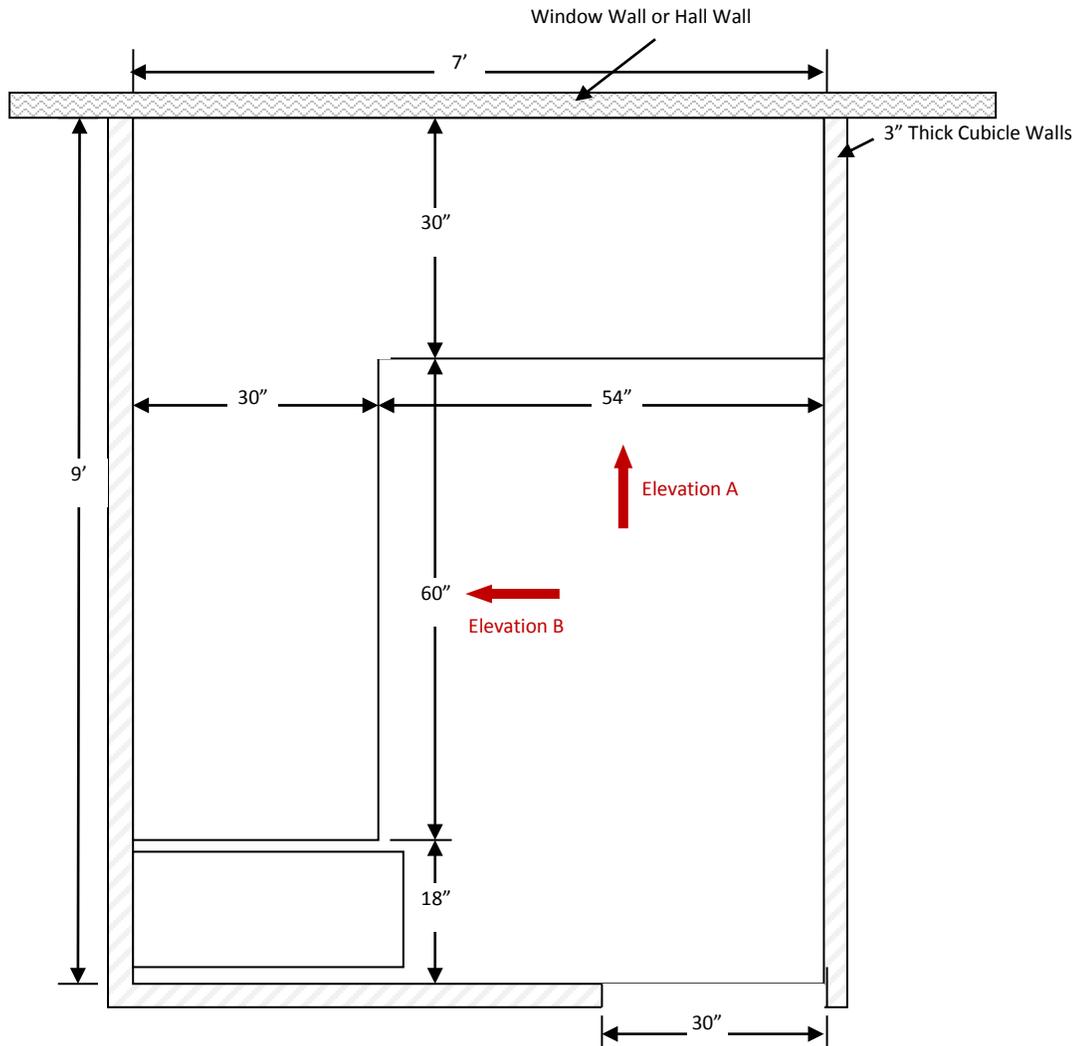
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EXHIBIT 3.2H: Chemistry Section Office (1102) | Sample Cubicle Floor Plan and Elevations

1102a - Chemistry Section Office Cubicle - Floor Plan



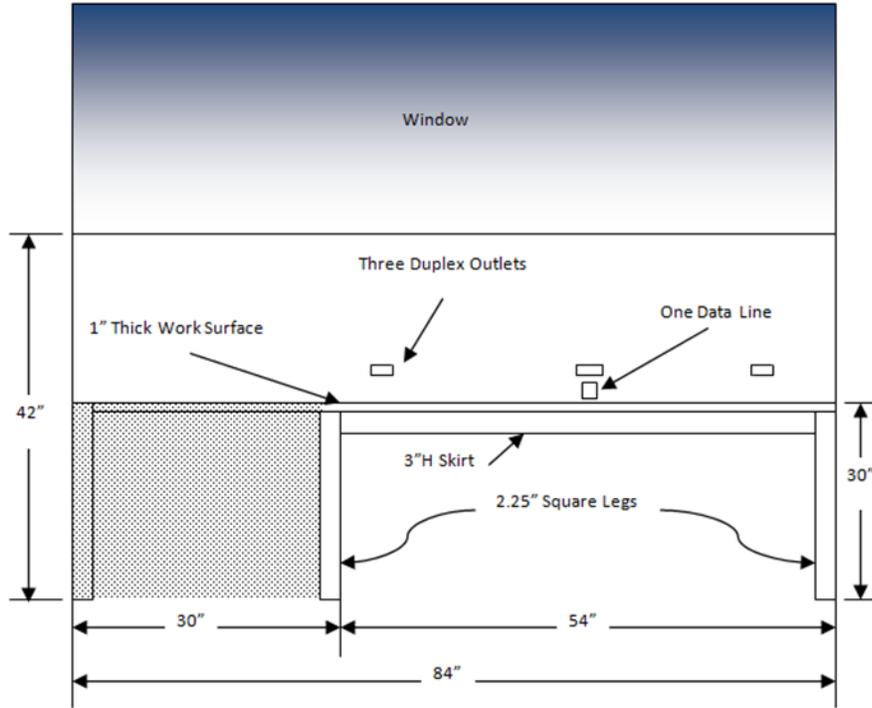
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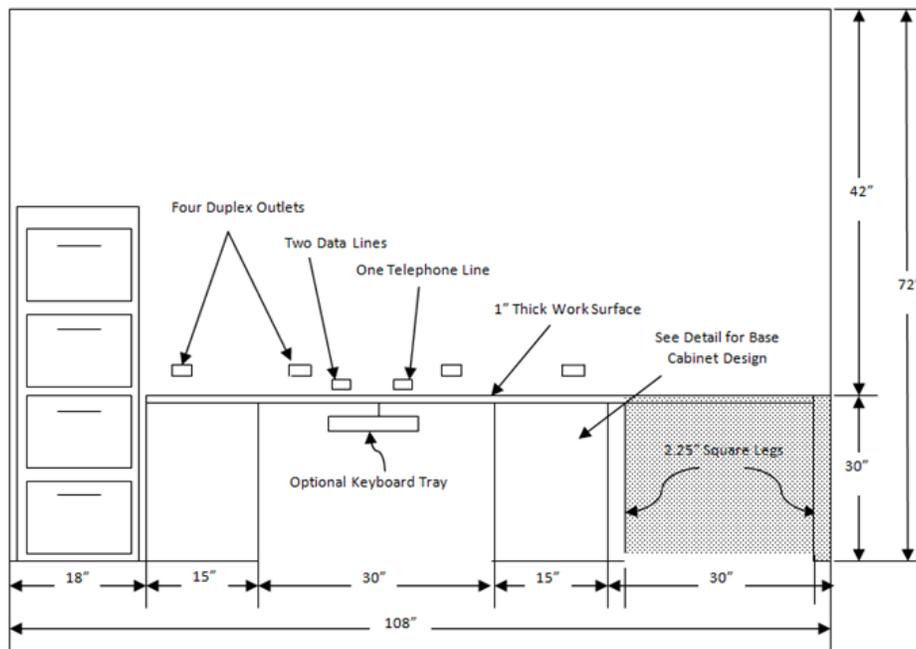
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1102a - Chemistry Section Office Cubicle - Elevations

Elevation A



Elevation B



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1103 | Reagent Preparation and Glass Washing Lab

- Approximately 400 ASF (22' x 18')
- Adjacent with easy access to CSU, TRU, and TXU ad includes 1104, 1106, 1107, and 1112
- See Exhibit 3.2I for Sample Floor Plan and Elevations

The room requires a 5'W x 36"H x 24"D bench Standard Laboratory Bench supported by two Standard Cabinetry base cabinets. In the right end of the bench there is a sink. The base cabinet is 30"W with a cupboard door with two adjustable shelves. The other base cabinet is a 30" wide plumbing access cabinet. There is a water purification unit attached to the wall above the bench and drains into the sink.

Adjacent to the Standard Laboratory Bench portion is an 8'W x 24"D stainless steel counter with a 12" deep two bowl sink in the middle. The counter on both sides of the sink slopes slightly for drainage into the sink. The counter has a raised lip on the front to help keep water from running off to the floor and a backsplash up the wall. The sink is supplied with hot, cold, and Deionized Distilled (DD) water. Centered below this counter is a 4'W plumbing access base cabinet. To either side of the cabinet is a 2'W laboratory dishwasher supplied with hot, cold, and DD water. Each dishwasher has a dedicated circuit. There is a floor drain in front of the sink.

There needs to be two (2) Standard Glassware Storage Cabinets (4'Wx7'Hx2'D) and a safety shower/eyewash station. There is a second floor drain near the shower.

There needs to be an L-shaped Standard Bench with a 5' wing and a 16' wing. The bench top is supported by Standard Cabinetry. The bench is 36"H with the exception of the first 3' portion of the long wing closest to the door is a computer station at 30"H. The bench at the computer station is open beneath and supported by legs. To the right of the computer station is a 24"W base cabinet with a pencil drawer at the top, a box drawer below that, and a file drawer below that. To the right of that is a 30"W base cabinet with a door opening on a cupboard with two adjustable shelves.

There needs to be a Standard Acid Sink. The sink is supplied with hot, cold, and DD water. Under the sink is a plumbing access cupboard. The remainder of the cabinetry consists of drawers, cupboards, and knee holes as fit. There are wall mounted cupboards with sliding glass doors over the entire long wing of the bench except the sink and the computer station.

Duplex outlets are located 18" o.c. above the long wing of the bench. There are two (2) GFI protected duplex outlets over the bench to the left of the stainless counter. There are duplex outlets in the right wall in open areas on each side of the partition wall. There are three (3) duplex outlets, two (2) data jacks, and one (1) telephone jack at the computer station.

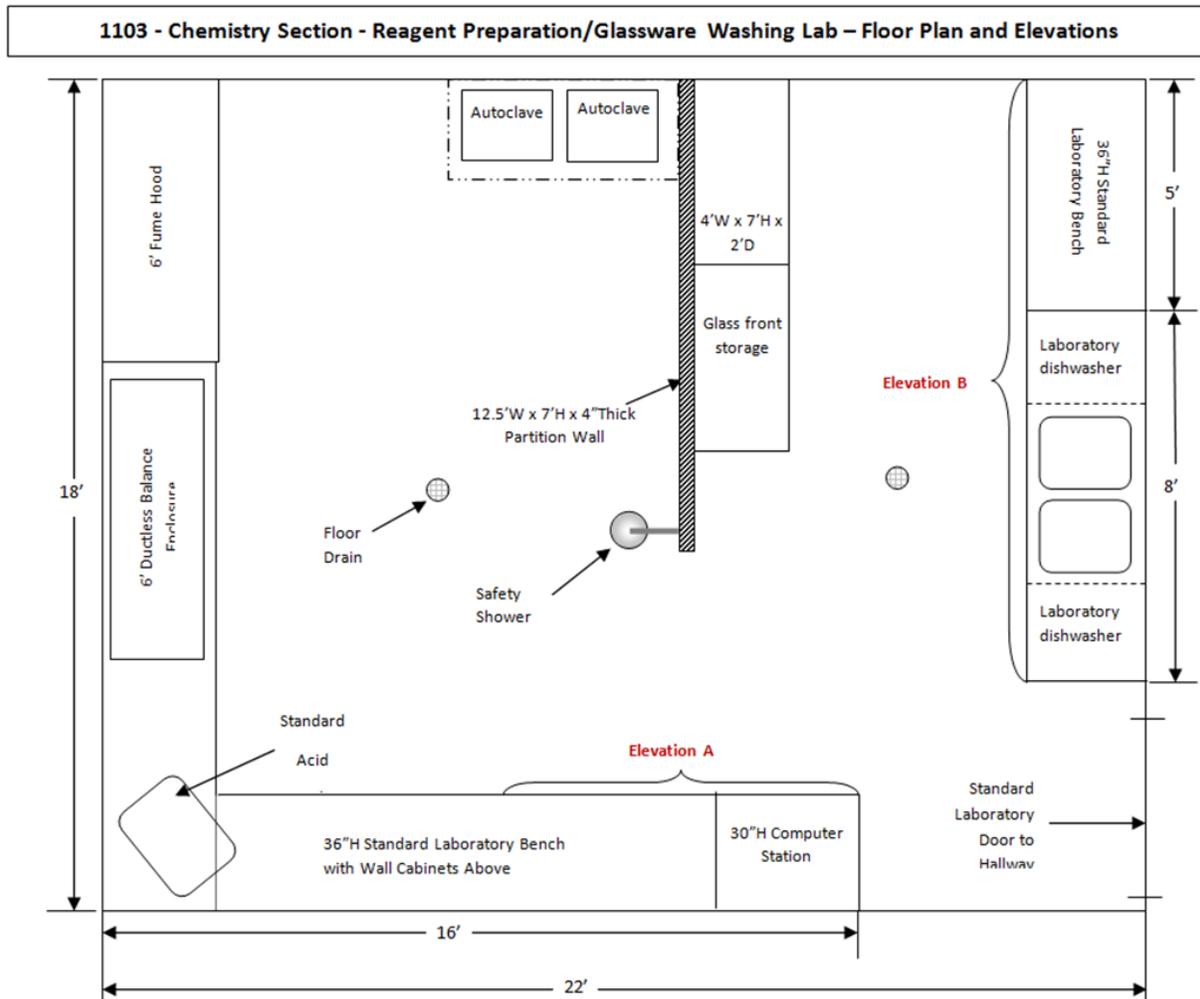
Against the back wall is a freestanding ductless balance enclosure. To the right of that is a 6' fume hood with vented acid resistant cabinets below. The hood has a cup sink and cold water. There is a natural gas supply in the hood.

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Across from the fume hood is a space for two autoclaves (supplied by DOJ) and a snorkel hood to be placed over an autoclave while it is in use. In the right wall 30" above the floor there are two (2) 220V outlets to match an L6-20 plug. These outlets are each on a dedicated circuit.

EXHIBIT 3.2I: Reagent Preparation and Glass Washing Lab (1103) | Sample Floor Plan and Elevations

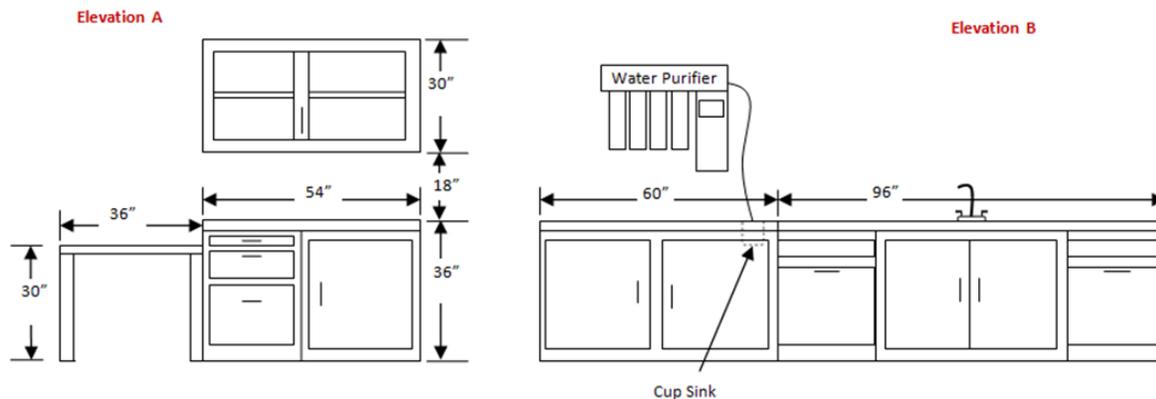


See the next page for Elevation A and Elevation B.

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1104 | CSU Sample Preparation Lab

- Approximately 2,530 ASF (79'L x 32'W)
- Adjacent with easy access to CSU, TRU, and TXU and includes 1104, 1106, 1107, and 1112
- See Exhibit 3.2J for Sample Floor Plan

The CSU Sample Preparation Lab (79'L x 32'W) is used by the Controlled Substances analysts to examine evidence suspected of being controlled substances and to prepare samples from that evidence for analysis on the instruments in the Shared Instrument Lab (1112).

The CSU Sample Preparation Lab's description starts with a short wall which will be called the back wall and the long walls right and left are based on facing the back wall. The other short wall is the front wall.

In this lab there are eight (8) CSU workstations (see 1104a) which are put together in four (4) pods of two (2) workstations each. There are two (2) pods on the left wall opposite two (2) pods on the right wall separated by an 8'W aisle. The two pods on each wall are separated by a 6' open area, the center of which is 38' from the back wall. Centered in this area in the left wall there is a Standard Emergency Exit. Across from the emergency exit, against the right wall there is a 36"H x 6'W Standard Bench. In the wall above the bench there are four (4) duplex outlets and two (2) data jacks. Below the bench there are base cabinets with drawers for supply storage.

In the space between the back wall and the first set of pods, against the left wall and tight to the back wall there is an 8' fume hood. The cabinets below the fume hood are vented acid resistant cabinets. The hood has a cup sink and cold water. There are (2) two duplex outlets on each side of the face. The hood is plumbed for nitrogen.

Between the hood and the nearest pod there is a 7'W Standard Bench in which there is a Standard Acid Sink. Below the sink there is a plumbing access cupboard. The rest of the bench is held up by a base cabinet with drawers. The sink has hot, cold, and DD water. In the corner formed by the back wall and the right wall there is an L-shaped Standard Bench with a long wing tight to the back wall. This wing is 18'W when measured against the wall. The short wing is tight to the right wall and is 9'W when measured against the wall. There is

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a Standard Hand Sink at the end of the short wing. There are Standard Cabinetry wall cabinets above the bench except above the sink. Against the back wall tight to the end of the long wing is a Standard Glassware Storage Cabinet. On the back wall between the glassware cabinet and the fume hood there is a safety shower and eyewash station. There is a floor drain in this area.

In the right wall in the space between the end of the short wing of the bench and the nearest pod of workstations there is a Standard Laboratory Door which opens towards the pod and gives access to a hallway with further access to the Shared Instrument Room (1112). There is a wall mounted telephone next to the door.

In the corner formed by the right wall and the front wall there is an L-shaped Standard Bench with an 16'W long wing tight to the back wall and a 13'W short wing tight to the right wall. The bench is supported by Standard Cabinetry with an assortment of drawers, cupboards, and knee holes as fit. There is a Standard Hand Sink in the end of the short wing. Between the end of the short wing and the nearest pod there is a Standard Laboratory Door which open towards the pod and gives access to the hallway which gives access to the Shared Instrument Room (1112). Above the bench there are Standard Cabinetry wall cabinets except over the sink. There is a wall mounted telephone next to the door.

In the corner formed by the front wall and the left wall there is a 4.5' open space (as measured along the left wall) with a duplex outlet 30" from the floor in the left wall. Along the left wall, starting from 4.5' away from the front wall there is an 8' fume hood configured the same as described above. Between the hood and the nearest pod there is a 36'H Standard Bench with a Standard Acid Sink. In the 4.5' open space between this hood and the back wall there will be a drying cabinet which is vented into the hood to be used for drying drug evidence such as green marijuana.

In the back wall, 3.5' from the left wall there is a 3'W door to the Controlled Substances Unit Drug Storage Vault (1105). On the back wall, 3' from the vault door, there is a safety shower / eye wash station. There is a floor drain in this area.

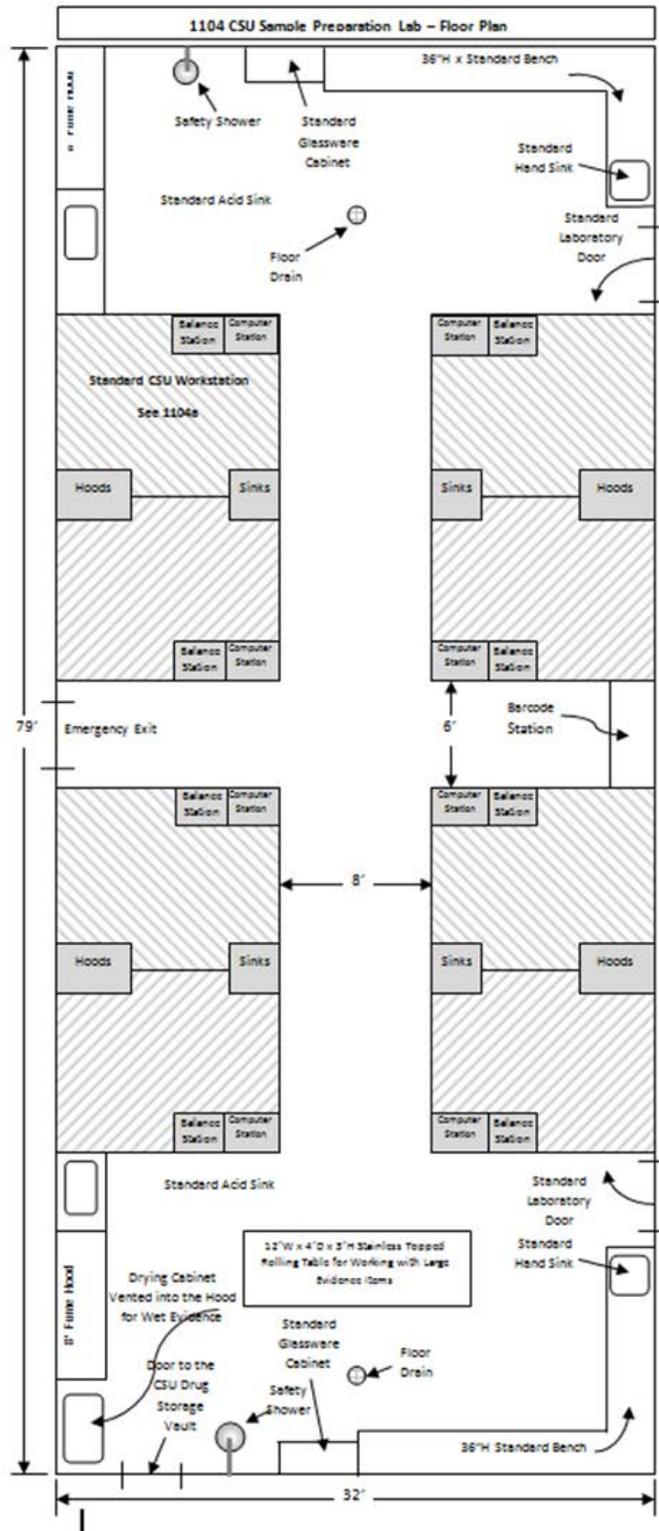
In the open floor space of this area there is a 12'W x 3'H x 4'D stainless steel table with a shelf below and lockable casters. This will be used for working with large evidence items such as bags of marijuana.

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Exhibit 3.2J: CSU Sample Preparation Lab (1104) | Sample Floor Plan



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1104a | CSU Extraction Lab

The CSU Extraction Lab workstation consists of two 12' long Standard Benches separated by a 4' aisle. The benches are tight to one wall of the lab forming a U shaped bay to be used by one analyst. Unless otherwise mentioned the height of the bench is 36". Two (2) workstations are combined into a pod. Adjoining workstations in the pod are mirror images of each other in order to keep the utilities together; i.e. sink backing up to sink, hood backing up to hood, etc.

Starting at the open end of the workstation, one bench has a Standard Acid Sink with a drain board in the bench top. The sink and drain board are over a 36" wide base cabinet which has two doors for plumbing access. The sink is offset towards the open end of the bay with the drain board towards the closed end of the bay. The sink is supplied with hot, cold, and DD water. There is a 30"W knee hole next to the sink cabinet. Next to that there is a 30"W base cabinet with four drawers. Next to that is a 4'W fume hood with a vented two door cabinet below which is lined with acid resistant material. The fume hood has a cup sink and cold water. The hood is plumbed with nitrogen. There are two (2) duplex outlets on the face of the hood, one on each side.

Behind the bench a 42"H x 12'W x 6"D thick partition wall / electrical chase which separates the bench from the adjoining workstation. On top of the wall there are three shared "doghouse" electrical fixtures with two (2) duplex outlets facing each side.

The opposite bench has two levels, 9'W x 36"H starting from the closed end of the workstation and 3'W x 30"H at the open end. Starting at the closed end of the workstation, tight against the lab wall, there is a 24"W base cabinet with one door and two adjustable shelves. The cabinet door opens towards the wall and has a lock. Next to that cabinet there is a 30"W kneehole. Next to that there is 24"W base cabinet with two deep box drawers. The top drawer has a lock. Next along the bench is a 30"W balance station which needs to be static free and vibration free. This is open below and the end of the 36" high portion of the bench is supported by Standard Cabinetry legs. The 30"H portion of the bench adjacent to the balance station is a computer station which is also open below and supported by Standard Cabinetry legs.

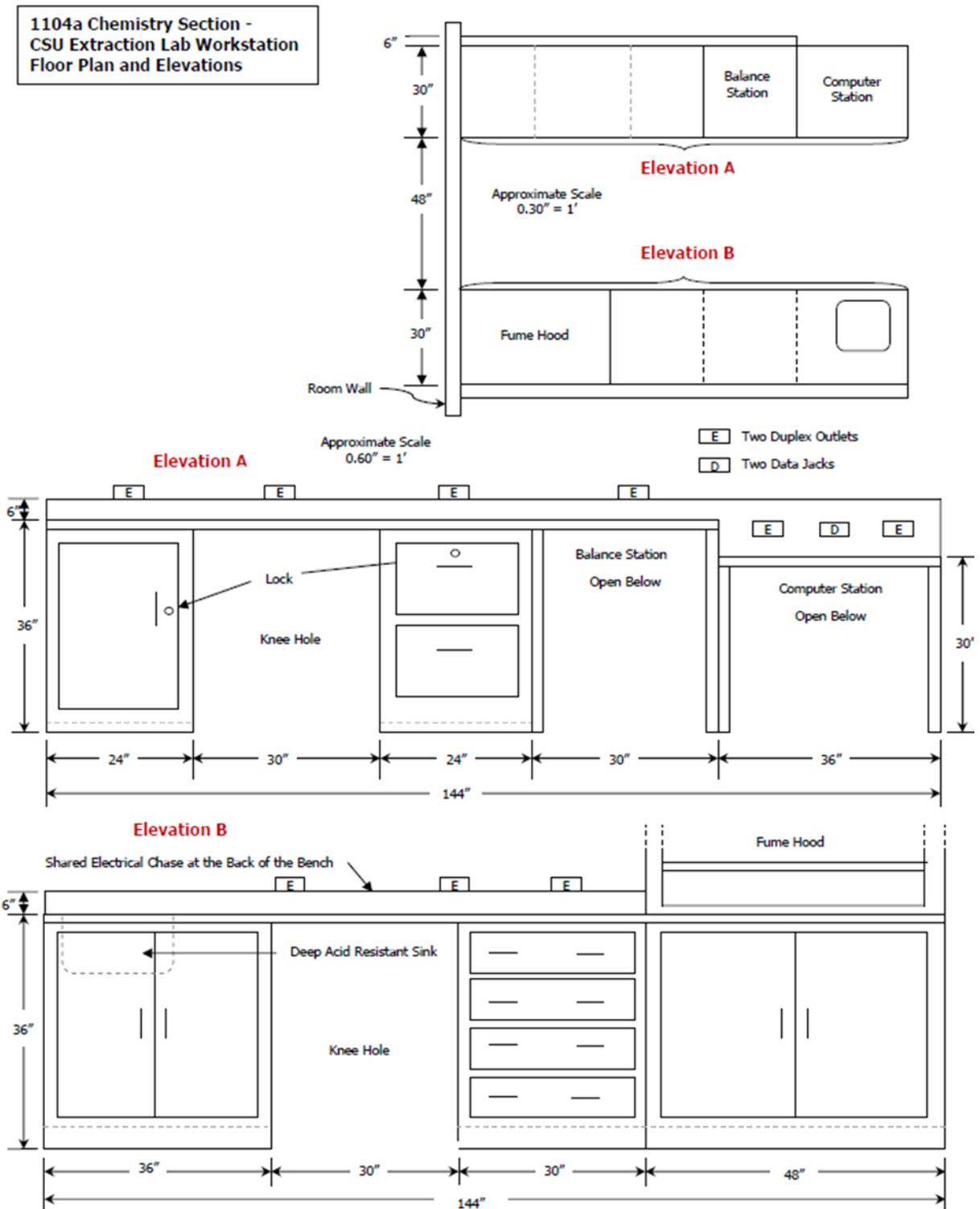
Behind the bench there is a 42"H x 12'W x 6"D thick partition wall / electrical chase which separates it from the adjacent aisle. On top of the wall over the 36"H portion of the bench there are four "doghouse" fixtures, each with two (2) duplex outlets. There are four (4) duplex outlets in the partition wall over the computer station. There are two (2) data jacks and a telephone jack in the wall as well.

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Exhibit 3.2K: CSU Extraction Lab | Sample Workstation and Elevations



Appendix 3.2

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1105 | CSU Drug Storage Vault

The CSU Drug Storage Vault (10' x 18') is a secure room for storing controlled substances in compliance with DEA regulations. The vault has concrete block walls and a secure ceiling which can be concrete or any other design which achieves the purpose. The door to the vault is a 7'H x 3'W solid core steel door with welded hinges on the inside. The door opens into the room and has a highly secure latch and knob system. There is a switch on the inside by the door and an indicator light outside the door to allow people to know that the lights are on in the room. This vault must be direct vented to the outside.

The inside dimensions are 8'-9" by 16'-9" for a working area of approximately 146 SF. Directions given in these descriptions are given from the viewpoint of a person standing in the doorway which is in the front wall. In that position the back wall is the wall that is furthest away. And the left and right walls are designated from that viewpoint.

The door to the vault is centered in the front wall and opens to the right. In the corner between the front wall and the right wall there is a combined laboratory refrigerator freezer which requires a duplex outlet. Along the right-hand wall there are three (3) Standard Glassware Storage Cabinets with lockable sliding glass doors. Opposite these cabinets is a 30"H Standard Bench. (See 1105a for details.)

1105a | CSU Drug Storage Vault Workstation

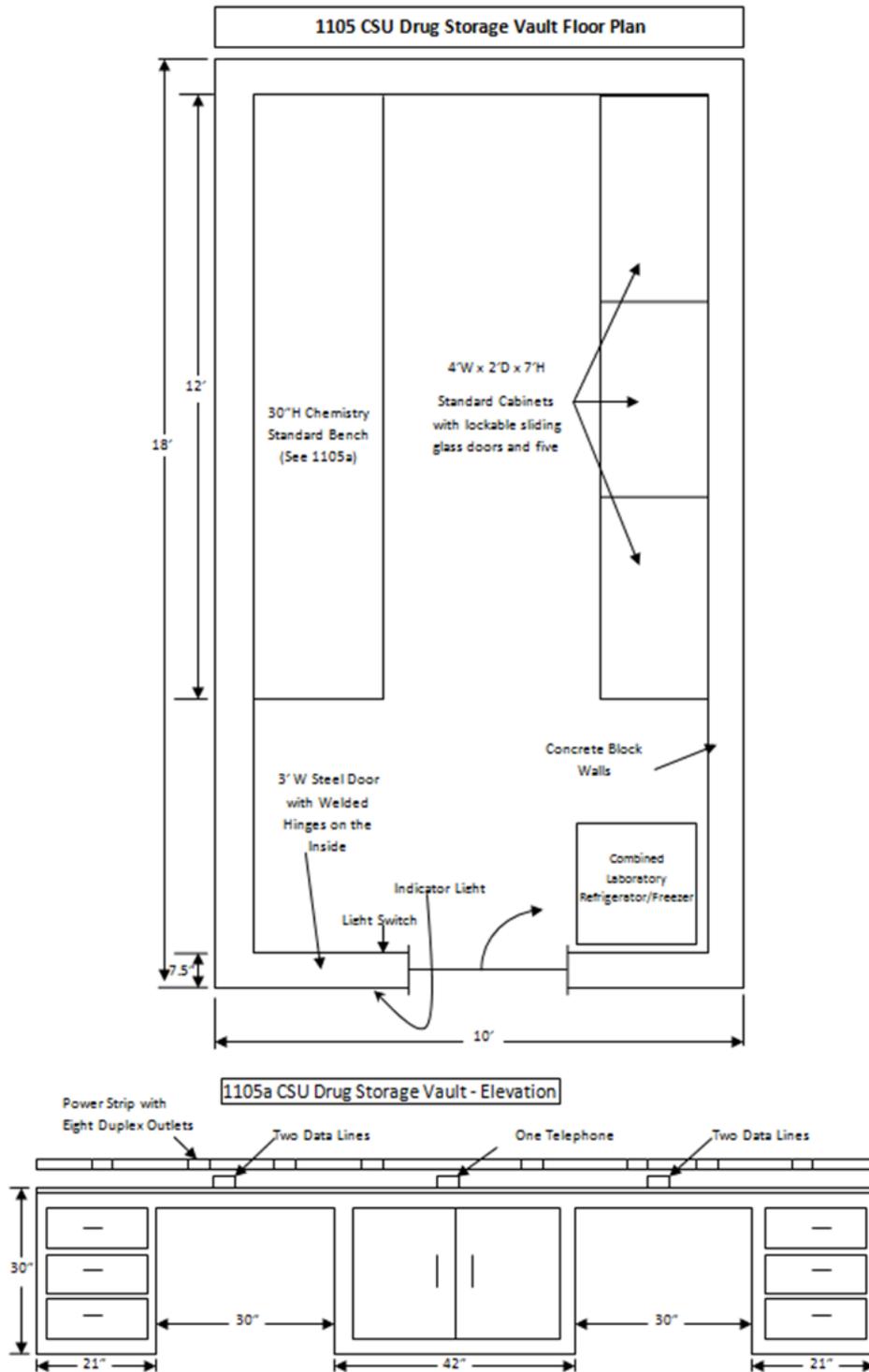
The bench is 12'W with two (2) 21"W base cabinets holding up the ends. Each base cabinet has three (3) box drawers. Next to the base cabinets are 30"W kneeholes. Between the knee holes is a 42"W base cabinet with two (2) doors and three (3) adjustable shelves inside for storage. Above the bench top, on the wall, there is a power strip with eight (8) duplex outlets centered over the top. Centered over each kneehole below the power strip in the wall there are two (2) data jacks. Centered on the worktop in the wall below the power strip there is one (1) telephone jack.

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Exhibit 3.2L: CSU Drug Storage Vault (1105) | Sample Floor Plan and Workstation Elevation



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1106 | TXU Extraction Lab

The TXU Extraction Lab (86'L x 32'W) is used by the toxicologists to extract materials out of biological samples and prepare them for analysis on the analytical instrumentation.

The TXU Extraction Lab's description starts with a short wall which will be called the back wall and the long walls right and left are based on facing the back wall. The other short wall is the front wall.

The corner formed by the back wall and the right wall there is a 150 SF walk-in refrigerator (12.5'x12.5'). The door to this refrigerator is set in the side of the refrigerator farthest from the back wall and opens inward to the right. The refrigerator is equipped with racks of 18"D adjustable metal shelves arranged to maximize the number of shelves while still allowing for reasonable access to the shelves. The refrigerator maintains a temperature between 33°F and 37°F and the lowest humidity feasible at that temperature. In the corner between the walk-in refrigerator and the back wall there is a safety shower and eyewash station. There is a floor drain in this area.

The standard TXU workstation is arranged in pods of two (2) workstations (See 1106a). There are a total of five (5) pods in the lab. Two pods are side-by-side on the left wall and tight to the back wall. That makes the first pod opposite the walk-in refrigerator. Directly across from the second pod, on the right wall there is another pod. The aisle between pods on opposite walls is 8'W. Between this pod and the walk-in refrigerator and tight to the pod is a 10'W x 3'H Standard Laboratory Bench. In the right wall between the bench and the walk-in refrigerator there is a Standard Emergency Exit.

There is an open area at the middle of the lab which starts at the edge of the pods described above and is 16'W and extends from the left wall to the right wall. Along the left wall in this area there is a Standard Laboratory Door to the hallway which is next to the second pod on this side. To the left of this door there is a 3'W x 2'D x 3'H Standard Laboratory Bench with a Standard Hand Sink in the top and a plumbing access cabinet below. Next along the wall there are two Standard Glassware Storage Cabinets. Against the right wall there is a 3'H x 8'W Standard Laboratory Bench with a Standard Acid Sink in the right-most end. The sink has hot, cold, and DD water. The bench has Standard Cabinetry below. There are duplex outlets 18"o.c. in the wall above the bench (but not over the sink).

There is an 18Ω water purifier mounted on the wall just to the left of the sink. There is a duplex outlet high on the wall for plugging in the purifier. And there is a dedicated DD water line feeding the purifier. There is a floor drain in this area.

Between this bench and the next pod of workstations is an 8'W fume hood with vented acid resistant cabinets below. There are two (2) duplex outlets on the face of the hood, one on each side. The hood has a cup sink with cold water. The hood is plumbed for nitrogen.

Next along each wall are the remaining two (2) workstation pods, directly opposite each other. Between the pods and the front wall there is a 9' x 32' open space. In the left wall of this space there is a Standard Laboratory Door to the hallway next to the pod. The door opens toward the pod. To the left of that and tight to the front wall is a 3'W x 3'H x 2'D Standard Laboratory Bench with a Standard Hand Sink near the door. In the corner formed by the right wall and the front wall there is a 36"H L-shaped Standard Laboratory Bench.

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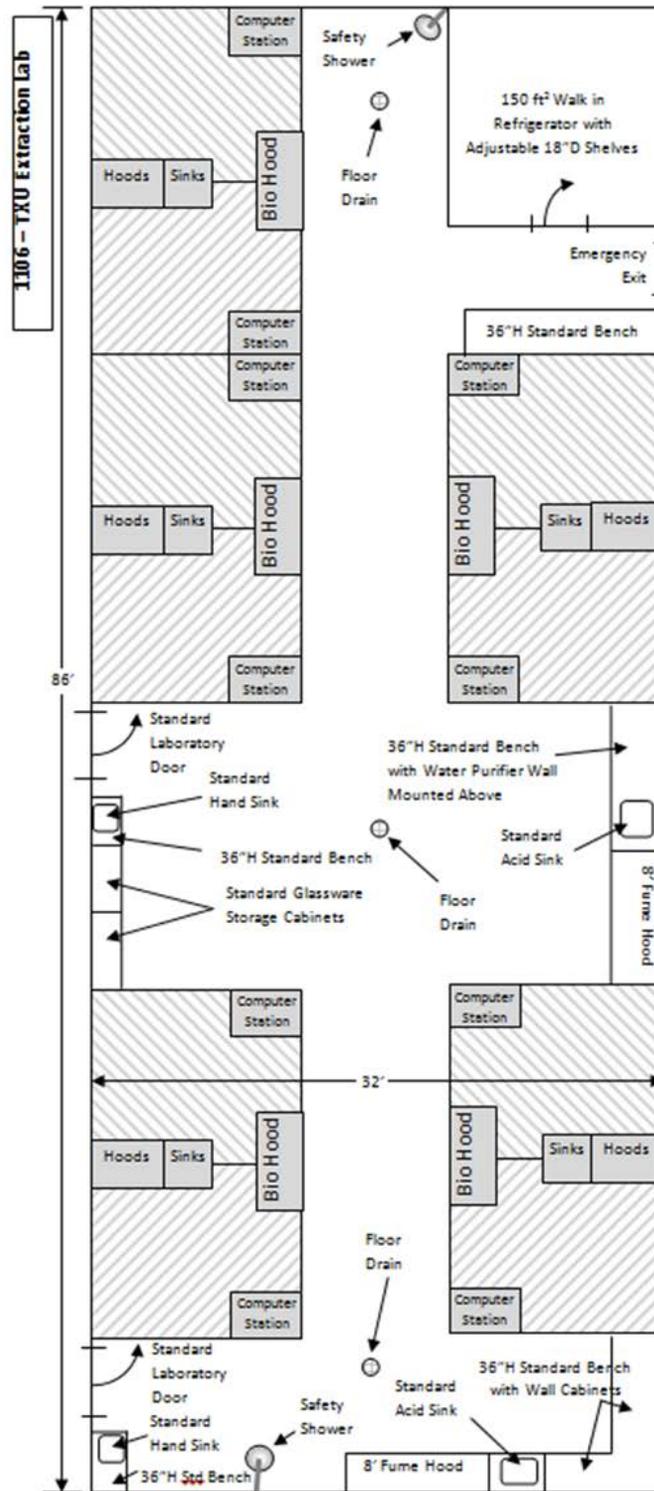
The short wing is 9'W and tight to the right wall, extending from the nearest pod to the front wall. The long wing is tight to the front wall and extends 11' from the right wall. At the end of this wing there is a Standard Acid Sink with hot, cold, and DD water. Duplex outlets are located 18"o.c. above this bench except over the sink. Against the front wall to the immediate right of the bench is an 8' fume hood identical to the one described above. Between the end of the hood and the small bench in the corner there is a safety shower / eyewash station. There is a floor drain in this area.

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Exhibit 3.2M: TXU Extraction Lab (1106) | Sample Floor Plan



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1106a | TXU Extraction Lab | Workstation

The TXU Extraction Lab workstation consists of one (1) 12' long bench and one (1) 9.5' bench separated by a 4' aisle. The benches are tight to one wall of the lab forming a U shaped bay to be used by one analyst. Unless otherwise mentioned the height of the bench is 36". Two workstations are combined to create a pod. Adjoining workstations are mirror images of each other in order to keep the utilities together.

Starting at the open end of the workstation on the 12' long bench, there is a 30"H x 36"W Standard Laboratory Bench which is supported by legs and is open below. This will be used as a computer station. Next there is a 36'H x 9'W Standard Laboratory Bench extending from the low bench to the room wall. The first 30" of the high bench is a kneehole supported by legs at the end of the high bench. Next to the kneehole is a Standard Cabinetry base cabinet with two deep box drawers. The top drawer has a lock. The next 30" of the high bench is another kneehole. In the last 24" there is base cabinet with a door that opens towards the wall. The cupboard has a single adjustable shelf and a lock which opens with the same key as the drawer in the workstation.

Behind the bench is a 42"H x 12'W x 6"D thick partition wall / electrical chase which separates the bench from the adjacent workstation/aisle/wall. On top of the partition wall over the 36"H portion of the bench there are four (4) "doghouse" fixtures, each with two (2) duplex outlets. There are four (4) duplex outlets, two (2) data jacks, and a telephone jack in the partition wall over the computer station.

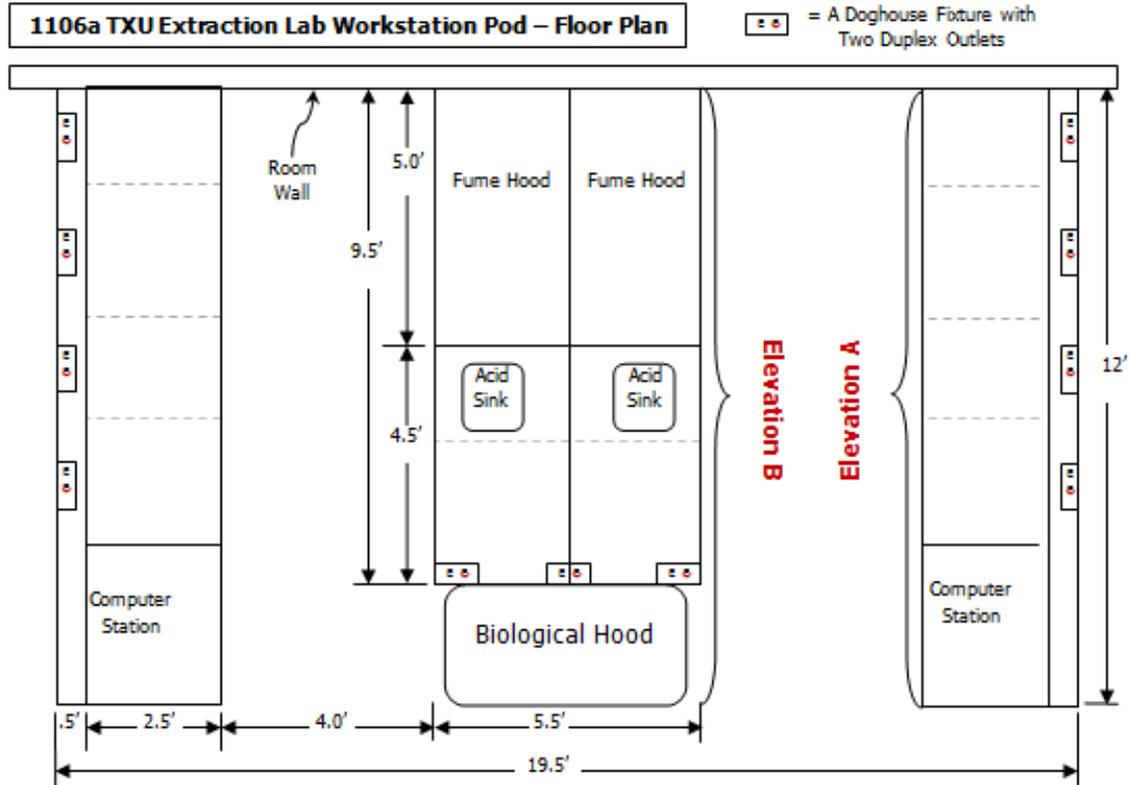
Starting at the room wall end of the 9.5' bench there is a 5' fume hood with a cup sink with cold water and plumbing for nitrogen. There are duplex outlets on both sides of the face. Below the hood are two (2) base cabinets. The cabinet on the right is a 30"W vented acid resistant cabinet; and the cabinet on the left has four box drawers. Next to the hood is an acid sink, with hot, cold, and DD water, in an 18"W plumbing access cabinet. Next to the sink there is a 3.5'W kneehole. The left end of the bench top is supported by legs and there is a modesty panel at the back of the kneehole. This section of bench top, from the hood to the legs on the end, extends continuously across to the next work station so the two work stations can share small equipment. This top then is 4.5'W x 5.5'D. And it has two acid sinks in it, one for each station. Along the end of the bench top there are three (3) doghouse fixtures each with two (2) duplex outlets. Across the end of the bench there is a 30"D biological safety hood facing the aisle. This hood is mounted on a free standing frame designed for it provided by the manufacturer. This hood will be shared by the two analysts in the pod. There is a duplex outlet near the floor to provide power for the hood.

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Exhibit 3.2N: TXU Extraction Lab (1106a) | Sample Workstation Floor Plan

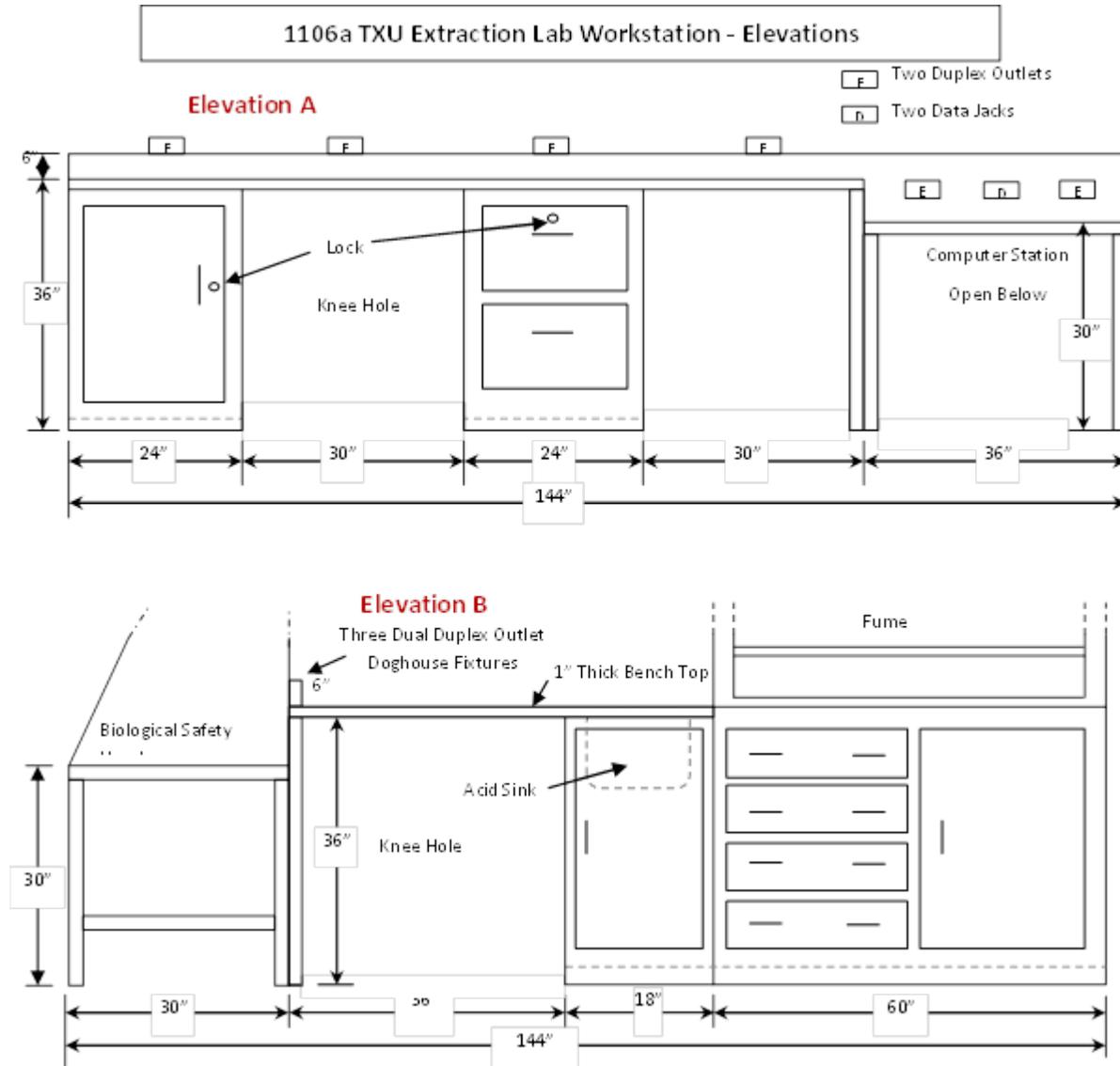


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Exhibit 3.20: TXU Extraction Lab (1106a) | Sample Workstation Elevations



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1107 | TRU Examination Lab

The TRU Examination Lab (55'L x 32'W) is used by the Trace Evidence Unit to examine all kinds of evidence. Some of this evidence is microscopic. And some is very light and can be blown away by breezes created from the HVAC system or even people passing by the benches. The TRU also examines arson evidence for the presence of flammable residues. Those samples are prepared in this lab for eventual analysis in the Shared Instrument Lab (see 1112).

The TRU Examination Lab 's description starts with a short wall which will be called the back wall and the long walls right and left are based on facing the back wall. The other short wall is the front wall.

There is an examination area in the corner between the back wall and the left wall. There is an 18'W x 8'H x 6" thick partition wall perpendicular to and tight against the back wall, 20' from the left wall. There is a 20'W x 8'H x 6"D partition wall perpendicular to and tight against the left wall, 41' from the back wall. This wall has a 10'W x 2'H window centered in the wall with the bottom edge being 42" from the floor. Then there is an 18'W x 8'H x 6" thick partition wall overlapping the end of the 20' wall and extending towards the back wall in line with the other 18' partition wall. This leaves a five foot gap as an entrance to the examination area. Opposite this entrance, in the left wall, there is a Standard Emergency Exit. There are two duplex outlets in the right wall centered between the emergency exit and the nearest perpendicular wall. There is one duplex outlet centered in the back wall between the side wall and the partition wall.

The examination area contains four TRU workstations (1107a) which are 5' from any wall and 5' from any adjoining workstation. The workstations consist of a 30"H Chemistry Standard Bench, the top of which is 10'W x 4'D. Centered under the middle of the bench is a 36"W base cabinet with three drawers on one side of the bench and a two door cupboard with an adjustable shelf on the other side. The ends of the bench top are supported by standard cabinetry legs leaving the ends open beneath. Each bench has four duplex outlets which do not rise above the work surface. There are two snorkel hoods. They are mounted between a pair of workstations in such a way that they can cover most of the two benches. There is an LED lighted magnifying glass on an arm which swings down from the ceiling over each bench.

The rest of the lab is for arson sample preparation and other wet chemistry procedures that might be needed. In the back wall, 4' from the right wall there is a 4'W x 8'H cased opening to room 1108. Along the right wall and tight to the back wall there is an 18'W x 3'H Standard Chemistry Bench. There is a standard acid sink centered in this bench. At each end of the bench there is a standard hand sink. Under each sink is a plumbing access cabinet. There are 30"W knee holes centered between each hand sink and the acid sink. The rest of the bench is supported by Standard Laboratory Cabinetry as fits. There are duplex GFCI outlets 18"O.C. in the wall above the bench but not above the sinks. There are wall cabinets above the bench but not over the sinks.

In the right wall next to the end of the bench described above there is a Standard Laboratory Door in a 5'W open stretch of the right wall. Next along the right wall is a 9'W open floor space for two laboratory freezers. There are two duplex outlets in the wall, one for each freezer. Next along the right wall there is a 9'W x 3'H Standard Laboratory Bench with a standard acid sink in the right end of the bench. The sink has cold, hot, and DD water. Next to the sink is a 6'W fume hood with a cup sink and cold water plumbed for nitrogen. There is a duplex outlet on each side of the face of the hood. Below the hood is a vented acid resistant cabinet.

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Between the 6' hood and the front wall is an 8'W hood with the same characteristics except that it does not have nitrogen.

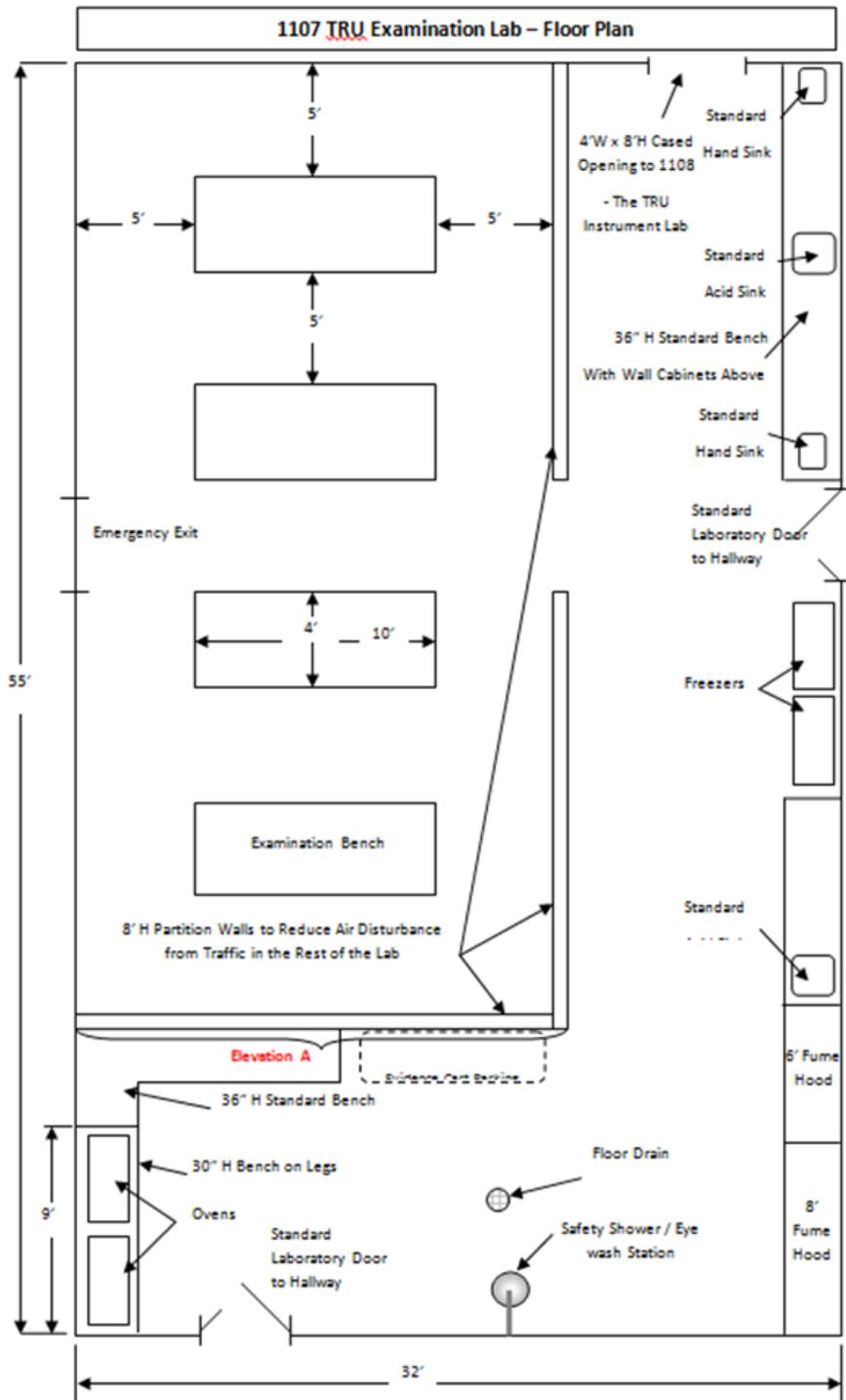
In the center of the front wall there is a safety shower / eyewash station. There is a floor drain in this area. In the front wall, 5' from the left wall there is a Standard Laboratory Door to the hallway. Along the left wall and tight to the front wall there is 9'W x 30"H Standard Laboratory bench on legs. This will be used for drying ovens. There are two dedicated 115V circuits above the bench with NEMA 5-30R receptacles. Between the low bench and the partition wall with the window there is an el shaped 36"H Standard Laboratory Bench. The short wing, against the left wall is 5'W and the long wing against the partition wall is 12'W. The bench is supported by Standard Laboratory Cabinetry. There are duplex outlets 18"O.C. in the walls above the bench.

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Appendix 3.2

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Exhibit 3.2P: TRU Examination Lab (1107) | Sample Floor Plan



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Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

TRU Suite is comprised of:

The TRU Suite comprises three labs and one evidence storage room. These are specialty labs for performing some of the many different analyses which are in the TRU repertoire. And the evidence room is for securing evidence from cases which are being actively worked between tests without carting them to the central evidence room.

1108 | TRU Instrument Lab

This TRU Instrument Lab (22'L x 32'W) houses instruments and equipment which do not need the special utilities found in the Shared Instrument Room (1112). Primary instruments are a Scanning Electron Microscope with Energy Dispersive X-Ray and the FTIR Microscope.

In addition to Standard Lighting this lab also has Standard "Up-Lighting" to reduce glare when using microscopes. The entrance to this room is the Standard Cased Opening described in 1107. The directions given here are based on the point of view of a person standing in entrance. From that position you would be standing in the front wall and looking at the back wall. The left and right walls are also named from this point of view.

In the corner formed by the left wall and the back wall is a 36"H L-shaped Standard Laboratory Bench with a 9'W short wing along the left wall and an 11'W long wing along the back wall. In the corner formed by the right wall and the back wall is a 36"H Standard Laboratory Bench with an 11'W wing on the back wall and a 22'W wing on the right wall. On the front wall, starting 1' right of the entrance there is a 6'W x 30"H Standard Laboratory Bench. All benches are supported by Standard Cabinetry consisting of drawers, cupboards, and knee-holes as fit. Duplex outlets and data jacks are located 18" o.c. above the benches. There is a telephone on the wall by the entrance.

In the corner formed by the front wall and the left wall is an approximately 13' x 13' foot open floor space where the SEM will be installed. The SEM is adversely affected by vibration and electric fields. Therefore this room needs to be away from major sources of vibration and electric field generating operations such as elevators and air conditioners. The SEM requires a single phase, 60Hz, 120 VAC, 30A dedicated circuit with a NEMA 5L-30R receptacle. There also must be at least three (3) duplex outlets in each wall in this area. See the SEM specifications below for more details.

In the middle of the back wall, between the two (2) L-shaped benches is a 8'W cased opening which gives access to 1109, 1110, and 1111. Through this opening is a small 8'W x 3'D foyer. To the left as one goes through the opening, there is a 3'W cased opening to the TRU Microscope Lab (1109). To the right there is a 3'W cased opening to the TRU Sweeping Lab (1110). And straight ahead there is a Standard Door to the TRU Active Evidence Room (1111).

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Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

Exhibit 3.2Q: SEM Specifications

Room Environment

A. Minimum Room Dimensions	3,531mm x 2,794mm [139" x 110"]
B. Doorway Dimensions	850mm (W) x 2000mm (H) 34" (W) x 79" (H)
C. Room Temperature	20 ± 5 degrees C 70 ± 10 degrees F
D. Humidity	less than 60%
E. Environmental Criteria	JEOL will provide survey to determine room conditions.
F. Light Shield	Not necessary

Power Requirements

A. Basic Microscope	Single-phase, 60 Hz, 120 VAC , 30A circuit with a maximum voltage change of ± 10%. [Note: This should be a clean 60Hz sine wave that is free of all SCR spikes or any interference]. The instrument has a 25 Ft flexible cable with a NEMA 5L-30P twist lock plug. Please provide a NEMA 5L-30R receptacle.
B. Water Recirculator	Single phase, 60 Hz, 115 VAC, 20 Ampere service is required. [Note: Please check recirculator specification sheet.]
C. Optional EDS Systems	Single phase, 60 Hz, 115 VAC, 20 Ampere receptacle. [Note: Please check EDS manual for more information.]
D. Other Non-JEOL Accessories	Please refer to the technical manuals for all non-JEOL units to obtain the necessary power requirements.

Ground Requirements

A. Basic Microscope	One clean, less than 100 Ohm ground terminal is needed. [Note: This should be dedicated earth ground free of all types of interference.]
B. Non JEOL Accessories	Please refer to accessory manuals.

Heat Load Specifications

	To Air	To Water
Basic Instrument	3,000 BTU/Hr	2,000 BTU/Hr
Water Recirculator (Water)	250 BTU/Hr	2,250 BTU/Hr
Water Recirculator (Air)	2,250 BTU/Hr	
EDS System	2,000 BTU/Hr	

Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

1109 | TRU Microscope Lab

The TRU Microscope Lab (12' x 17') houses specialty microscopes e.g. the GRIM system and comparison microscopes. In addition to Standard Lighting this lab also has Standard "Up-Lighting". This is to reduce glare when using microscopes. The entrance to the room is in the right wall of the room in the corner formed by the right wall and the front wall. Against the left wall there is 17'W x 30"H U Standard Laboratory Bench. The two sides of the U are 8'W each, one bench against the front wall and one bench against the back wall. The bench is supported by Standard Cabinetry consisting of drawers, cupboards, and knee holes as fit. Duplex outlets are located 18" o.c. above the benches and two (2) data jacks over each wing. There is a telephone on the wall by the entrance. In the back wall, in the corner formed by the right wall and the back wall is a Standard Door to the hallway. The door opens into the lab and towards the right wall.

1110 | TRU Evidence Sweeping Lab

The TRU Evidence Sweeping Lab (12' x 17') has a special workstation for laying out large items for examination and collection of evidence. The entrance to the lab is a 3'W Standard Cased Opening from the foyer. The entrance is in the left wall of this room in the corner formed by the left wall and the front wall. In the corner formed by the left wall and the back wall there is a Standard Emergency Exit in the back wall. Centered on the back wall there is 10'W x 3'H x 5'D Standard Laboratory Bench with one of the 5' sides attached to the back wall. The top is supported by six Standard Cabinetry Legs. There are shelves and drawers below the top. On the back wall, centered between the right wall and the bench, is a fold down computer station for taking notes.

Centered above the bench coming out from the back wall is a tool center which has LED spotlights for careful searching, an LED illuminated stereomicroscope, and an LED lighted magnifying glass (equipment provided by DOJ). These tools come down on arms from above and the tool center can be moved along a track so each tool is capable of reaching any spot on the bench. Two (2) duplex outlets are located in the back wall above the bench. There are two (2) duplex outlets and a data jack in the back wall near the computer station. Duplex outlets are located near the floor centered in the right, left, and back walls. The tool center has fold down bars for hanging large items such as blankets or sheets while sweeping them.

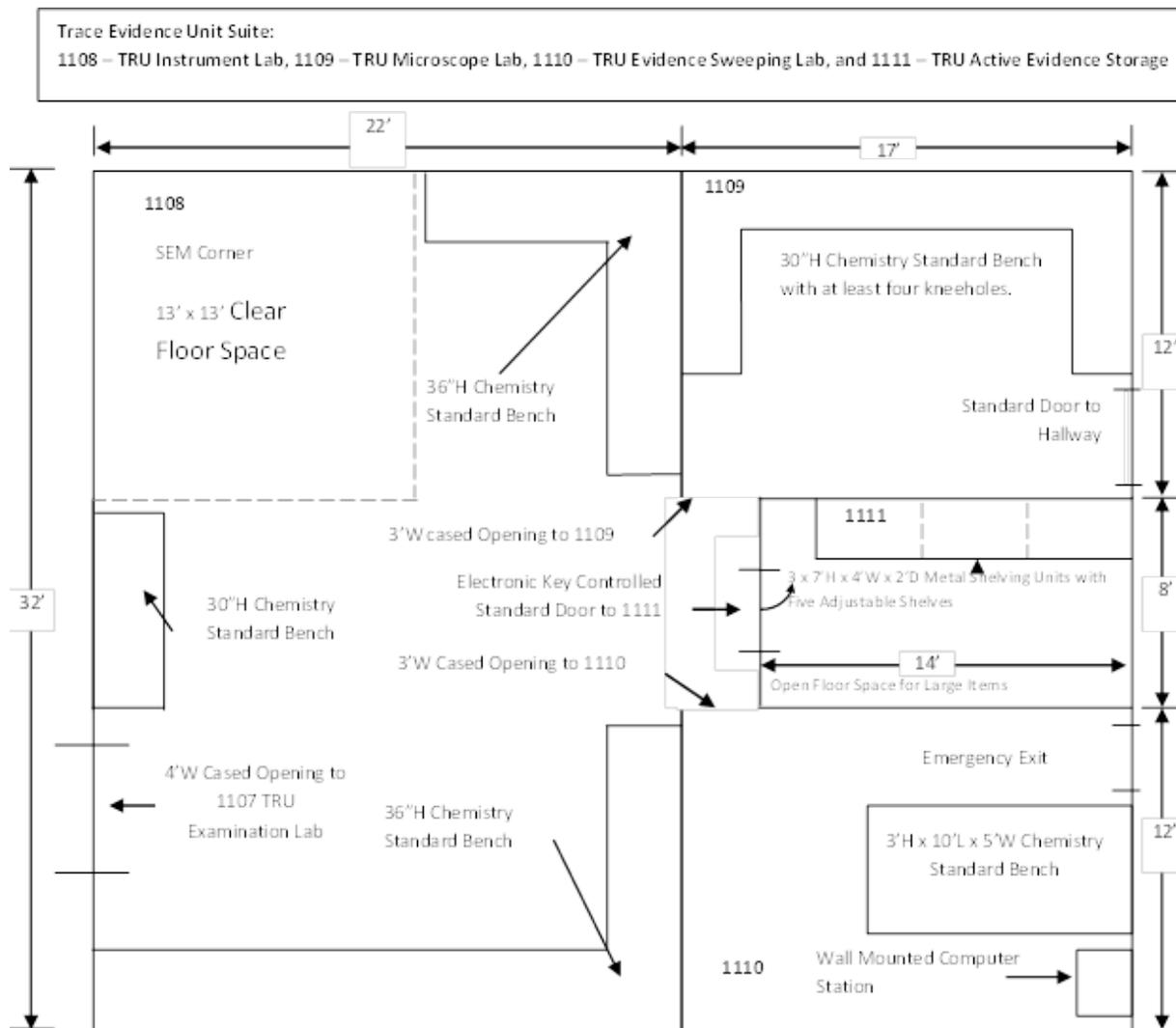
1111 | TRU Active Evidence Room

The TRU Active Evidence Room (8'W x 14'D) require walls to deck to create a secure room. The doorway to this room is centered in the front wall between the openings to 1109 and 1110. The door is a Standard Door without a window. A card reader is required at any door entering the room. Upon entering the room, to the left there are three (3) 4'W x 7'H x 30"D metal shelving units with five (5) adjustable shelves each. An open area to the right along the wall is needed to store large items and evidence carts. The door opens toward the shelves. Duplex outlets are located in the right wall and the back wall. There are two (2) duplex outlets and two (2) data jacks in the left wall near the door and about 40" off the floor so one shelf could be used for a computer and scanning station. The light switch is just inside the door to the right. On the outside there is an indicator light to show when the room lights are on.

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Exhibit 3.2R: TRU Evidence Suite | Instrument Lab (1108), Microscope Lab (1109), Sweeping Lab (1110) & Active Evidence Room (1111)



1112 | Shared Instrument Lab

The Shared Instrument Lab (91'L X 59'W) is a centralized room which is supplied with all of the utilities necessary for the major analytical instruments used in the Chemistry Section. By having these instruments centralized it is possible to reduce the amount of plumbing necessary for the gases that are used and the instruments can be set up in a way that they are accessible from all sides.

A Chemistry Standard Laboratory Door opens into the room in the middle of each wall. All walls are Standard "Glass" Topped Walls with gypsum board to 42" above the floor. In the center of the room there are sixteen (16) standard shared instrument lab workstations (see 1112a). On the short sides of the room to the left and right of the door there are 36"H Chemistry Standard Benches supported by base cabinets with drawers, cupboards, and kneeholes as fit. Duplex outlets are located 18"O.C. in the wall above all four of these

Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

1112a | Shared Instrument Lab | Workstation

Each Shared Instrument Lab workstation is designed to accommodate two analytical instruments. The workstation is T-shaped with a 15'W x 3'H x 3'D Chemistry Standard Bench as the top of the T. The stem of the T is a 5' x 5' x 30"H Chemistry Standard Bench. The instruments will be installed on the high bench, to be called the instrument bench, and the low bench will be used as a computer station and will be called the desk. Two workstations are back-to-back and separated by a 4' wide passage which allows access to the back of the instruments. This passage is not for traffic and it is blocked off when not in use by chains between the two workstations. The back of the instrument bench has two 30"W x 30"H x 15"D recesses in the cabinetry for the installation of pumps. Each recess has a floor to elevate the pump 2" above the lab floor. These recesses are 3' from the closest end of the bench. In the pump recesses there are duplex outlets for plugging in the pumps. Above each recess and just below the bench top there are two (2) data jacks and three (3) duplex outlets for the instrument. Each workstation is plumbed for nitrogen, hydrogen, helium, and zero air for both sides of the bench. Under the front of the instrument bench close to the ends on both sides there is a 2'W box drawer over a 2'W cupboard which has one shelf.

Above each of the sixteen (16) instrument benches is ductwork for attachment to two snorkel hoods, one for each end. In the room there are twenty-four (24) snorkel hoods installed. The other eight (8) attachment sites are not used but are available for installation of a snorkel hood should it become necessary.

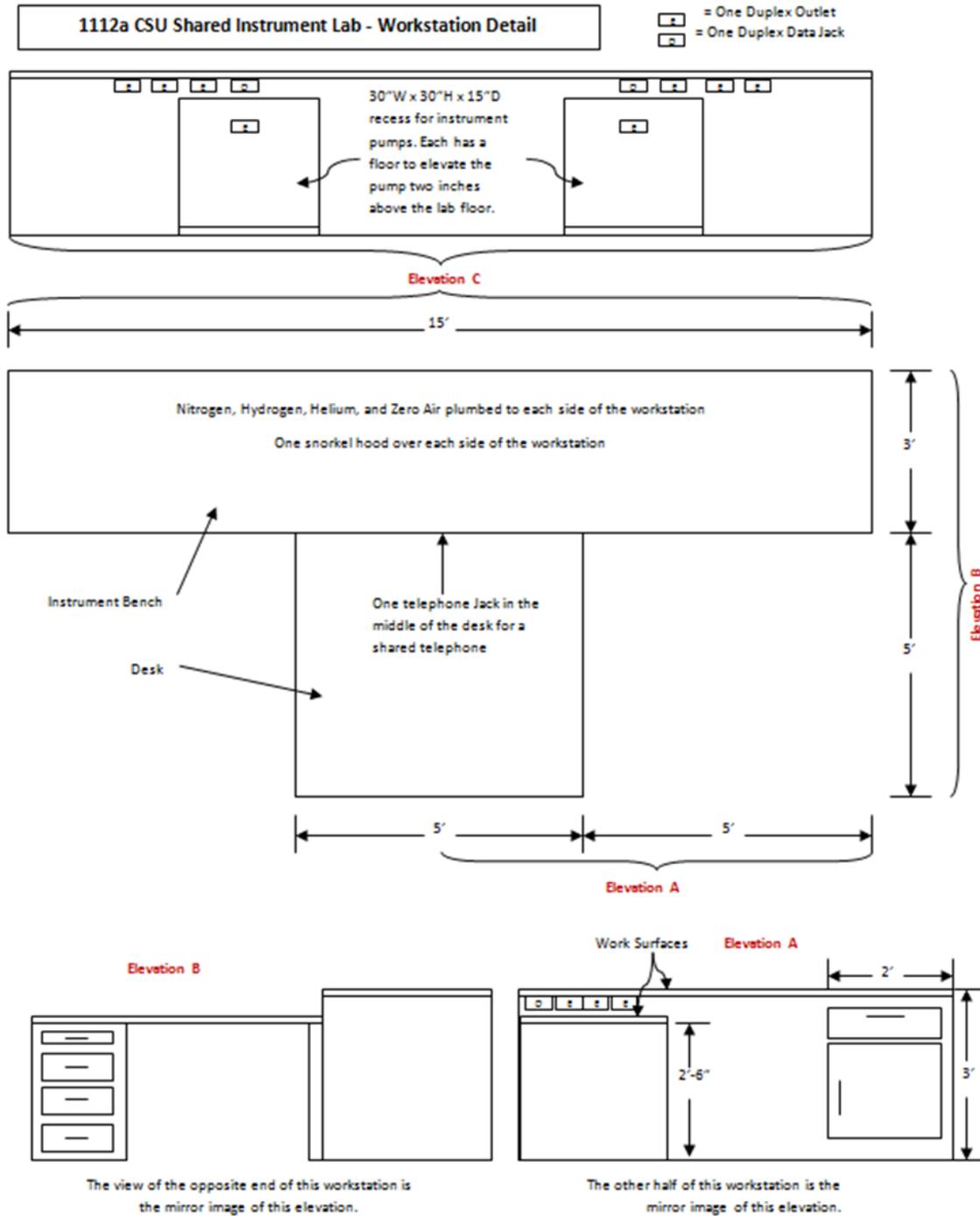
The desk area has two (2) computer stations which are mirror images of each other. Above the desk just under the bench top of the instrument bench there are three (3) duplex outlets and two (2) data jacks on each side of the desk. In the center there is one (1) telephone jack for a shared telephone. The end of the desk adjacent to the instrument bench is supported by Standard Cabinetry Legs. The other end of the desk is supported by two 18"W inch Standard Cabinetry base cabinets, one on each side, with a pencil drawer on top and three equal box drawers below. Between the legs and the base cabinets is open with a modesty panel down the middle. On the desk there will be a computer with the necessary peripherals.

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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

Exhibit 3.2T: Shared Instrument Lab (1112a) | Sample Workstation



Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

1113 | Compressed Gas Control Center

The Compressed Gas Control Center (16.5' x 32') is where all of the gases necessary for operation of the instruments in the Shared Instrument Room (1112) are stored or generated. These gases may come in compressed gas cylinders or they may be generated on site using gas generation apparatus. At this time, the DOJ will operate using gas cylinders rather than generating the gases.

The room ceiling is 12 feet high and made of painted sheetrock and the floor is cement. The room is vented directly to the outside from near the ceiling to prevent the buildup of hydrogen gas should a leak occur. In one of the short ends of the room there is a 6' wide secure rolling steel curtain or double door to be used for delivery of compressed gas cylinders. In the sidewall to the left when facing the curtain is a Standard Emergency Exit. Along that left wall from the emergency exit to the other end of the room there is an area for the future installation of gas generators (9'D x 27'W). In the middle of the wall opposite the rolling steel curtain there is a Standard Laboratory Door which opens into the room and provides access to a hallway which in turn provides access to the shared Instrument Lab (1112). In the corner formed by this wall in the right-hand wall there is a liquid nitrogen tank. Along the right wall there are three (3) tank racks, each capable of holding six (6) standard compressed gas cylinders.

In the corner formed by the right wall and the wall with the curtain there is a 36"H by 96"W Chemistry Standard Bench. The end of this bench which is in the corner is supported by two 30"W base cabinets. The one in the corner has two doors which open on a cupboard which has two adjustable shelves. The base cabinet to the right of that has three box drawers. The remaining 36" of the bench is open below and supported by Standard Cabinetry Legs, which will be used as a computer station. Above the bench there are duplex outlets 18" o.c. Above the bench at the computer station there is a duplex data jack and a telephone jack.

All gasses will have to be plumbed to the labs as needed. This will require a manifold system be designed to distribute the gasses to where they are needed. For safety, the hydrogen lines must be continuous, without joints, in any areas where they are not easily accessed, such as in ceilings or walls.

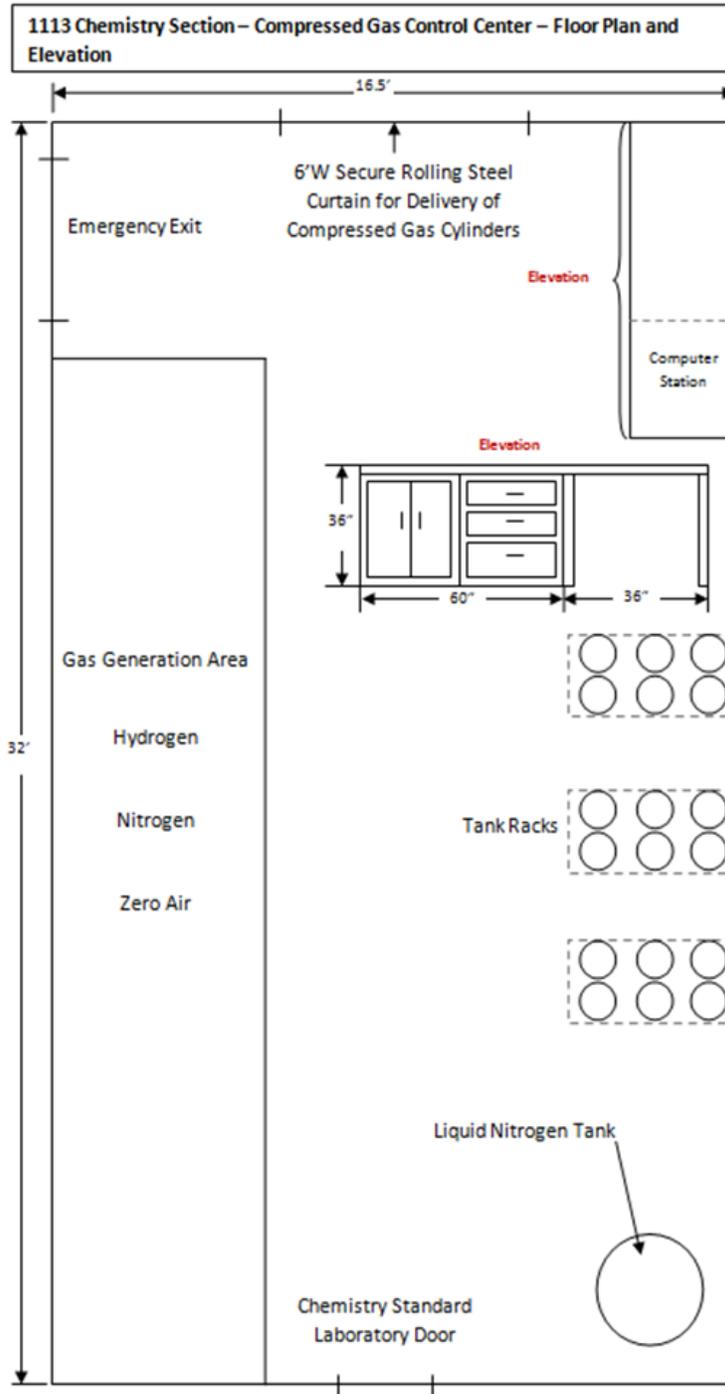
Duplex outlets are located on each wall.

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Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Chemistry Program Requirements

Exhibit 3.2U: Compressed Gas Control Center (1113) | Sample Floor Plan and Workstation Elevation



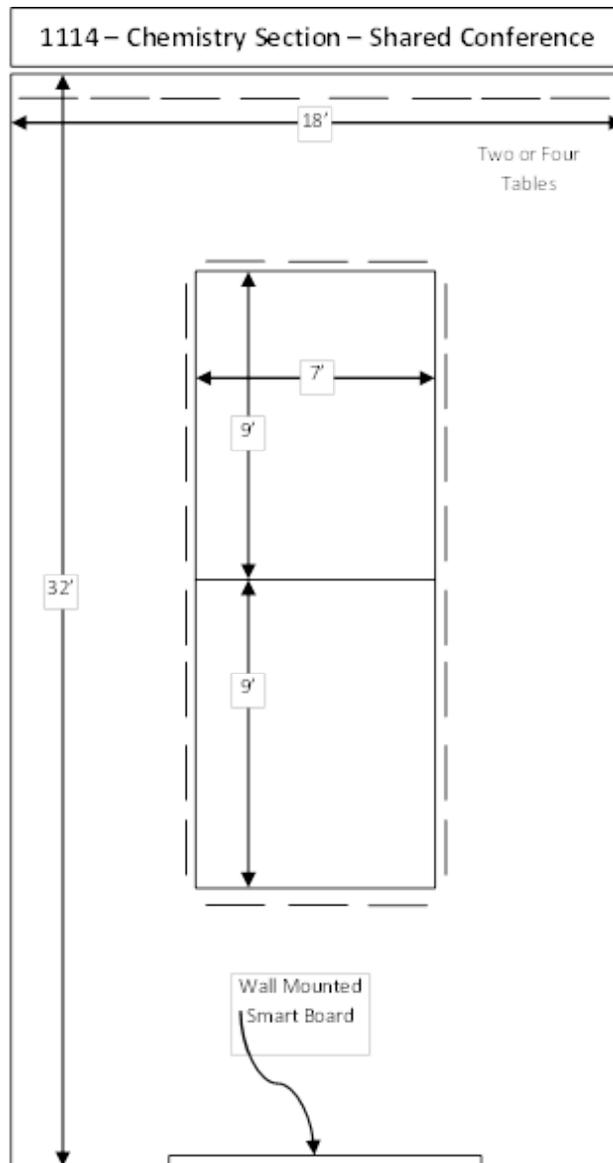
Appendix 3.2

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Chemistry Program Requirements

1114 | Shared Conference Room

The Shared Conference Room (18'W x 32'L) for the Chemistry Section is for staff meetings both at the section level and at the unit level. The door(s) are Chemistry Standard and the location of them depends on how this room is connected to others in the Section. The lighting is Chemistry Standard with the addition of the ability to dim the lights if desired. One wall of the room has windows to the outside to allow for natural light. The windows have black out blinds. The furniture should be two (2) 9'Lx7'Wx30"H tables or four (4) 9'Lx42"Wx30"H which can be put together to make a table which is 18' by 7' and matching seating/chairs for 30 people. On the front wall of the room will be a wall mounted Smart Board (supplied by DOJ) with power to operate it and the computer. In the side walls and the back wall, duplex outlets and data jacks 30"O.C. are to be located.

Exhibit 3.2V: Shared Conference Room (1114) | Sample Floor Plan



Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

OVERVIEW

The Criminalistics Section is composed of four units: 1) Firearms and Toolmark; 2) Identification; 3) Imaging; and, 4) Crime Scene Response (see Appendix 3.5).

Firearms and Toolmark Unit

The Firearms and Toolmark Unit analyzes evidence submitted by police agencies. The unit examines firearms and firearms related material such as cartridge cases and bullets. The firearms are inspected for functionality and then test fired to obtain standards. The standards are then compared to unknown bullets and cartridge cases from the scene or related scenes. The objective is to definitively state whether a bullet or cartridge case was fired from a specific firearm. Unknown toolmarks are also compared to submitted tools in order to determine which specific tool created a defect. Firearms also conduct distance determinations stating how far an object was from the firearm muzzle when it was fired. In addition, the Firearms Unit uses various chemicals to restore obliterated serial numbers.

Identification Unit (Fingerprint and Footwear)

The Identification Unit analyzes evidence submitted by police agencies. The unit uses various physical and chemical processes to develop, observe, and compare friction ridge detail to known standards. In addition, this unit compares known footwear standards to unknown footwear impressions.

Imaging Unit

Photographic evidence is submitted by law enforcement agencies throughout the state. In addition, Imaging provides image and video analysis and processing. Imaging provides internal photography services for other units capturing friction ridge detail, fracture matches, and evidence documentation.

Crime Scene Response

The Crime Scene Response Team (CSRT) is a unit which provides technical assistance in crime scene investigations to law enforcement agencies throughout the State of Wisconsin on a 24-hour basis, every day of the year. The CSRT provides on-scene processing and documentation of crime scenes, recognize, collect, and preserve physical evidence that will yield reliable information to aid in the investigation. See Appendix 3.5 for program requirements, general room parameters, summarized room requirements, and sample layout of the crime scene response laboratory.

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Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Criminalistics Program Requirements

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
1201	Criminalistics Supervisors Office	140	1	
1202	Criminalistics Firing Range	1,400	2	<ul style="list-style-type: none"> ▪ 20' x 70' shooting range
1203	Criminalistics Firearms Vault	1,000	0	<ul style="list-style-type: none"> ▪ High density, movable gun storage ▪ Construct to ASTM Standards
1204	Criminalistics Firearms Lab	1,600	0	<ul style="list-style-type: none"> ▪ Two (2) rooms each at 800 SF
1205	Gun Shredder Room/NIBIN (National Integrated Ballistic Identification Network)	390	2	<ul style="list-style-type: none"> ▪ Area for two (2) people ▪ See Room Requirements below for equipment specifications
1206	Criminalistics Identification Office	1,250	10	<ul style="list-style-type: none"> ▪ Ten (10) cubicles each at 80 SF
1207	Criminalistics AFIS (Automated Fingerprint Identification System) Office	300	0	<ul style="list-style-type: none"> ▪ One (1) NGI station at 40 SF ▪ Three (3) AFIS stations (2.5'x5') ▪ Millwork stations
1208	Imaging Studio	2,200	2	
1209	Criminalistics Evidence Holding	250	0	<ul style="list-style-type: none"> ▪ Located next to Imaging Studio (1208) and Identification Lab (1211)
1210	Digital Imaging Room and Imaging Offices	400	2	<ul style="list-style-type: none"> ▪ Two (2) cubicles each at 80 SF
1211	Criminalistics Identification Lab	1,750	0	<ul style="list-style-type: none"> ▪ Adjacent to Identification Office (1206), AFIS (1207, and Laser Room (1212) ▪ Ten (10) 4' x 8' x 2.5'H workbenches
1212	Laser Room 1	150	0	<ul style="list-style-type: none"> ▪ Room configuration to be more square
1213	Laser Room 2	150	0	<ul style="list-style-type: none"> ▪ Room configuration to be more square
1214	Vehicle Processing	3,100	0	<ul style="list-style-type: none"> ▪ Five (5) bays, Two (2) post lifts (1 to be ramp type) ▪ Divide each bay with chain-link fence or alternative divider (see http://criterionproducts.com for general information) Space used by all Units as needed
Totals:		14,080	19	

Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall use a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

SUMMARIZED ROOM REQUIREMENTS

1201 | Criminalistics Supervisor's Office

1202 | Criminalistics Firing Range

- 20' x 70' shooting range (see Exhibit 3.3D below)
- HVAC: Air scrubber, lead filters exhausted to exterior
- Exhaust fan to draw out smoke from firing
- Floor-to-ceiling and wall-to-wall rubber ballistic backstop (Range System Brand)
- Counter space with two work stations (12'W x 2.5'D x 3'H)
- 1 phone line, 1 data line, 1 quadruplex by the work stations and 6 duplex 110V outlets placed around perimeter of room
- Sound suppression in walls, floor, and ceiling. Investigate structural separation for noise
- All walls, floor, and ceiling must be able to contain fired high caliber rifle bullets
- "In Use" light panel on exterior wall next to entry door with switch on the inside of the room

1203 | Criminalistics Firearms Vault

- Floor-to-ceiling, high-density moveable gun storage (to store 10,000 firearms, 6,000 pistols, and 4,000 long guns) (supplied by Lessor). Floor slab will be required to hold the weight of the files and weapons.
- Metal storage shelves along one wall (supplied by DOJ)
- Ammunition/reference collection cabinets (40 each) 16"W x 6"D x 36"H (supplied by Lessor)
- One (1) 8' x 8' cubicle located by vault door
- Vault Door to be 4' wide, fire-rated to a minimum of 2 hours, with card reader access on door, interior camera and motion detection
- Construct to ASTM standards
- HVAC must be independently temperature and humidity controlled
- Pre-action fire protection system

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Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

1204 | Criminalistics Firearms Examination Labs

- Two (2) rooms each at 800 square feet
- Each room requires:
 - 24' counter with minimum 4' aisles
 - Metal shelving for firearms reference book collection (4 each) (36" x 10" x 84" supplied by DOJ)
 - Three (3) microscopes (supplied by DOJ)
 - Power receptacles 8'-0" o.c.
 - 2'x3' snorkel hoods (supplied by Lessor) and vented to the outside
 - One acid-resistant sink on each side
 - Compressed air
 - Pre-action fire suppression
 - Three (3) desks (2' x 4')
 - Three work Benches: 30" high; base cabinets with box drawers & 1 locking cabinet door; 30" opening on center for desk chair on desk side of bench; 4 duplex outlets on each bench
 - Center dividing wall: 36 " high counters with base and upper cabinets; cabinets to have drawers and doors with pull out shelves; chemical-resistant sinks with eye wash station; 36" snorkel hood vented to the outside; 8' fume hood vented to the outside; 110 duplex outlets every 4 feet on both sides of wall; 2 data lines on each side of wall evenly spaced; 30" high sealer counter, no base cabinets; compressed air on both sides of wall
 - Perimeter of room: Duplex 110 outlets every 4 feet; data lines every 4 feet; floor-to-ceiling shelves

1205 | Gun Crusher Room/NIBIN (National Integrated Ballistic Information Network)

- Equipment specifications:
 - 12'L x 4'D x 5'H
 - Requires 2' of clearance on the front right and left sides
 - Weighs approximately 5,000 pounds
 - 480V, 180 amps @460 VAC (utilization voltage)
- Walls need to be floor to deck and insulated
- Card reader at entry to room
- Exhaust system per building code to outside of building for discharge of dust particles
- Two (2) desks at (5'W x 2.5'D x 2.5'H)
- Two (2) power quads per workstation; duplex 110 outlets every 4' around perimeter
- Tele/Data: Two (2) receptacles per workstation; data lines every 4' around perimeter; phone lines on each wall

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Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

1206 | Criminalistics Identification Office

- Ten (10) Cubicles: Standard with one adjustable height section of desk top
- 6 data lines/jacks per workstation
- Natural light
- Quad outlets every 6 feet around entire office. An additional 6 duplex outlets for printers
- Eyewash/shower station
- Perimeter counter around entire room
 - 28" high with box drawers, cabinets with pullout shelves, and upper cabinets
 - Six (6) duplex 110V outlets and a minimum of 6 data jacks

1207 | AFIS (Automated Fingerprint Identification System) Room

- Data line for NGI by tenant. 6 data lines/jacks per workstation ; 6 duplex outlets; 16 duplex 110 outlets around perimeter of room, four behind each AFIS work station
- U-shaped counters at 28" high
 - Lowers with a combination of box drawers and cabinets with pull out shelves
 - Uppers above all open counter space, not above AFIS work stations
- Open underneath AFIS work stations for desk chair
- One (1) data line for each of the 4 AFIS work stations

1208 | Imaging Studio

- 10' long ceiling mounted pull down backdrop screen
- 220V power for Princeton camera (supplied by DOJ)
- 10' x 12' ceiling mounted sliding room divider. Curtain must be fire resistant.
- 30" counters in an L-shape with uppers and lower cabinets. Box drawers and doors with pull out shelves.
- One (1) 80" tall, 2 door cabinet on end of counters
- Quad 110V outlets and data lines spaced every 4 feet around perimeter of room
- One slat wall attached to wall (DOJ Supplied)
- Three (3) ceiling mounted pull down 110V outlets evenly spaced throughout
- Floor must be perfectly level and smooth
- Walls must be flat pure white
- Ceilings 18% grey
- All lighting must be adjustable
- Ceiling must be a minimum of 12 feet high.
- Avoid placing studio over pumps and compressors
- Double sized doors to allow for large items to enter/exit the studio
- Pre-action fire suppression

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Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

1209 | Evidence Holding

- Walls floor to deck
- One desk with box drawers
- Floor-to-ceiling metal shelving 24" deep, adjustable shelves
- Pre-action fire suppression
- Door with card reader
- Camera and/or motion detection

1210 | Digital Imaging Room/Imaging Offices

- Duplex 110 outlets will be spaced every 4 feet around perimeter of room
- An L shaped shelving unit will be spaced 2 feet from wall to access back (DOJ Supplied)
- 120V and 220V for equipment, multiple circuits per room and dedicated circuits for computer room. Multiple cat5 data connections. Wireless
- Six (6) data lines on wall behind shelving unit
- One perimeter counter 28" high with lower and upper cabinets with drawers and doors with pull out shelves (millwork)
- Two (2) ceiling fans spaced evenly within office
- Floors:
 - Office area will be carpet tiles. Vibration resistance materials / flooring – to avoid focus issues.
 - Studio area requires flat, level, sealed concrete floors

1211 | Criminalistics Identification Lab

- Ten (10) 4' x 8' workbenches; each workbench 36" high (millwork)
 - Upper cabinets: 12"D x 31"H; Lower cabinets: 29"D x 36"H
 - Each workbench to have 4 box drawers and 1 locking cabinet with two 4'D slide-out shelves
 - 4 duplex at each workbench; dual outlets every 18 inches around entire lab; one tele/data per workbench; one phone line; duplex 110V outlets every 4'
 - Each workbench to have upper cabinets on wall with adjustable shelves
 - Each workbench to have 30" wide chair and leg area on inside of "L"
- Center Island Work Station
 - Five (5) 5 foot fume hoods vented to the outside.
 - Two (2) 8 foot fume hoods vented to the outside (1 particulate & 1 chemical)
 - Each fume hood will have base cabinets with pull out shelves.
 - One (1) dish washer (stainless steel interior) and chemical resistant sink (minimum 26" deep) with hot and cold water, eyewash and emergency shower
 - De-ionized water filtration system on wall above sink. (soap & towel dispenser wall space)
 - Four (4) of the cabinets must have flammable storage
 - One 220V outlet in Temperature Humidity Chamber (THC) area
 - Eight (8) duplex 110 outlets above countertops, GFCI near sink.

Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

1211 | Criminalistics Identification Lab (continued)

- No upper cabinets on Center Island work station except above counter by sink. (Clear glass doors on cabinet)
- Perimeter Countertops
 - Chemical resistant sink with hot and cold water, soap and towel dispenser. (hands free operation)
 - Three (3) freestanding superglue chambers vented to the outside 110V grounded
 - Base cabinets with a combination of drawers and doors with adjustable shelves
 - Upper cabinets above all open counter space
 - Duplex outlets every 4 feet on wall behind all counters, GFCI near sink
 - All counters to be 36" high, chemical resistant
 - One phone line

1212 | Laser Room 1

- "L" shaped countertop with base cabinets – 5' section of countertops to be height adjustable for camera station. No upper cabinets in this room. (millwork)
- Lower Cabinets (29"D x 36"H) to be dark chemical-resistant stone and combination of drawers and pull-out shelves. (millwork)
- One entire wall of black rubber self-heating tack board
- Ten (10) duplex 110V outlets throughout room; 2 data lines/jacks; 1 phone line
- Pre-action fire suppression
- Additional cooling for room

1213 | Laser Room 2

- "L" shaped countertop with base cabinets – 5' section of countertops to be height adjustable for camera station. No upper cabinets in this room. (millwork)
- Lower Cabinets (29"D x 36"H) to be dark chemical-resistant stone and combination of drawers and pull-out shelves. (millwork)
- One entire wall of black rubber self-heating tack board
- Ten (10) duplex 110V outlets throughout room; 2 data lines/jacks; 1 phone line
- Pre-action fire suppression
- Additional cooling for room

1214 | Vehicle Processing

- Four (4) bays at 16'x30'
- One (1) bay at 16'x50'
- Two (2) four post vehicle lifts (one on each end of Garage)
- Sliding locking gates to divide each bay
- Walk-in superglue chamber at rear of 50' bay vented to the exterior
- 4' x 8' lower cabinets with chemical resistant counter at the end of each bay (millwork)
- All counters will be chemical resistant
- 1 data and 1 phone line in each bay

Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

1214 | Vehicle Processing (continued)

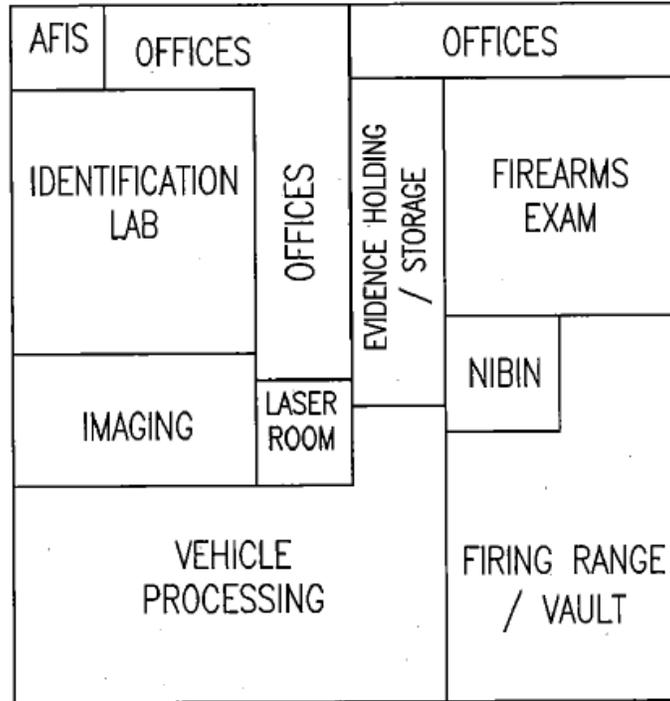
- One (1) stainless sink with emergency eye wash and shower. (Hot and Cold water)
- Compressed air available to every bay
- Per building code 110V duplex outlets around perimeter
- Two (2) pull down retractable work lights per bay
- Two (2) pull down retractable outlets per bay
- 15 foot, insulated garage doors with remote openers and card readers access
- Must be climate controlled
- Laboratory equivalent lighting
- One (1) utility sink, floor drain, water hookup for hose, 1 sink with emergency eye wash/shower (H/C water)
- Chemical-resistant counters with base cabinets on back wall (4'x8')
- Floor: chemical-resistant Epoxy covered concrete floors
- Fire control: Pre-action Fire Suppression
- Compressed air with handling retractable air hoses, hose bib, catch basin
- One (1) floor drain with 6" rise AFF for washing particular items

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Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Criminalistics Program Requirements

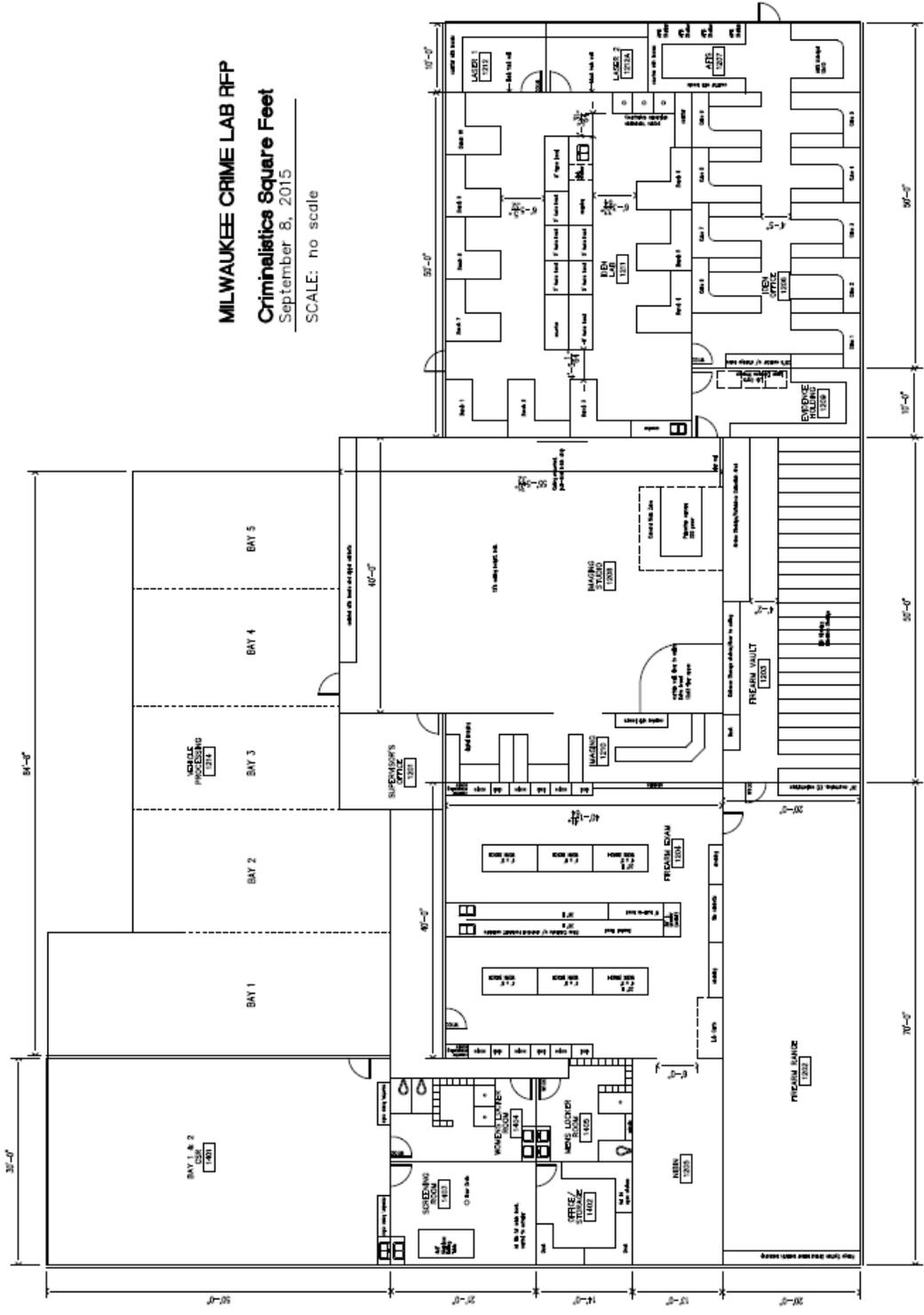
EXHIBIT 3.3A: SAMPLE CRIMINALISTICS ADJACENCY DIAGRAM (Rooms 1201 through 1214)



Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Criminalistics Program Requirements

EXHIBIT 3.3B: SAMPLE OVERVIEW OF LAB



Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Criminalistics Program Requirements

Criminalistics Section Overall Requirements (See Drawing)

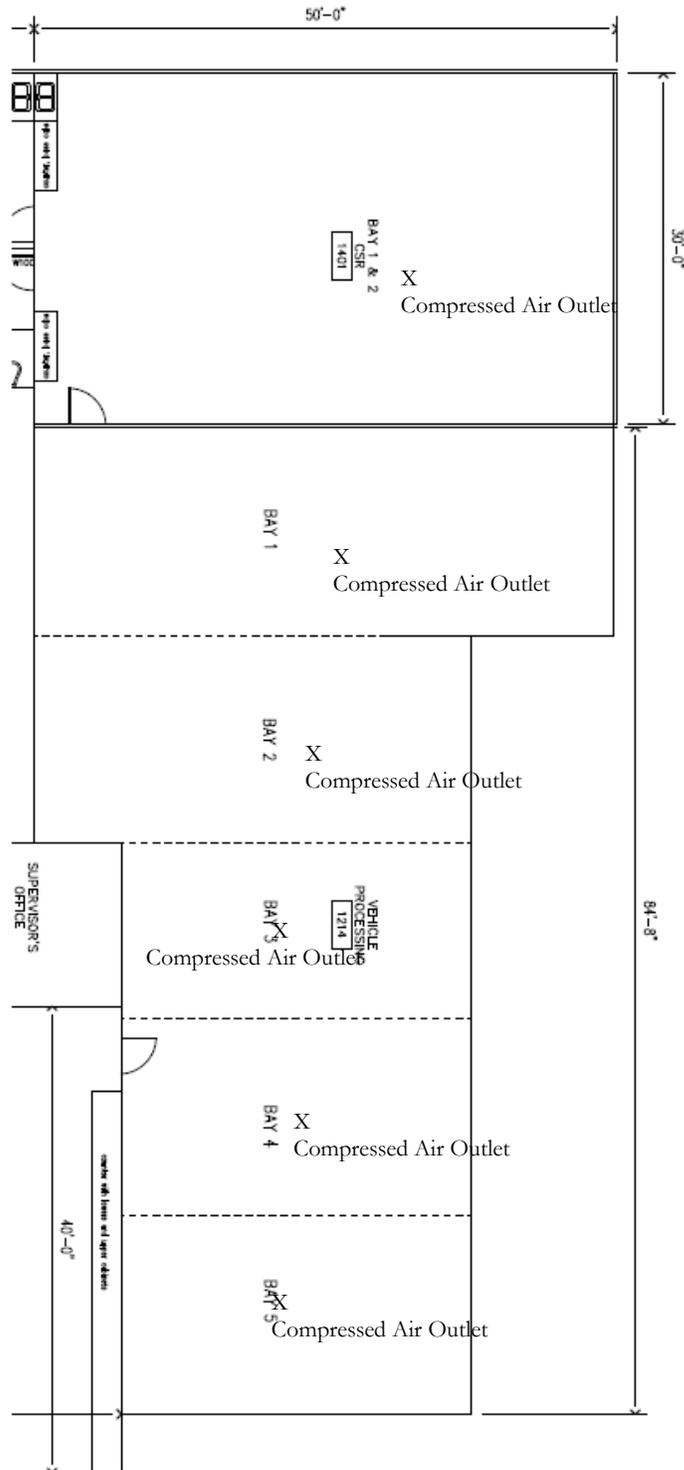
Scale: 1 block = 1 foot

- All drawings are to scale; any unspecified dimensions can be obtained from drawing.
- The overall layout of the Criminalistics section is to improve work flow and efficiency. While the floor plan can be modified, please ensure that any adjoining rooms in the drawing remain adjoining in the finished plan.
- Each room within the section was also designed to increase productivity and efficiency. Minor changes can be made but do not deviate from the overall room layout.
- All floors within the Criminalistics section must be chemical resistant, smooth, and non-porous. I recommend epoxy coated concrete.
- All counter tops, sinks and workbenches must be chemical resistant.
- All lighting should be overhead LED lighting. Ample lighting is needed for visual examination of evidence.
- All main entry doors to the units should be a minimum of 48" wide to facilitate evidence cart movement.
- All main entry doors to the units should be FOB access.
- All doors within each unit do not need to be secure with exception to the firearms range door. That door should be FOB access.

Appendix 3.3

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Criminalistics Program Requirements

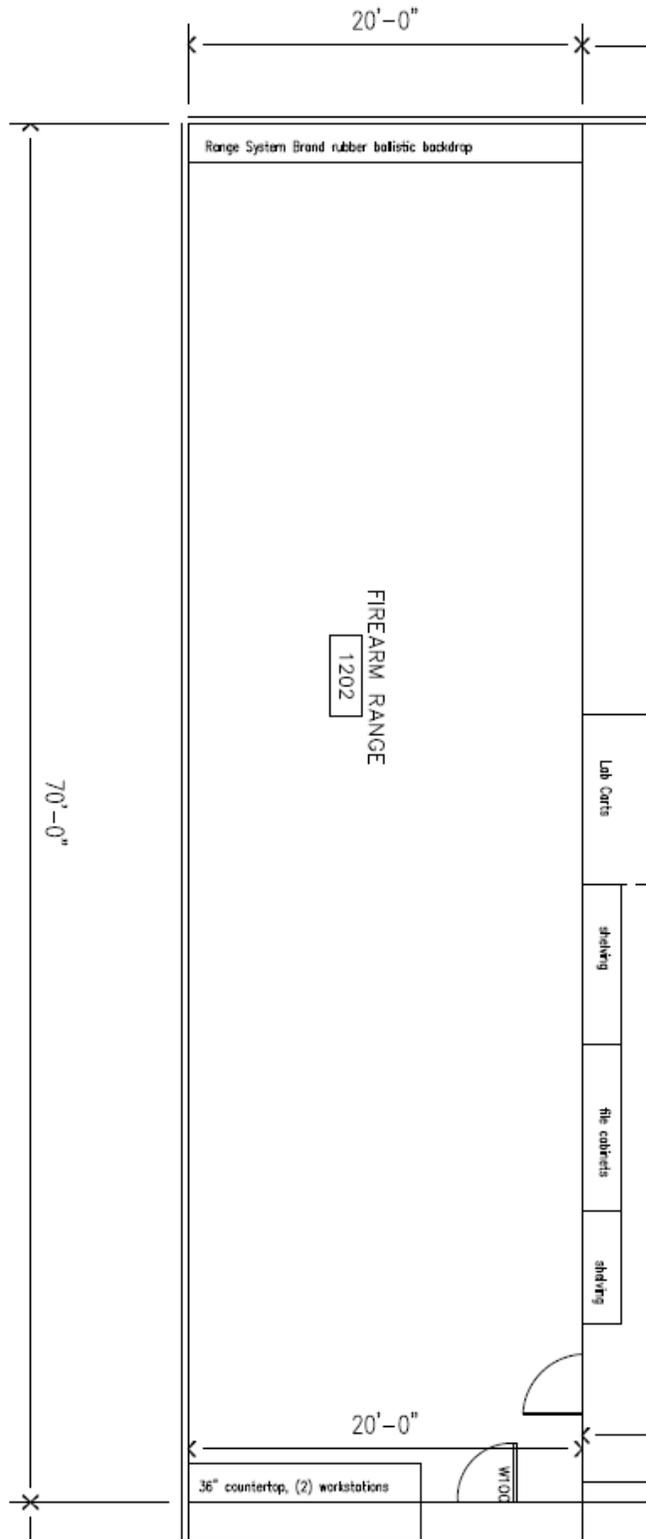
EXHIBIT 3.3C: SAMPLE CSR BAYS 1 & 2 VEHICLE PROCESSING (1214)



Appendix 3.3

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Criminalistics Program Requirements

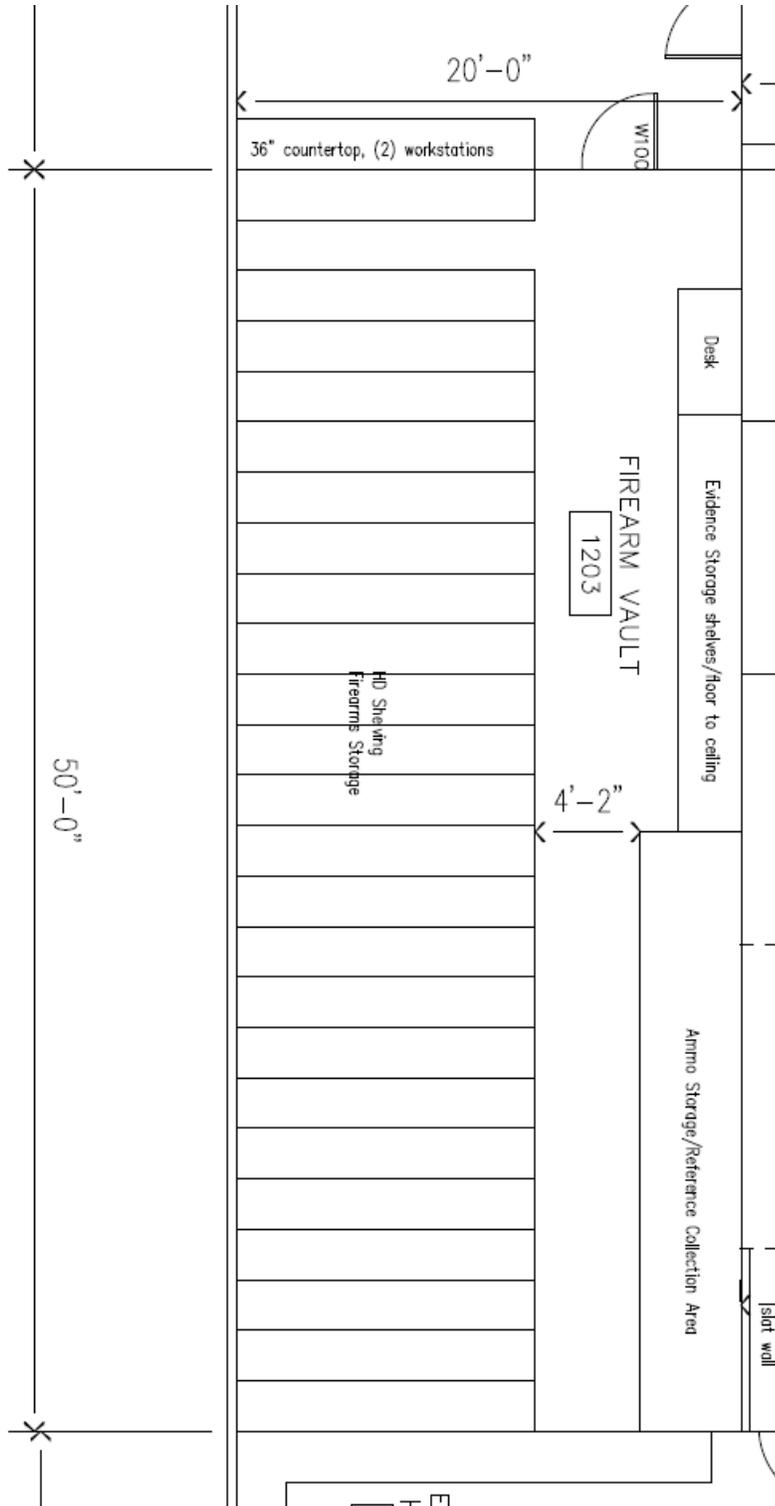
EXHIBIT 3.3D: SAMPLE FIREARMS RANGE (1202) DIAGRAM



Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Criminalistics Program Requirements

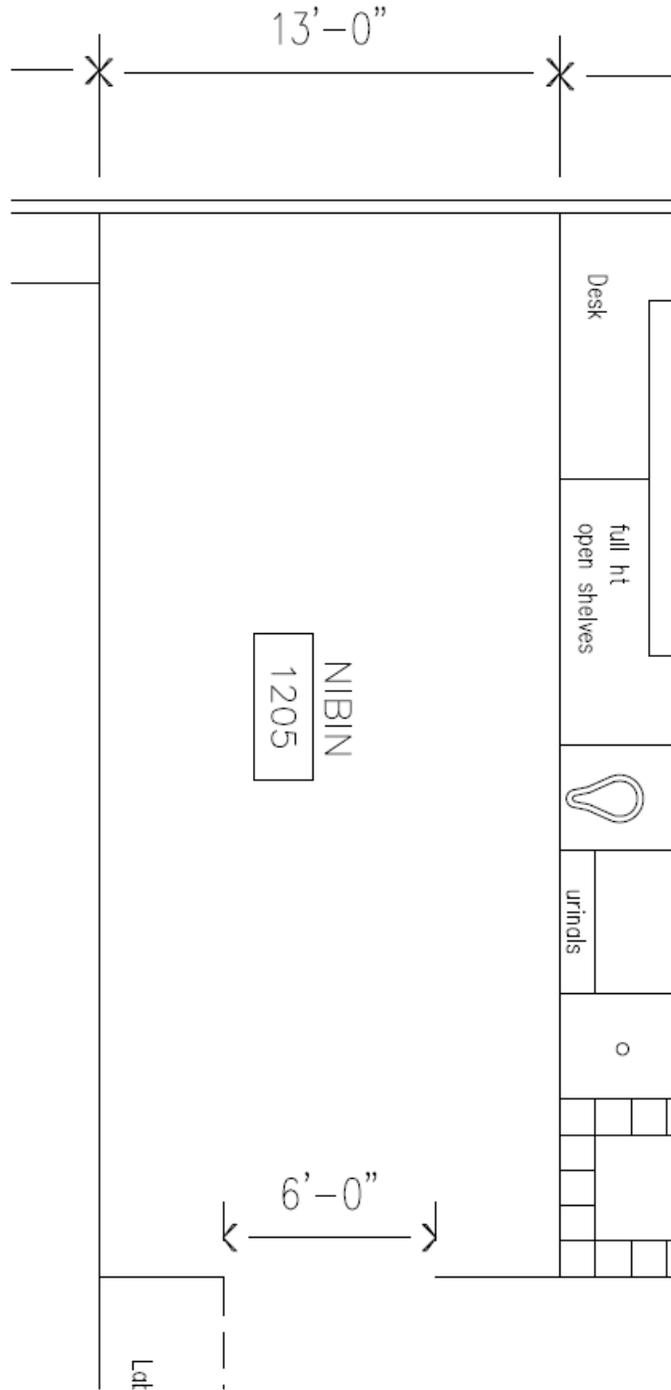
EXHIBIT 3.3E: SAMPLE FIREARMS VAULT (1203)



Appendix 3.3

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Criminalistics Program Requirements

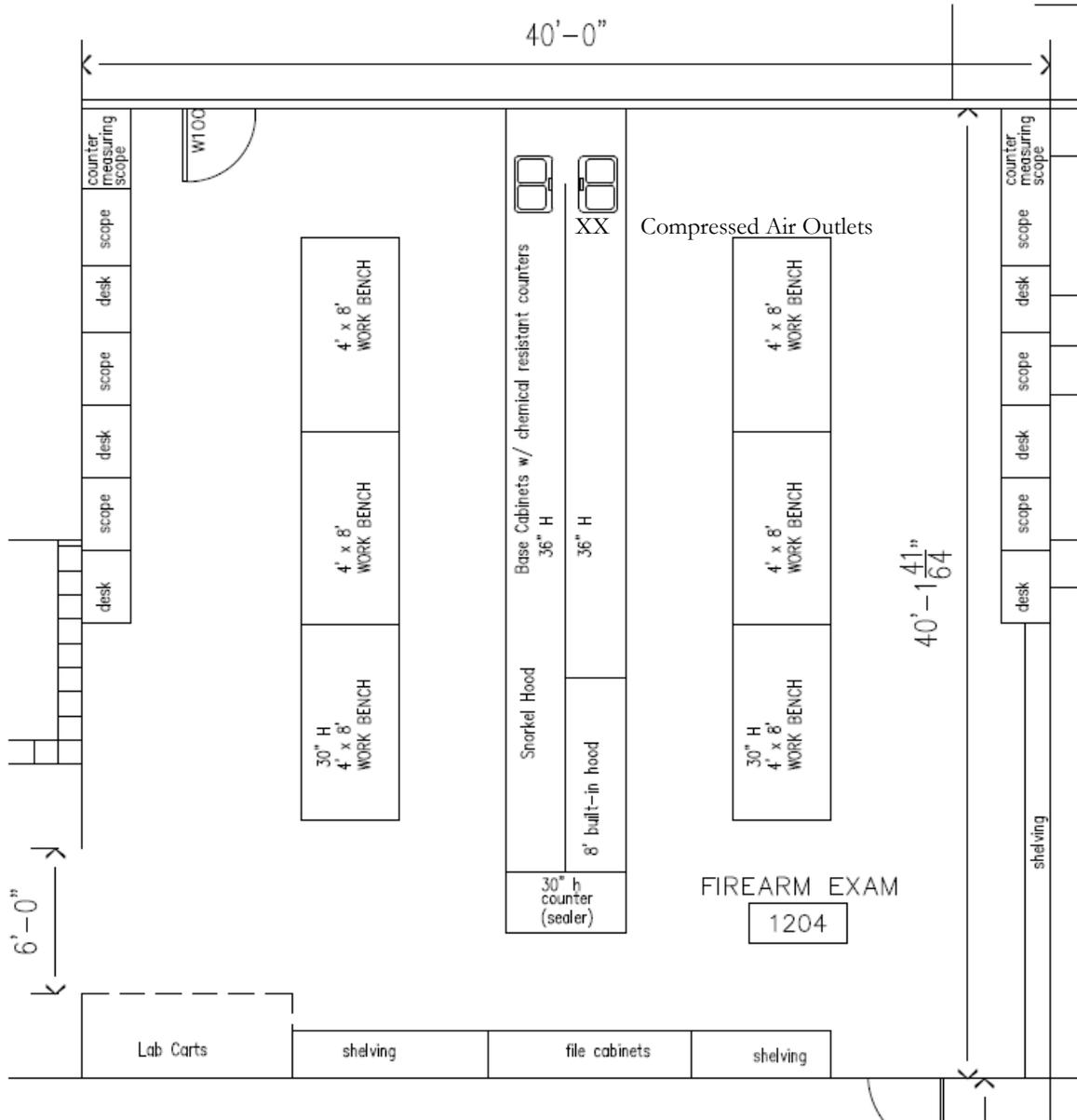
EXHIBIT 3.3F: SAMPLE NIBIN (1205)



Appendix 3.3

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Criminalistics Program Requirements

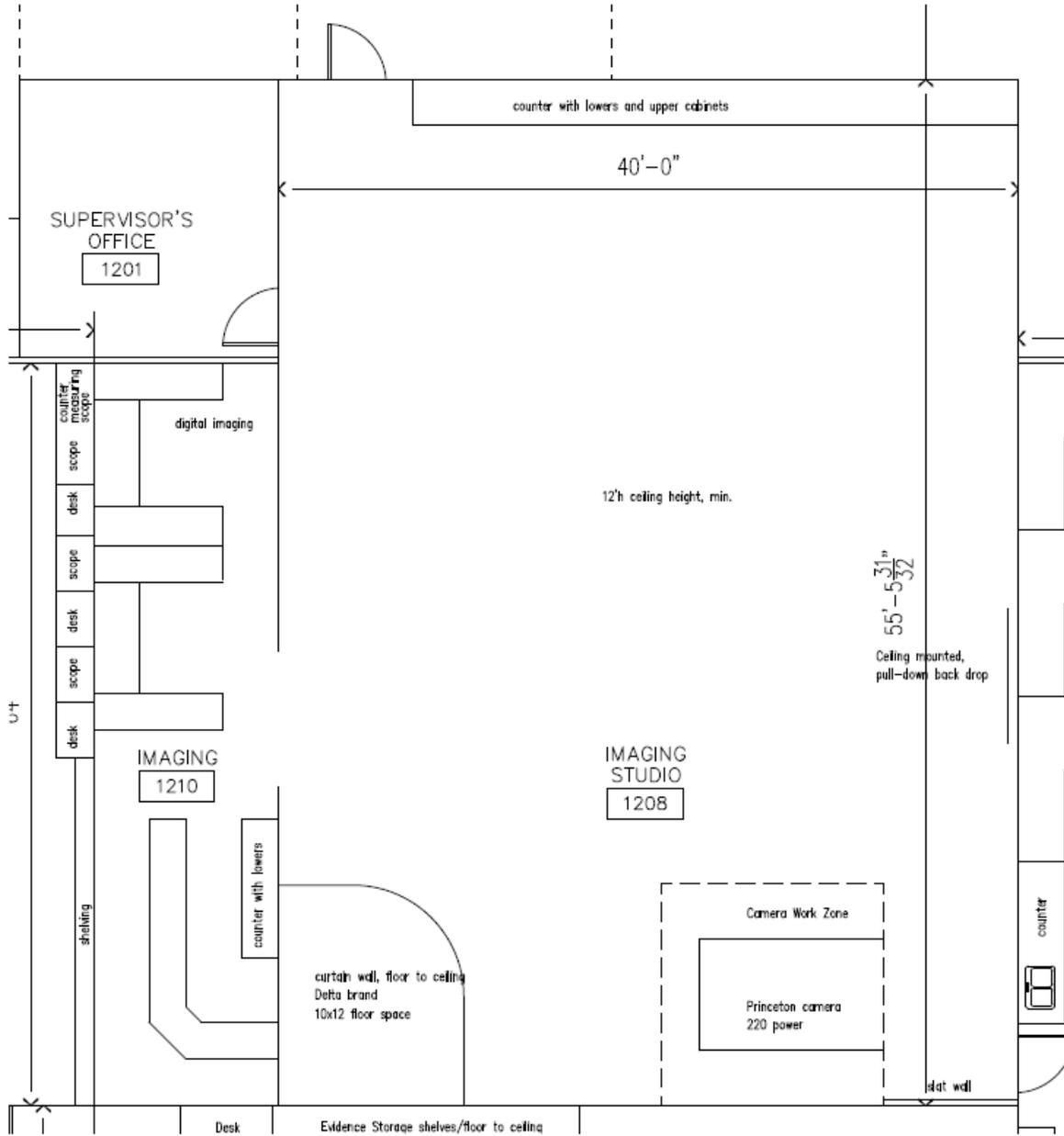
EXHIBIT 3.3G: SAMPLE FIREARMS EXAMINATION LAB (1204)



Appendix 3.3

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Criminalistics Program Requirements

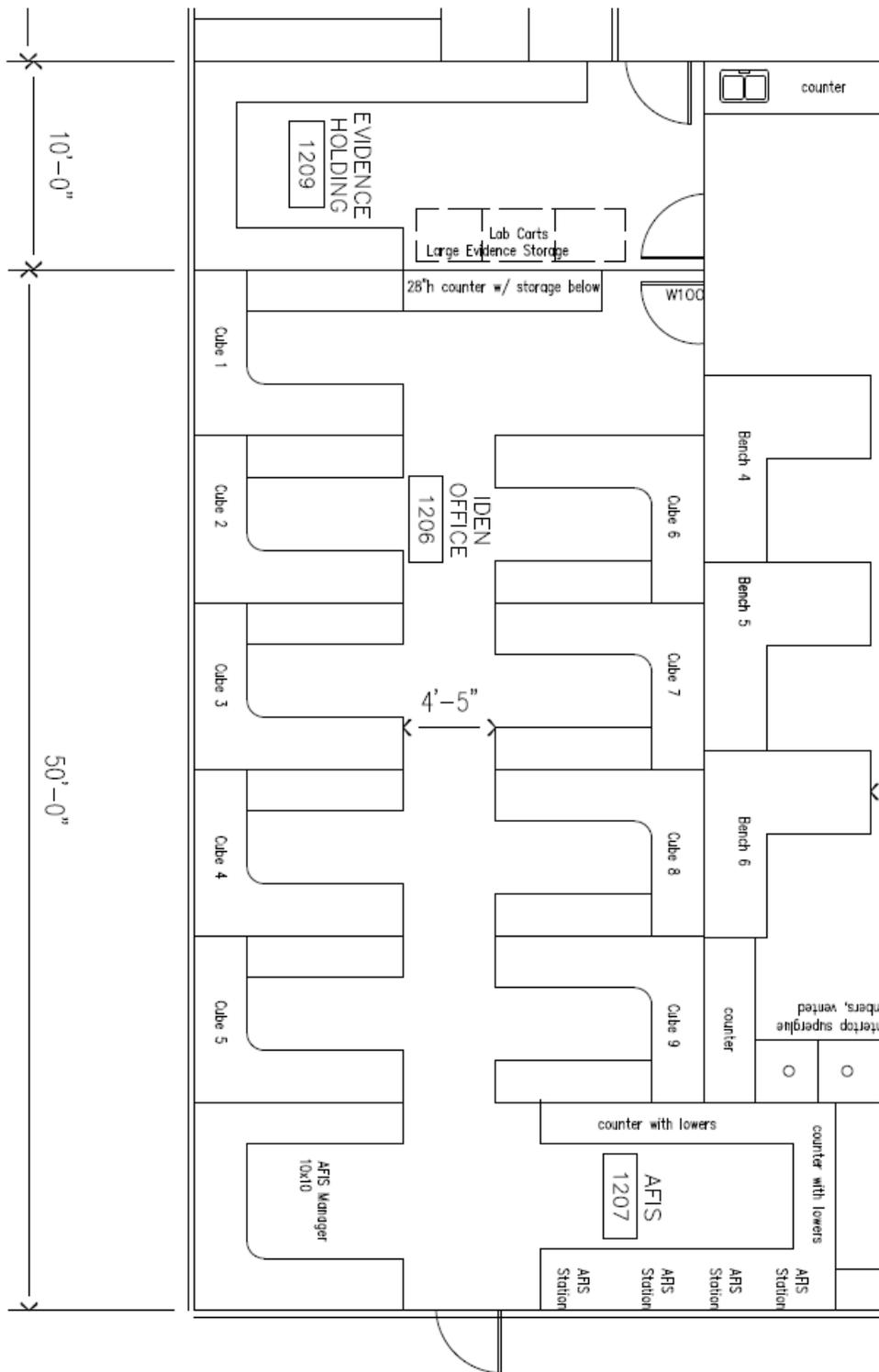
EXHIBIT 3.3H: SAMPLE IMAGING STUDIO (1208)



Appendix 3.3

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Criminalistics Program Requirements

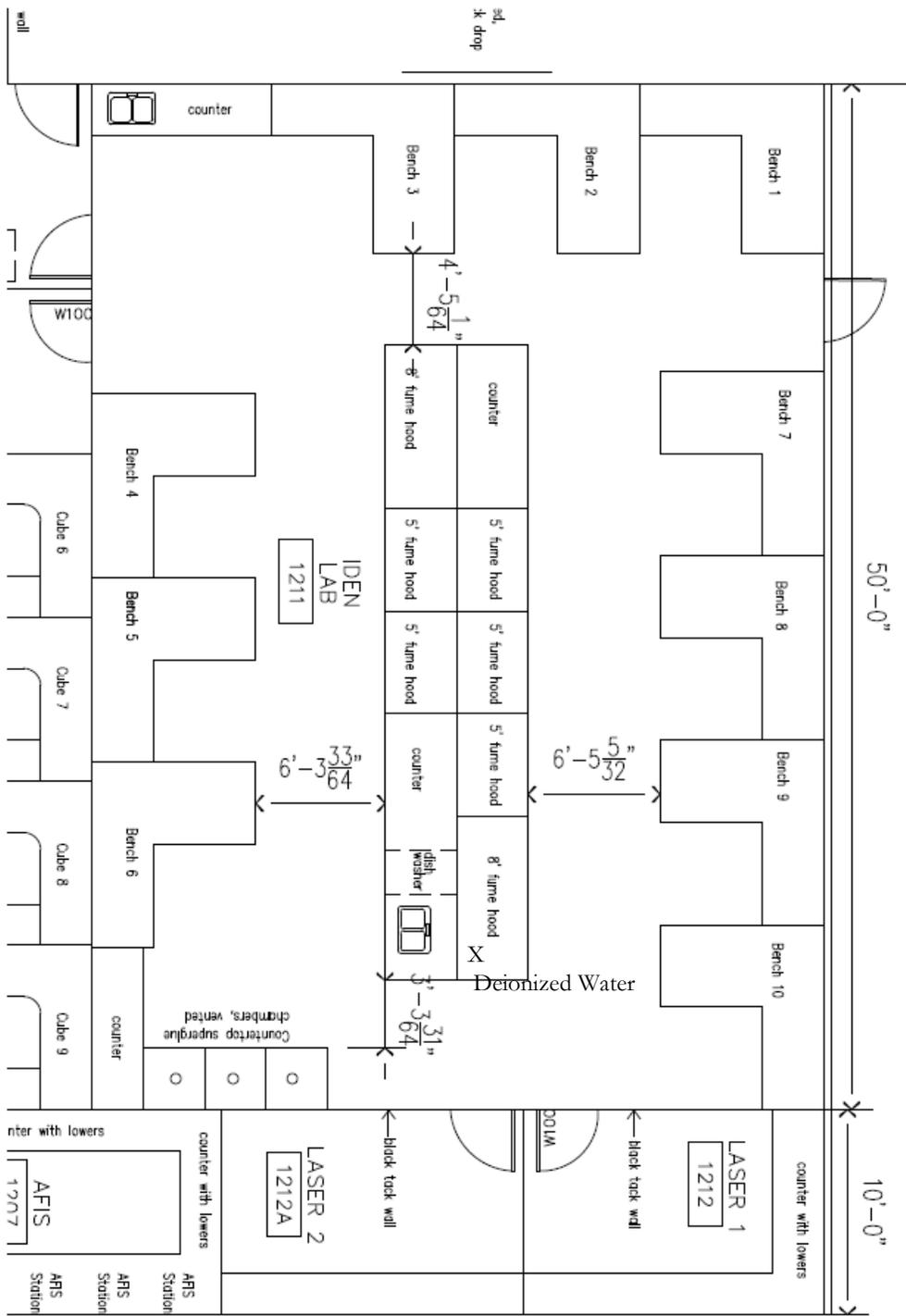
EXHIBIT 3.3I: SAMPLE IDENTIFICATION OFFICE AREA (1206)



Appendix 3.3

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Criminalistics Program Requirements

EXHIBIT 3.3J: SAMPLE IDENTIFICATION LABORATORY (1211)



Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

OVERVIEW

DNA testing service at the Crime Laboratory - Milwaukee is limited to forensically provide analyses in the interest of criminal justice within the scope of testing procedures. This may include analyzing cases with paternity question or cases for the identification of missing persons and unknown remains. There are three types of forensically interesting DNA: 1) nuclear; 2) Y-chromosome; and 3) mitochondrial. At the Crime Laboratory - Milwaukee, the DNA Section tests two of the three types of DNA, nuclear and Y-chromosome to accomplish our mission using DNA analysis. We also perform local CODIS (Combined DNA Index System) duties which entail working with the State DNA Index System (SDIS) and the National DNA Index System (NDIS) to foster the exchange and comparison of forensic DNA evidence from violent crime investigations.

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
1301	DNA Supervisor Offices	420	3	<ul style="list-style-type: none">Three (3) offices each at 140 SF with a closet
1302	DNA Office	7,500	40	<ul style="list-style-type: none">Forty (40) cubicles each at 80 SFFour (4) partitioned offices each at 50 SF with each partitioned area to have one 50 SF computer station for CODIS
1303	DNA Amplification	1,200	0	<ul style="list-style-type: none">Two (2) rooms at each at 600 SF (negative air pressure)Deionized water and gas supply needed
1304	DNA Technicians	1,320	4	<ul style="list-style-type: none">Four (4) cubicles each at 80 SFRemainder shall be lab space (square footage includes laboratory work space for the various duties performed by Forensic Program Technicians)Deionized water and gas supply needed
1305	DNA Screening	650	0	<ul style="list-style-type: none">Three (3) rooms each at 150 SFOne (1) room at 200 SF
1306	DNA Lab	11,000	0	<ul style="list-style-type: none">Forty-four (44) workbenches (5'6"L x 6'D) with connected workbenches (8'L x 2'6"D) (acid/bleach/chemical resistant benchtop materials)Deionized water and gas supply needed

Appendix 3.4

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DNA Program Requirements

No.	Space Description	Program ASF	Staff	Comments
1307	DNA Robot Room	750	0	<ul style="list-style-type: none"> ▪ One (1) room ▪ Deionized water and gas supply needed
1308	DNA Vestibule	700	0	<ul style="list-style-type: none"> ▪ Five (5) total comprised of three (3) each at 100 SF and two (2) each at 200 SF
1309	DNA Freezer	140	0	<ul style="list-style-type: none"> ▪ Area for freezers where required, not built-in units
1310	DNA General Storage	350	0	<ul style="list-style-type: none"> ▪ One (1) room
1311	DNA Intern Workstation	240	3	<ul style="list-style-type: none"> ▪ Three (3) cubicle/desk areas at each at 80 SF, similar to DNA Office (1302)
1312	Waste/Autoclave	50	0	<ul style="list-style-type: none"> ▪ (Enclosed within) Adjacent to DNA Technicians (1304)
1313	DNA Active Evidence Storage	100	0	<ul style="list-style-type: none"> ▪ One (1) room
1314	Janitor Closet	60	0	<ul style="list-style-type: none"> ▪ Two (2) closets each at 30 SF ▪ Located in each DNA Amplification Rooms (1303)
1315	New Technology Validation Room	350	0	<ul style="list-style-type: none"> ▪ Located off DNA Lab (1306) ▪ Workbench with moveable island defined as millwork matching wall cabinetry and acid/bleach/chemical resistant benchtop materials but mobile) ▪ Deionized water and gas supply needed
1316	DNA TUL Office	100	1	<ul style="list-style-type: none"> ▪ One (1) room
1317	DNA Conference Room	750	0	<ul style="list-style-type: none"> ▪ 6' counter with sink and cabinetry
Totals:		25,680	51	

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

SUMMARIZED ROOM REQUIREMENTS

Tenant preference is that laboratory space is in the interior for security purposes and to control light entering the laboratory space and office space be exterior to the lab space

1301 | DNA Supervisor Offices

- In addition to the standard office furniture, these offices should include:
 - Two bookshelves 72”H x 12”D x 36”W with four adjustable shelves (may be built-in)
 - Two (2) five drawer legal sized filing cabinets
 - Closet with area for storage and hanging coats
 - Computer and printer/scanner (DOJ provided)
 - Small office SMART board (DOJ provided)
- Card reader at entry door

1302 | DNA Office

- DNA Office (1302) on exterior of DNA Lab (1306) and cubicles on outside exterior wall of DNA Office (1302) to allow for windows and natural lighting in cubicles (DNA Office cubicles described in 1302A below)
- Floor to ceiling wall between DNA Office (1302) walkway and DNA Lab (1306) to have windows.
- 5’ walkway between cubicles and wall of DNA Lab (1306)
- Forty (40) cubicles each at 80 SF
- Four (4) cubicles each at 50 SF (CODIS) with data/phone jack
- Cubicles separated into four even office areas with floor to ceiling divider panels (2’ of glass near ceiling of each divider panel) with 5’ aisle pass through; each partitioned area to have one 50 SF computer station for CODIS
- Two doors from office area (1302) to DNA vestibules (1308) – centrally located throughout office area
- Two (2) standard laboratory doors containing windows with card readers as entry points between DNA office (1302) and hallway

1302A | DNA Office Cubicles

- CODIS cubicles to have capability for additional facsimile operation
- In addition to standard cubicle. This areas cubicles to have:
 - 3’ x 2’ dry erase whiteboard
 - Small coat closet (6’ H x 15” W x 24” D)
 - Computer and wireless barcode scanner(DOJ provided)

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Appendix 3.4

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DNA Program Requirements

1303 | DNA Amplification

- Two (2) 600 SF rooms adjacent to each other that share a single DNA vestibule (1308) at main entry point
- Electrical: 220V minimum outlets - 10 in each room; 11 - 110V duplex outlets in each room, three duplexes under countertop (for refrigerators)
- Negative air pressure (alarmed), temperature control
- Entry points:
 - From lab: two-way entry into Amplification Room (1303) from shared DNA Vestibule (1308);
 - To hallway: one-way exit capability from DNA Amplification Room (1303) to hallway – door to hallway should be on opposite side of room from door to DNA Vestibule (1308) with card reader
- Three (3) doors: one standard door with window from DNA vestibule (1308) to DNA Amplification (1303), one standard door without window from DNA Amplification (1303) to hallway with one sided door knob (knob in 1303 and no door knob on hallway side of door), and one standard door with no window to Janitor's Closet (1314)
- Millwork:
 - Mobile table; 4'x 4' acid/bleach/chemical-resistant bench top on casters
 - 3' deep chemical resistant benches (with door and drawers/cabinets below) located along all walls except wall with door to vestibule.
 - 6' long counter top high enough (3'H) to house two small laboratory refrigerators under the counter top
- Data/Tele: Receptacle above 6' counter top, receptacle by each 220V
- Floor: acid resistant that accommodate movement of lab stools with wheels (no textured hindrances) and not slippery when wet
- One 48" chemical fume hood in each amplification room – cutout for leg space under hood
- 4 leg spaces cut out (2 per side) under counter for analyst workspace where instruments/computers are situated
- One hand sink in each room; Type 1 water
- Gas with stainless steel tubing: nitrogen, hydrogen, helium
- Window from DNA Lab (1306) to DNA Amplification (1303) for each room
- Fire control: fire suppression (powder)
- Deionized water and gas supply lines needed
- Equipment (per room, by DOJ)
 - 7500 Quant System (2)
 - 9700 Thermal Cycler (4).
 - 3130xl Capillary Electrophoresis (2)
 - epMotion (1)
- Total approximate power usage: 116,953 kWh per month.

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Appendix 3.4

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DNA Program Requirements

1304 | DNA Technicians

- DNA Technician office space portion referred to below as 1304A
- Two-way entry from DNA vestibule (1308) into DNA Technician Lab space (1304)
- Floor: Lab space portion with acid-resistant floors that accommodate movement of lab stools with wheels (no textured hindrances) and not slippery when wet
- Electrical: standard power/lighting per occupancy type, power per equip
- Tele/Data: two receptacles at (near) computer work area (space/area large enough to house computer equipment and room for one person to work)
- Acid/bleach/chemical-resistant countertops around perimeter of room – cutout for 48” chemical fume hood
- Millwork:
 - Mobile 5’ x 4’ prep table on casters (acid/bleach/chemical-resistant tops) matching cabinetry and
- Wall mounted cabinetry, mounted drying rack
- One 48” standard fume hood
- 1 hand sink, 1 acid-resistant sink, 1 dishwasher, Type 1 water, eyewash/shower
- Floor drain
- Fire control: fire suppression (powder)
- Deionized water and gas supply lines needed
- Equipment (by DOJ)
 - UV Crosslinker (2)
 - Refrigerator
 - Freezer
 - Fume Hood
- Total approximate power usage 48,000 kWh per month

1304A | DNA Technicians Office

- Area adjacent to DNA Office (1302) and separated by floor to ceiling divider panel with 2’ of glass near ceiling of each divider panel and 5’ opening (no door)
- Containing 4 cubicles each at 80 SF – refer to 1302A for cubicle specifications
- Two –way entry from DNA Technician Office (1304) into DNA Vestibule (1308) – door with window
- Door entry from cubicle area to Evidence Tech Reagent Prep Area of 1304 as those two areas should be separate by a wall (solid bottom (~1/3 height) with windowed upper to see through from cubicle area to Prep Area).

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Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1305 | DNA Screening

- Floor: Lab space portion with acid-resistant floors that accommodate movement of lab stools with wheels and not slippery when wet
- Electrical: standard power/lighting per occupancy type, power per equip
- Doors: pocket doors with locking capabilities at entry between DNA Screening (1305) and DNA Lab (1306)
- Ceiling: drop ceiling with noise reducing tiles – except in area of tracking system
- Millwork:
 - 5' x 10' permanent table (approx. 3'H with acid/bleach/chemical resistant tabletop)
 - ALS mobile track system from ceiling with lighting in each screening room – see provided photos
 - Seated bench at least 4' x 2'6" for stereomicroscopes in each room
 - Mounted paper roller/holder hardware underneath the table on one 5' end for 4' rolled laboratory paper
 - Box drawer on side adjacent to mounted paper underneath tabletop
 - 1'H x 2.5'D x 1.5'L station with acid/bleach/chemical resistant bench top and box drawers for running screening tests
 - Mounted or suspended laptop holder to securely hold laptop for keyboard use near examination table
- Wall-mounted 4' x 3' long open-shelving units on wall
- Door-to-door cabinetry over bench top, but not above where stereomicroscope is to be situated along wall
- Outside of screening room along designated wall – 3'H x 2'D x 5'L table with acid/bleach/chemical-resistant bench top
- On each benchtop a 2'+ hands-free heat sealer (foot operation hardware)
- Power: 8'-0" o.c.; additional track lighting over table with dimmable features; task lighting for close examination – see provided photos
- HVAC: low airflow above/near examination areas
- One 96" biological fume hood in large screening room
- Fire control: fire suppression (powder)
- Tele/Data: BEAST network access in each screening room
- Equipment (per room) (supplied by DOJ)
 - Alternative light source
 - Stereoscope
- Total approximate power usage 24,000 kWh per month

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Appendix 3.4

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DNA Program Requirements

1306 | DNA Lab

- Floor: Acid/bleach/chemical-resistant that accommodate lab stools with wheels and not slippery when wet
- Tele/Data: one per workbench; hardwired and wireless network capability at each workbench (3 data per analyst bench); multiple 4-data/network areas for computer workstation (for LIMS); 6 phones throughout room
- 44 workbenches 5'6"L x 6'D with connected 8'L x 2'6"D workbenches – refer to provided bench drawing (1306)
- Millwork:
 - Benches: Acid/bleach/chemical-resistant countertops with double-door, lockable, 3'H base cabinets with 2 shelves (top shelf ½ the depth as the bottom shelf across entire length of cabinet) at ends opposite sink (open leg space on main bench length) with moveable locked cart that can be placed under counter leg space
 - Four of the 44 benches to have rising capabilities – the acid/bleach/chemical resistant countertop can be adjusted to greater than 36"
 - One table (2'D x 30"H) attached to wall with seating for 3 standard stations, acid resistant countertop along wall between DNA Technician Reagent Prep Space (1304) and DNA Lab (1306) for microscope viewing with leg space underneath, and approx. 3' seat clearance surrounded by drawer cabinetry (18"L x 8-9"H)
 - One table (2'D x 30"H) attached to wall with seating for 2 standard stations, acid/bleach/chemical resistant countertop along exterior wall of DNA Screening (1305) (adjacent to DNA Robot Room) for microscope viewing with leg space underneath, and approx. 3' seat clearance surrounded by drawer cabinetry (18"L x 8-9"H)
 - One table (2'D x 30"H) with seating for 4 standard stations, acid/bleach/chemical resistant countertop along exterior wall of New Technology Room (1315) for microscope viewing with leg space underneath, and approx. 3' seat clearance surrounded by drawer cabinetry (18"L x 8-9"H)
 - One table (2'D x 30"H) with seating for 3 standard stations, acid/bleach/chemical resistant countertop along exterior wall of DNA Conference Room (1317) in laboratory space for microscope viewing with leg space underneath, and approx. 3' seat clearance surrounded by drawer cabinetry (18"L x 8-9"H)
 - One table (2'D x 30"H) with acid resistant countertop along wall of DNA Lab (1306) between DNA vestibules (1308) leg space underneath, and approx. 3' seat clearance surrounded by drawer cabinetry (18"L x 8-9"H)
- Power: 4 to 6'-0" o.c. at workbench; 20 additional duplex outlets over standard
- Five 96" standard fume hoods with cutouts underneath for leg space, two 96" biological fume hoods, negative pressure with cutouts underneath for leg space
- 1 hands-free acid-resistant sink per two workbenches; 2 deep acid/bleach/chemical-resistant sinks, Type 1 water, 5 eyewash/3 shower in each room, floor drains
 - 5 eyewash stations incorporated with 5 of the 20 sinks throughout lab for easy access from any workbench

Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1306 | DNA Lab (continued)

- Fire control: fire suppression (powder)
- D-water and gas supply lines needed
- Equipment (supplied by DOJ):
 - Incubators (8)
 - UV Crosslinkers (2)
 - Microscopes (10)
 - Refrigerators
 - Freezers
 - Heat blocks (20)
 - Centrifuges (40)
 - Vortexes (40)
 - Fume hoods
- Total approximate power usage: 276,192 kWh per month

1307 | DNA Robot Room

- Floor: Acid/bleach/chemical-resistant that accommodate lab stools with wheels and not slippery when wet
- Millwork:
 - Acid/bleach/chemical resistant counter tops (36"D) on perimeter of room with 3' cut out areas between counter and wall that has the door (room for fridges and prep station)
 - Cabinets and drawers necessary for storage under the perimeter acid/bleach/chemical resistant counter tops with leg space cutouts under each 6' instrument area (3 total areas)
 - Two permanent islands in center of room (8'L x 4'D x 3'H) with cabinets and drawers under islands for storage
 - Shelving necessary for storage – no shelving in each 6' instrument area
- At least 5' aisles between island and perimeter countertops
- Door – 3' W with side glass panel from DNA Robot Room (1307) to DNA Lab (1306)
- One deep acid-resistant sink, Type 1 water, eyewash/shower
- Tele/Data: Hardwired network and standalone capability at each instrument; 2 phone and 5 data (each near instrument and another for printer)
- Standard AC/Heat with 65-75 degrees, 30%-50% relative humidity
- Fire control: fire suppression (powder)
- Equipment (supplied by DOJ):
 - Tecan automated platform (3)
 - Centrifuges (5)
- Total approximate power usage: 57,600 kWh per month

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Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1308 | DNA Vestibule

- Designed to prevent infiltration
- Floor: Acid-resistant and not slippery when wet
- Entry point:
 - Two from DNA Office (1302) into DNA Lab (1306)
 - Each with two doors containing windows
 - One from Evidence Technician Cubicles (1304) into DNA Lab (1306)
 - Two doors containing windows
 - One from Main Hallway into DNA Lab (1306) –
 - Two doors containing window
 - One from DNA Lab (1306) into DNA Amplification (1303)
 - Two doors containing windows
- Outside each vestibule is a 3'D x 5-7'L closet for lab coats
- Negative air pressure
- One hand sink in each
- Counter area and metal shelving in 200 SF vestibule with electronic security key consistent with the building programmable access system
- Lab coat closets located adjacent to DNA vestibules in DNA Lab (1306) with sliding doors
- Standard AC/Heat with 65-75 degrees, 30%-50% relative humidity
- Fire control: fire suppression (powder)

1309 | DNA Freezer

- Area designated for three (3) industrial standalone freezers (supplied by DOJ) in DNA Lab (1306) – not an independent room
- Floor drainage immediately under freezers
- Power: 220V outlet – 3 total; 3 - 110V duplex outlets in area.
- Total approximate power usage: 4,8000 kWh per month

1310 | DNA General Storage

- Floor: Acid-resistant and not slippery when wet
- Entry points:
 - From lab: two-way entry into DNA General Storage (1310);
 - To hallway: two-way entry into DNA General Storage (1310);
- Doors (Two): two standard doors without windows with to DNA General Storage (1310)
- Card reader at entry door to hallway.
- Shelving around perimeter and down center of room – at least 7'H with shelving ranging from 1-4' shelving heights, open shelving ok
- 2 data receptacles for computer workstation

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Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1311 | DNA-Intern-Workstations

- Containing 3 cubicles at 80 SF each – refer to 1302A for cubicle specifications
- Adjacent to Tech Unit Leader Office (1316)

1312 | Waste/Autoclave

- Door: one 3'W door without window
- Floor: Acid-resistant and not slippery when wet
- Flammable storage cabinet (built by Lessor)
- Electrical: Two 220V electrical units, 4 - 110V duplexes
- Exhaust HVAC (ventilation for fumes), humidity and temperature controlled
 - This room adjacent to 1304 chemical fume hood
- Upper wall cabinets (door-to-door with 2 shelves in each cabinet)
- Deionized water (system supply plumbed from main water service room), sink and floor drain
- Fire control: fire suppression (powder)
- Equipment (supplied by DOJ):
 - Autoclave
- Total approximate power usage: 14,400 kWh per month

1313 | DNA Active Evidence Storage

- Walls: concrete block floor to deck and painted
- Floor: Acid/bleach/chemical-resistant and not slippery when wet
- Door: entry between 200 SF DNA Vestibule (1308) and DNA Active Evidence Storage (1313) – no window
- 5'W shelves along wall and some open shelving along rest of walls that reaches 7' high with various shelf heights ranging from multiple 1', 1.5', 2', 2.5', 3', 4', 5' (the larger 4'-5' shelves on base shelving units)
- Center 3.5'L x 2'D x 2.5'H high-mobile table for seated workstation with open leg spaced computer workstation
- HVAC: Extra cooling as necessary; temperature monitoring equipment to control temp. and humidity
- Tele/Data: computer workspace area (large enough for computer equipment (provided by DOJ) and large enough for a single person to comfortable work (2 Tele/Data receptacles)
- Electrical: 2 duplexes per wall
- Card Reader at entry
- Fire control: fire suppression (powder)

1314 | Janitor Closet

- Floor: Acid-resistant and not slippery when wet
- Mop sink

Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1315 | New Technology Validation Room

- Walls: sheet rock and painted (2/3 or so height window around perimeter for viewing from outside and from within)
- Door: one door with window from New Technology Validation Room (1315) to DNA Lab (1306)
- Floor: Acid/bleach/chemical -resistant and not slippery when wet
- Millwork:
 - Acid/bleach/chemical resistant countertop workbench with 5' x 5' moveable island (casters) to match built-in cabinetry/storage lab furniture (see next bullet)
 - Two sides of room to have acid/bleach/chemical resistant countertops the length of room with cabinetry and storage underneath
- Power: 8'-0" o.c.; 220V on bench and 13 - 110V duplex outlets
- 3 data receptacles
- HVAC: temperature controlled
- Outside room: seated chemical-resistant tabletop bench with drawer cabinetry and leg space underneath; 3'D closet for lab coats
- One acid-resistant sink, one deep acid-resistant sink
- Fire control: fire suppression (powder)
- Deionized water and gas supply lines needed.
- Potential for laboratory equipment

1316 | DNA TUL Office

- Duplex on every wall and additional 3 duplexes next to desk
- In addition to standard office furniture described in the technical specifications, each office requires:
 - One bookshelf 72"H x 12"D x 36"W with four adjustable shelves (optional built-in)
 - One five drawer legal sized filing cabinet (DOJ provided)
 - Closet with area for storage and hanging coats
 - Computer and printer/scanner (DOJ provided)
- Security: Electronic key consistent with the building programmable access system
- Fire control: fire suppression (powder)

1317 | DNA Conference Room

- Door: two 3'W doors with sidelights into the DNA office (1302) – entry from each hallway
- Tables and seating for 30 people
- AV equipment: projector mounted on ceiling
- Multiple duplex on each wall - enough power on one end wall to power the AV equipment; one duplex every 8' in the other walls
- Smart board connection capability

Appendix 3.4

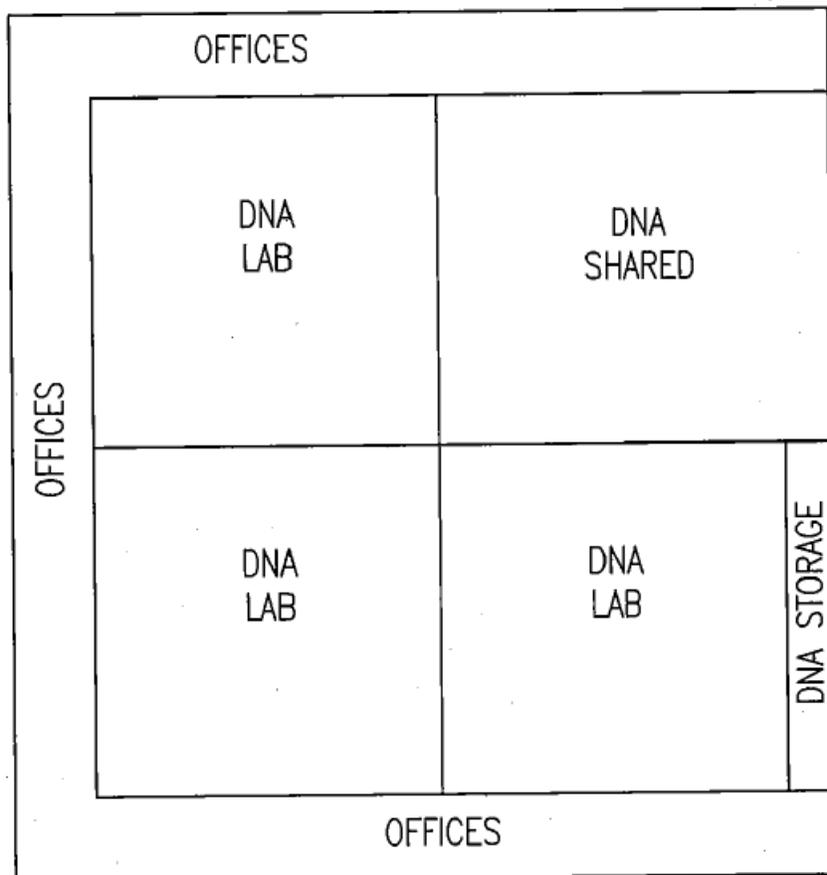
Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1317 | DNA Conference Room (continued)

- Millwork:
 - An area with a 6'W x 36"H x 30"D with durable counter with sink and cabinets below
 - Built-in bookshelves
- Data/Telephone: two data lines at the AV equipment; one data line every 24" along the outer walls; one speaker phone
- Dedicated circuits: one for the AV equipment

EXHIBIT 3.4A: SAMPLE DNA ADJACENCY DIAGRAM

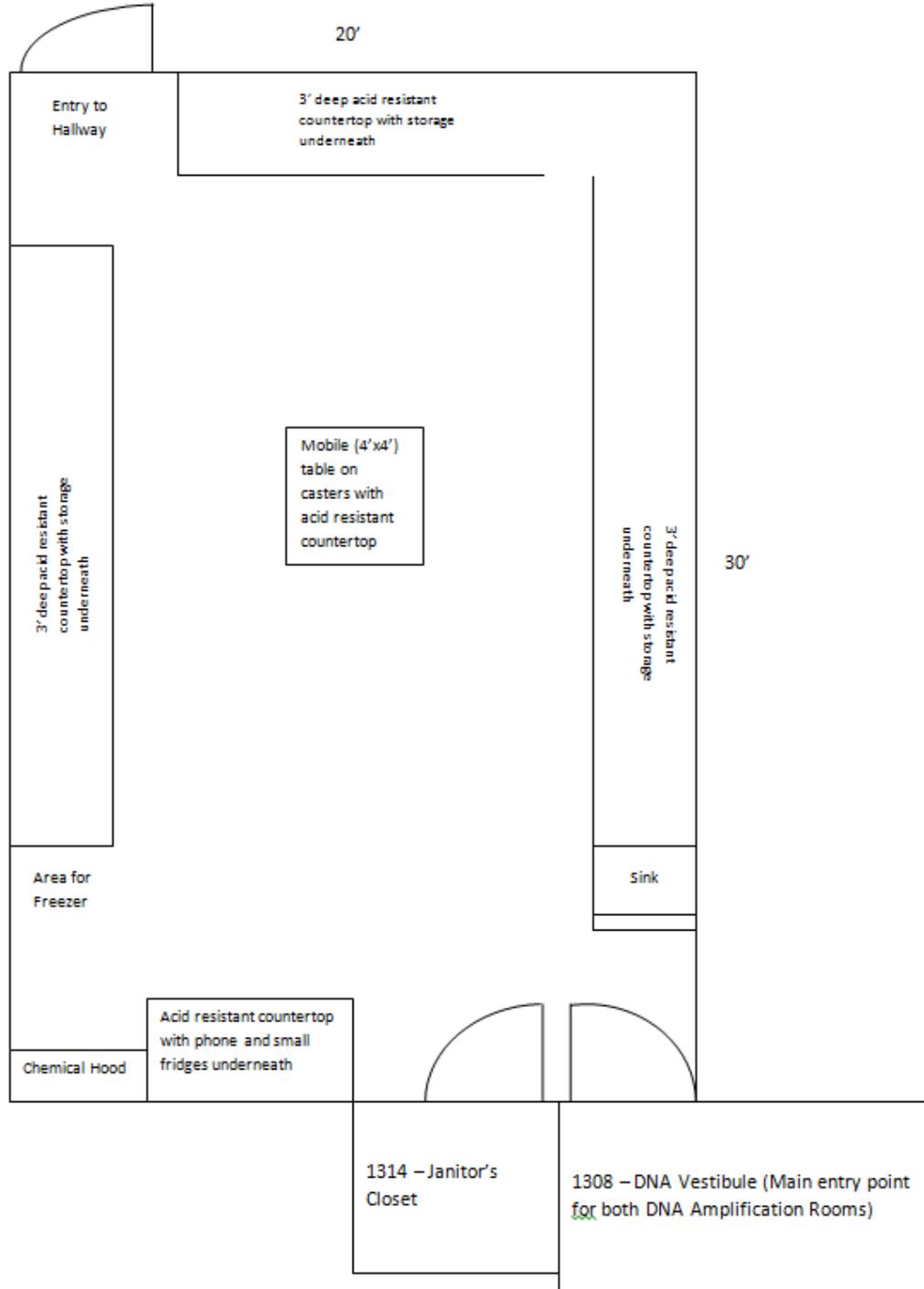


Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
DNA Program Requirements

1303 – DNA Amplification Room (600 SF) with 1314 - Janitor's Closet (30 SF)

Approximate scale: 1/4" equals 1'



Appendix 3.4

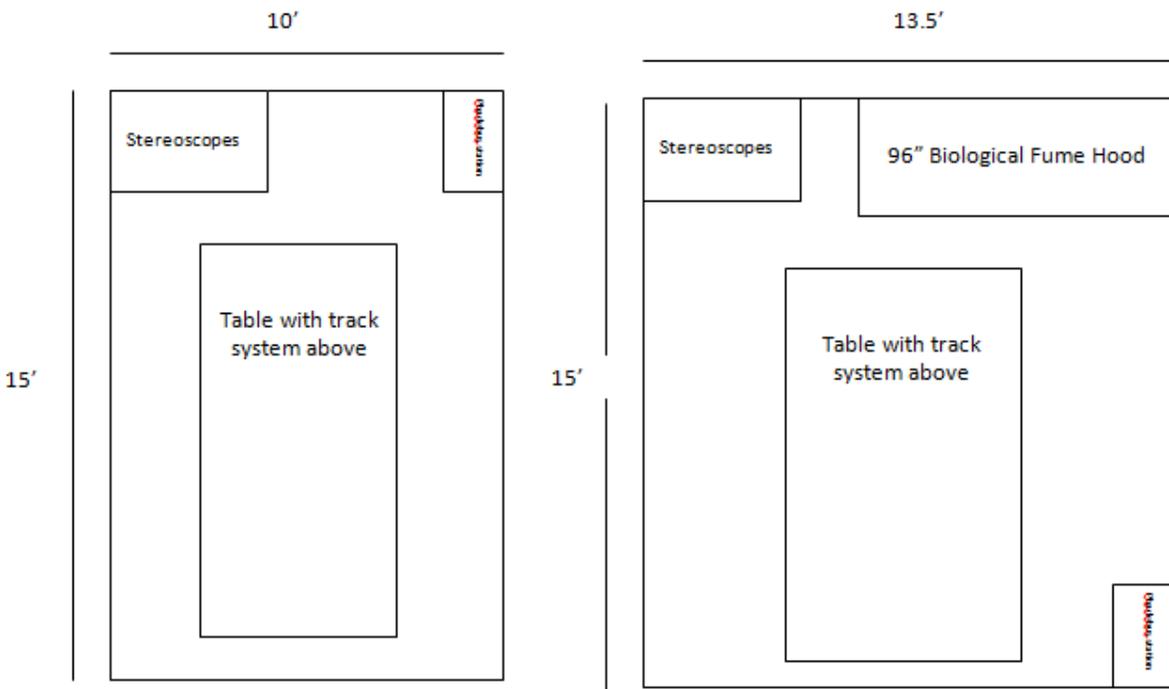
Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

DNA Program Requirements

1305 – DNA Screening Rooms (3 - 150 SF and 1 - 200

SF)

Approximate scale: ¼" equals 1'



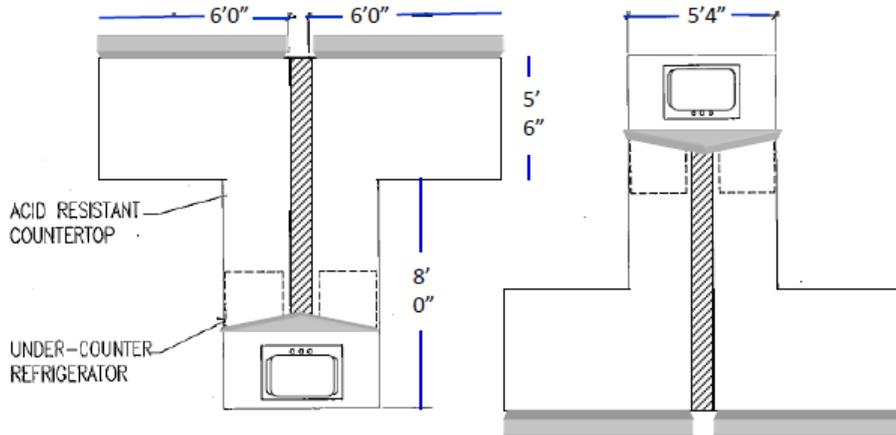
Walls: Sheet rock and painted
Ceiling: Drop ceiling with noise reducing ceiling tiles
Floor: Acid resistant that accommodate lab stools with wheels and not slippery when wet
Lighting: LED. Strategically positioned in the ceiling so they light the benches and prevent shadows. Additional lighting over table – track lighting with ability to adjust lighting (light level control). Multiple lighting levels available in the room (from dark-bright); task lighting for very close examination.
Power: 5'-0" @ 20A
Temperature: Standard AC/Heat with 65-75 degrees, 30%-50% relative humidity
Tele/Data: one receptacle per room, wired for wireless capabilities
Low air flow movement near examination areas

Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
DNA Program Requirements

1306 – DNA Lab (Preamplification Room)

(4 Laboratory Benches Shown with 44 Total Need Placement in 1306).
10,800 A.S.F.



1.

 Solid partition (non-see through) 1 1/2" from benchtop with electrical strip atop solid partition and a see-through (plexiglass?) partition with adjustable shelving to a height of 6'6" from the ground.

2.

 low triangular solid partition with pegboard drying station setup center of partition and with automatic soap/paper towel dispensers.

3.

 Cabinetry at ends of each bench – 3' deep cabinetry; locked doors with shelving units – see narrative. Locks must be tamper resistant. Storage area allows for no entry except through doors (all sides with top that allows for other entry – no above, side, or below entry).

4.

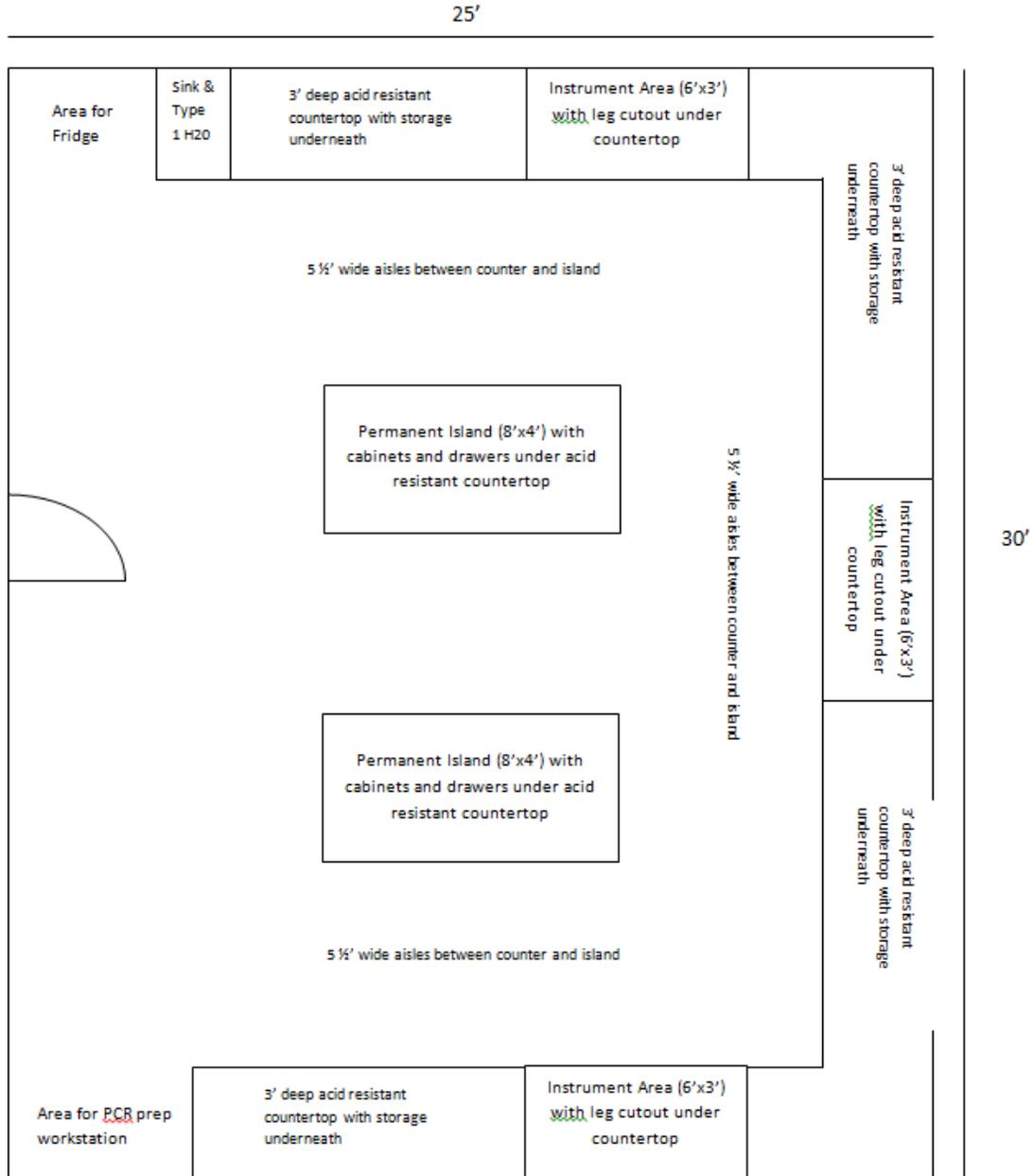
Single sink at each end.

Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
 DNA Program Requirements

1307 – DNA Robot Room (750 SF)

Approximate scale: 1/4" equals 1'



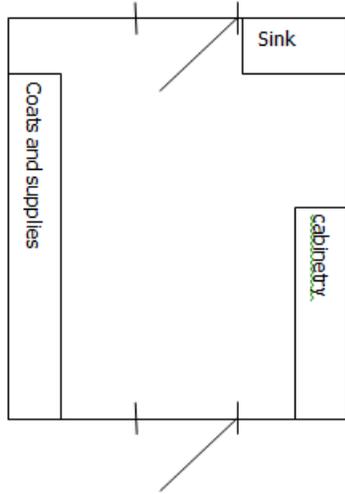
Walls: Sheet rock and painted
 Ceiling: Drop ceiling with noise reducing ceiling tiles
 Floor: Acid resistant that accommodate lab stools with wheels and not slippery when wet
 Lighting: LED. Strategically positioned in the ceiling so they light the benches and prevent shadows.
 Electrical: Per equipment standard
 Temperature: Standard AC/Heat with 65-75 degrees, 30%-90% relative humidity
 Tele/Data: Hardwired network and standalone capability at each instrument; 3 data receptacles total (each instrument, printer, and one extra) and 2 phone connections

Appendix 3.4

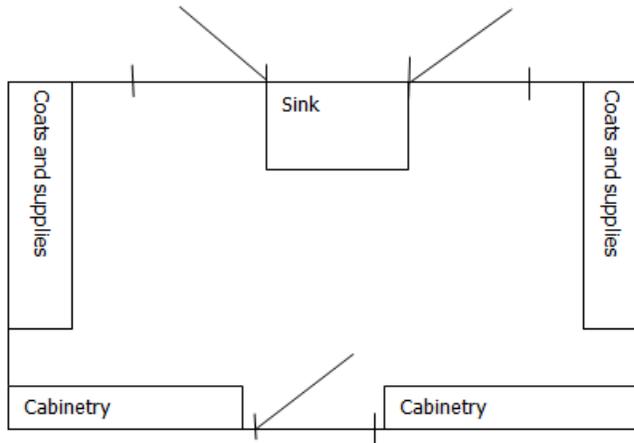
Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
DNA Program Requirements

Vestibules (3 @ 100 s.f. & 1 @ 200 s.f.)

3 x 100 s.f



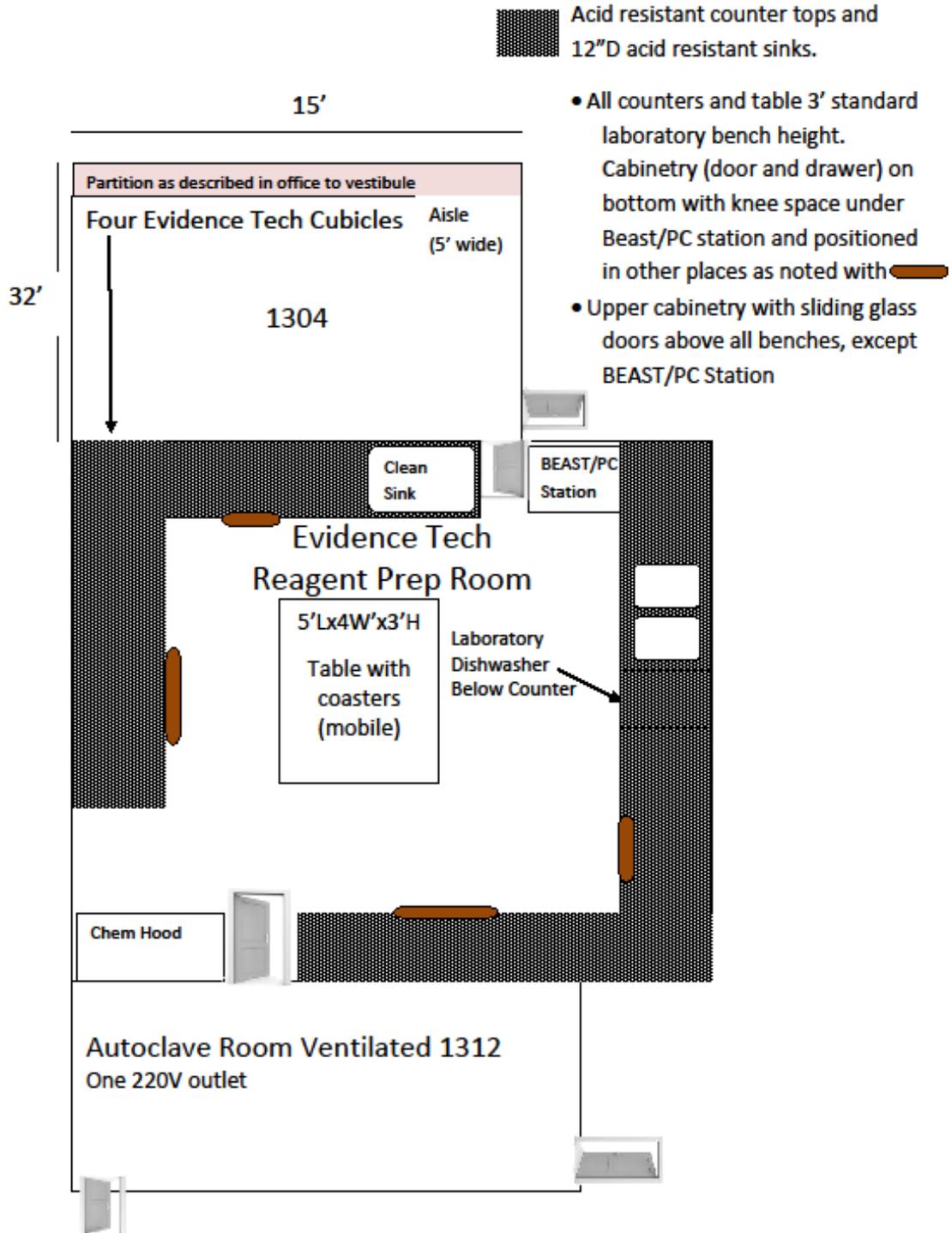
200 s.f. (to DNA Amplification Room)



Appendix 3.4

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
DNA Program Requirements

1304 – DNA Evidence Tech Area (1320 s.f.) & 1312 Waste/autoclave Room (50 s.f.)



Appendix 3.5

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Crime Scene Response Team Program Requirements

OVERVIEW

The Crime Scene Response Team (CSRT) is a section of the Criminalistics group which provides technical assistance in crime scene investigations to law enforcement agencies throughout the State of Wisconsin on a 24-hour basis, every day of the year. The CSRT provides on-scene processing and documentation of crime scenes, recognize, collect, and preserve physical evidence that will yield reliable information to aid in the investigation. The CSRT provides courtroom testimony at criminal proceedings as a result of any technical assistance involving crime scene investigation, scene documentation, evidence collection, and specialized activities performed.

At a crime scene, the following services can be provided:

- Scene/evidence documentation using photography and/or video
- Scene/evidence documentation using laboratory notes and/or diagrams
- Evidence collection and preservation by processing a crime scene for latent prints, footwear, and tire track evidence
- Specialized evidence collection and packaging, e.g., biological fluids, hair, fibers, footwear impressions, tire impressions, tool marks, and other materials/substances of evidentiary value
- Bullet path trajectory examination

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
1401	CSRT Vehicle Bays	1,500		▪ Two (2) vehicle bays each at 15' x 50'
1402	Office/Storage	210	10	▪ Adjacent to CSRT Vehicle Bays (1401)
1403	Screening Room	320		▪ Adjacent to CSRT Vehicle Bays (1401)
1404	Women's Locker Room	250		▪ Ten (10) lockers ▪ Two (2) showers ▪ Two (2) toilets ▪ One (1) sink ▪ Adjacent to CSRT Vehicle Bays (1401)
1404	Men's Locker Room	210		▪ Ten (10) lockers ▪ Two (2) showers ▪ One (1) toilet ▪ Two (2) urinals ▪ One (1) sink ▪ Adjacent to CSRT Vehicle Bays (1401)
Totals:		2,490	10	

Appendix 3.5

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Crime Scene Response Team Program Requirements

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

SUMMARIZED ROOM REQUIREMENTS

1401 | CSRT Vehicle Bays

- Two (2) vehicle bays (15' x 50') with a vehicle lift in each bay. The two bays will need to be separated and secured by a sliding locking gate. CSRT will require extended length bays to account for the pullout rack in the CSRT vehicle. Rolling garage doors equipped with card reader access and automatic garage door openers. The ceiling height in the vehicle bays will need to be 15'-0" clear for the raising of vehicles.
 - Ideally the two vehicle bays will be side-by-side on one end of the garage with a door and immediate access to the CSRT locker rooms and work spaces
- Four (4) large storage cabinets for consumables
- Two (2) large shelving units for storage (millwork)
- Built in cabinets with chemical resistant countertops at the back of each bay
- Safety sink with at least two (2) tubs and a safety shower/eye wash station
- Modular (rolling) stainless steel work bench with a 2.5'W x 5'L top) which holds tools and gives a movable working surface when processing cars and moves throughout the bays (supplied by DOJ)
- Large drying cabinet (supplied by DOJ)
- Fume hood (supplied by Lessor)
- Refrigerator 18 cu. ft. (supplied by DOJ)
- Four (4) drop-down outlets – two (2) in each vehicle bay
- Eight (8) wall outlets (120V)
- One (1) data line in each vehicle bay
- Temperature, humidity, and air flow control for protection of electrical equipment

1402 | Office/Storage

- General office space with telephone, data, and power (120V) outlets for ten (10) people
- Two "L" shaped desks with upper storage
- Floor-to-ceiling open metal shelving

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Appendix 3.5

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Crime Scene Response Team Program Requirements

1403 | Screening Room

- For evidence examination/processing and/or temporary evidence storage
- Two (2) data port(s), two (2) GFI/GFCI 120V power outlets, two (2) outdoor waterproof 110V outlets
- Floor-to-ceiling tiled room and floor drain for easy wash down and decontamination
- One 4'x8' stainless steel rolling examination table(by DOJ)
- Ceiling-mounted item suspension system (can be a hoist system, electrical or otherwise that allows for lifting evidentiary items (targeted lightweight items for drying - less than 20 lbs. Prefer a clothesline-pulley-type system that spans the room length. This to allow wide items to connect to hoist at various points to spread and dry (e.g., king sized blanket, bed sheets) (supplied by Lessor)
- Double stainless steel sink, floor drain, wash down hose
- Exhaust fan to the outside

1404 | Women's Locker Room

- Ten (10) extra wide lockers for CSRT clothing storage
- Two (2) showers, two (2) toilets, two (2) sinks, an additional ten (10) full height lockers, four (4) duplex 110 GFCI protected outlets near sinks, and 12" deep bench

1405 | Men's Locker Room

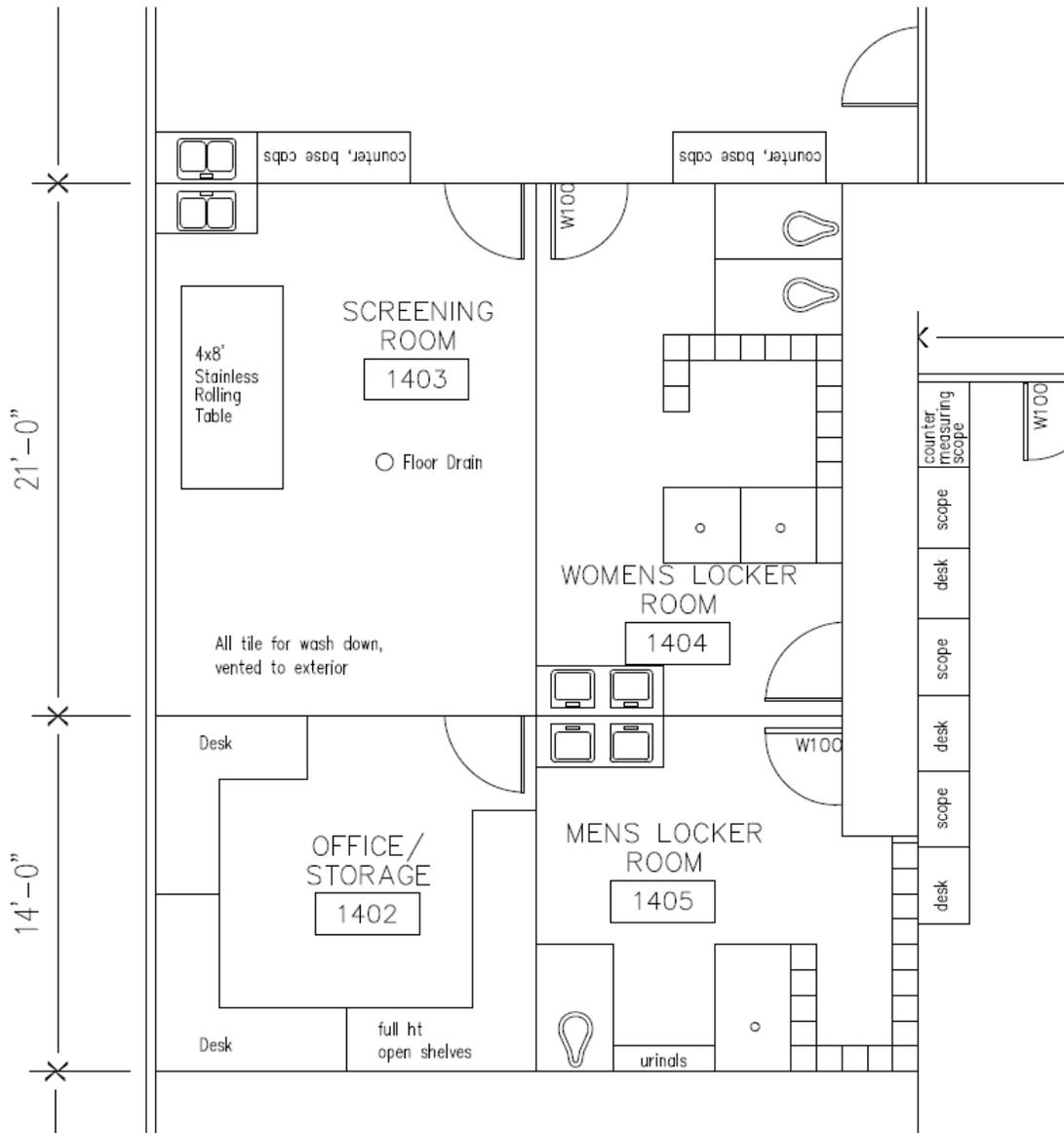
- Ten (10) extra wide lockers for CSRT clothing storage
- One (1) shower, two (2) urinals, one (1) toilet, two (2) sinks, an additional ten (10) full height lockers, four (4) duplex 110 GFCI protected outlets near sinks, and 12" deep bench

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Appendix 3.5

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Crime Scene Response Team Program Requirements

EXHIBIT 3.5A: SAMPLE CRIME SCENE RESPONSE LAB



Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

OVERVIEW

The Department of Justice, Division of Criminal Investigation (DCI) investigates statewide crimes. DCI Special Agents work closely with local officials to investigate and prosecute crimes involving arson, financial crimes, illegal gaming, drug trafficking, government corruption, and crimes against children. If requested, this Division assists local law-enforcement agencies in cases involving homicides and multijurisdictional theft or fraud. The Division will also conduct an investigation into a critical incident involving a Police Department upon receiving a request from that department. DCI Agents conduct some of the most complex and sensitive investigations in the State, and as such, require privacy and security within the office setting.

Among the activities to occur in the DCI office are interviews/meetings with confidential informants, interviews of suspects, citizens, and other public safety personnel, booking and processing of prisoners, processing and storage of evidence, including potentially hazardous items such as narcotics, marijuana, flammable liquids, and firearms/ammunition, clean-up for personnel involved in strenuous operations, personnel meetings and operational briefings, training for personnel, and normal office functions such as report writing and other administrative tasks.

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
3000	Criminal Investigation Director	200	1	
3001	Reception	120	0	
3002	Copy/Mailroom	120	0	▪ Close proximity to Office Program Assistant (3005)
3003	Conference/Training Room	1,000	0	▪ Room to have divider partition for the ability to divide into 400 SF and 600 SF rooms
3004	Special Agents-in-Charge	1,280	8	▪ Eight (8) offices each at 160 SF
3005	Office Program Assistant	80	1	▪ Cubicle in general office, in close proximity to Reception (3001)
3006	Special Agent Offices	4,680	36	▪ Eighteen (18) offices each at 260 SF (2 people per office)
3007	Prisoner Interview Rooms	128	0	▪ Two (2) rooms each at 64 SF with separate entry door ▪ Access from Booking Room (3020)
3008	Detainee's Restroom	60	0	▪ Unisex restroom located within Booking Room (3020)
3009	IT Server Room	64	0	▪ Single room climate control to maintain cool temperature and heat alert sensor

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

No.	Space Description	Program ASF	Staff	Comments
3010	Evidence Storage	900	0	<ul style="list-style-type: none"> ▪ Within close proximity to Evidence Processing Room (3017) and Drying Room (3011)
3011	Drying Area	50	0	
3012	Office Operations Storage	120	0	
3013	Flammable Storage	120	0	<ul style="list-style-type: none"> ▪ Adjacent to Garage (3021), located in Vehicle Storage/Parking (Sally Port) ▪ Area not walled but completely enclosed with caging/fencing ▪ One (1) 40 SF and one (1) 80 SF
3014	Surveillance Storage	250	0	
3015	Monitoring/Wire Room	200	0	<ul style="list-style-type: none"> ▪ Interior office ▪ Accommodates five (5) people
3016	General Equipment & Files	400	0	
3017	Evidence Processing Room	300	0	<ul style="list-style-type: none"> ▪ Adjacent to Evidence Storage (3010) and Sally Port (3021)
3018	Informant Vestibule	50	0	<ul style="list-style-type: none"> ▪ Adjacent to Sally Port (3021) ▪ On an exterior wall
3019	DCI Locker Room	500	0	
3020	Booking Room	200	0	<ul style="list-style-type: none"> ▪ Adjacent to Sally Port (3021) to house Chute/Booking Vestibule (3024)
3021	Vehicle Storage/Parking (Sally Port)	4,000	0	<ul style="list-style-type: none"> ▪ Ten (10) vehicle stalls, including evidence vehicles ▪ Doors to be interlocked ▪ Mezzanine above parking stalls
3022	Task Force Office	250	4	<ul style="list-style-type: none"> ▪ Four (4) desks not cubicles
3023	Firearms Storage	50	0	<ul style="list-style-type: none"> ▪ Secure storage
3024	Chute/Booking Vestibule	100	0	<ul style="list-style-type: none"> ▪ Located within Booking Area (3020)
3025	Informant/Citizen Interview Rooms	220	0	<ul style="list-style-type: none"> ▪ Two (2) rooms each at 110 SF ▪ Adjacent to Informant Vestibule (3018)
Totals:		15,442	50	

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

The following list provides by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified. “Detention grade” requirements refer to requirements set forth in Wisconsin Administrative Code DOC 350 (https://docs.legis.wisconsin.gov/code/admin_code/doc/350). HFC Fire Suppression should be used in evidence rooms and electronic areas (HFCs: Hydrofluorocompounds (HFCs) contain no chlorine or bromine — the two ozone-depleting elements identified by the Montreal Protocol. The chemical structure of these agents contains carbon, hydrogen and fluorine).

SUMMARIZED ROOM REQUIREMENTS

3000 | Criminal Investigation Director

- 4 data, 4 voice and 6 duplex electrical outlets

3001 | Reception

- Front door from main hallway into this room to have an card reader with alarm
- Small waiting area in front of main desk
- Main desk to have bullet resistant Plexiglas window (approx. 3’ off ground) and corresponding walls around and under bullet resistant Plexiglas window should be protected to the same degree (Ballistic Level 4)
 - 12” deep laminate countertop on both sides
 - Panic button
 - Pass through drawer (to pass papers or small items through)
 - Ability to communicate via intercom or other (i.e., secure speaker holes in window)
- Two, 2-drawer, countertop height file cabinets

3002 | Copy/Mailroom

- Mail cubbies with 39 slots (openings at least 6” high x 6” wide x 12” deep) on one wall
- Upper and lower laminate cabinets along another wall with laminate countertop
- Electrical, voice, and data for office equipment
- Shredder (approximately 4’ H x 2.5’ W x 2’ D)
- 1 Printer/Copy/Scan/Fax machine (approximately 4’ x 4’ x 3’ deep)
- 1 Photo Printer on counter
- Stamp machine on counter

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Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3003 | Conference/Training Room – Along Interior walls:

- Conference table(s) and chairs to seat 32 to 40 people
 - Tables to be tip up and moveable for easy reconfiguration
 - Table to have the ability to have data jacks and telephone jacks in it
- The room should have an electric moveable partition wall (STE rating of 55 or above) to divide the room into 2/3 and 1/3 sections (approximately 400 SF and 600 SF, respectively)
- When the room is partitioned into two rooms, each room requires:
 - 1 smart board mounted on wall (supplied by DOJ)
 - Flush floor mounted outlets, 2 telephone jacks, 2 data jacks
 - Ceiling projectors (supplied by DOJ)
- The smaller partitioned room requires:
 - A single door with a card reader with alarm on the door from the conference room to DCI office area
- The larger partitioned room requires
 - Door with a card reader and alarm from conference room to the DCI office area

3004 | Special Agents-in-Charge

- 4 data, 4 voice, and 6 electrical locations per office

3005 | Office Program Assistant

- 8' x 8' area containing one reception cubicle
- 6 duplex outlets, 4 data lines, and ISDN multi-line phone capability
- Video/Intercom Monitor to receive visual from front entrance

3006 | Special Agent Offices

- 2 tele/data and 2 quadruplex outlets per workstation
- Two (2) workstations per office

3007 | Prisoner Interview Rooms

- Detention grade sprinkler heads
- Each interview room requires:
 - Card reader with alarm on entry door and door connected to Booking Room (3020) door both sides
 - Wired for audio and video recording to Surveillance Room (3015) (requiring one data jack and one duplex outlet) in one upper corner of room
 - Light switch activated recording; switch to be located just outside door on office side
 - Distress button located in same area; activation of distress button should activate audible alarm in office area
 - Walls should extend floor-to-deck
 - Table (4' x 4' or 4' x 6') with 4 matching chairs

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3008 | Detainee's Restroom

- Unisex restroom located within Booking Room (3020)
- Detention Grade: One (1) sink (stainless steel), One (1) toilet (stainless steel), water controlled
- Detention grade sprinkler heads
- Walls should extend floor to deck
- Door should not be able to lock from the inside of the room

3009 | IT Server Room: Within office area

- 4 data jacks, 2 telephone jacks, 4 duplex outlets
- HFC Fire Suppression
- Single room climate control to maintain cool temperature, heat alert sensor

3010 | Evidence Storage

- Within interior of building, located in close proximity to the Evidence Processing Room (3017) and Drying Room (3011)
- Concrete block walls which extend floor-to-deck
- Single entry door with card reader with alarm from hallway or DCI office area
- One drop box chute from outside hallway going into evidence storage room large enough to fit items 2' x 2' x 2'
- Upright freezer (approximately 5' tall x 3' wide x 4' deep)
- Secure caged storage (keyed cage door to access back 1/3 – 1/2 of room)
 - Floor-to-ceiling, wall-to-wall metal shelving against all walls at least 24" deep with 12" to 18" between shelves
 - 3 lockable metal cabinets (7' x 4' x 3') within cage area
- Wall to wall, floor to ceiling metal shelving (at least 24" deep with 12" to 18" between shelves) around remainder of room
- 4 duplex outlets, 1 data jack
- HFC fire suppression
- Exhausted HVAC; venting directly to outside

3011 | Drying Area

- Drying cabinets in evidence processing (supplied by DOJ)
- Exhausted HVAC; venting directly to outside
- HFC fire suppression

3012 | Office Operations Storage

- Within office area
- Wall-to-wall, floor-to-ceiling metal shelving on all walls for storage of office supplies. Shelving should be at least 18" deep, with 12" to 18" between shelves

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3013 | Flammable Storage

- Located in Vehicle Storage/Parking (Sally Port) (3021); 120 SF area completely enclosed with caging/fencing
 - 40 SF area caged off with key locking cage door
 - Need 2 duplex outlets, overhead lighting
 - Floor to ceiling, wall to wall metal shelving against all walls at least 24" deep with 12" to 18" between shelves
 - 80 SF area caged off with keyed gate into garage
 - Overhead lighting, 4 duplex outlets
 - Floor to ceiling, wall to wall metal shelving against all walls at least 24" deep with 12" to 18" between shelves
- Exterior entrance door with card reader
- Storage for gasoline powered equipment, solvents, etc.

3014 | Surveillance Equipment Storage

- Within Office area
- 1 key locking door
- Monitors to receive audio/video feed from 2 Informant/Civilian Interview Rooms (3025) and 2 Prisoner Interview Rooms (3007)
- Upper and lower laminate cabinets on all walls with laminate countertops
- Quad outlets every 6 feet above counters (for charging stations for equipment)
- 2 data jacks and 2 telephone jacks on wall above counters (across room from one another)

3015 | Monitoring/Wire Room

- Card reader with alarm on any entry door to this room could have door from main office and Task Force Office (3022) or Conference/Training Room (3003)
- Five (5) work stations cubicles (5' x 5') with dedicated data lines
- 2 video monitors (supplied by DOJ) to be mounted on separate walls with blocking and necessary data and electrical by Lessor

3016 | General Equipment & Files

- Within office area; interior walls preferred
- 12 to 15 file cabinets
 - Minimum 4 drawers, 5' tall, 4' wide, 3' deep
- Two walls with wall to wall, floor to ceiling metal shelving at least 18" deep and 24" between each shelf
- 8 duplex outlets (two per wall)

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Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3017 | Evidence Processing

- Two entrances with card readers with alarms
 - 1 entrance off of Sally port (card reader on Sally port side)
 - 1 entrance from office area (card reader on general office area side)
- 12 temporary evidence storage lockers along a wall
 - Bank of metal full height lockers with ability to padlock individual lockers
- Two walls should have wall-to-wall, upper and lower laminate cabinets and laminate countertops
 - One wall should have a double stainless steel sink
 - One wall should have a 48" standard fume hood above the lower cabinets to process evidence
- Remaining wall should have wall-to-wall, floor-to-ceiling metal shelving at least 18" deep and 24" between each shelf
- Cabinet "island" located in the middle of room (wood laminate lower cabinets and laminate countertop), approximately 4' x 6'
- One quad outlet, 1 telephone jack, and 1 data jack located in wall above countertop
- Gun cleaning will be conducted in this room
 - Exhaust fan in room in addition to 48" standard fume hood referenced above
 - Air compressor hose from garage will run into this room; air spray nozzle on end of hose for gun cleaning purposes (air compressor supplied by DOJ)
- 4 duplex outlets in addition to others already requested
- HFC Fire Suppression

3018 | Informant Vestibule

- Four doors with alarmed card readers on both sides of door
 - Exterior building entrance
 - Separate entrances into the two Informant/Civilian Interview Rooms (3025)
 - One door into the Vehicle Storage/Parking (Sally Port) (3021)
- 2 duplex outlets
- Walls should extend floor to deck
- Intercom and camera
- Detention grade sprinkler heads

3019 | DCI Locker Room

- Alarmed entrance off of Sally Port
- 3 Rooms:
 - General area
 - 8 duplex outlets, 2 telephone lines
 - Lockers along walls (25-30 lockers, approximately 6' high x 18" wide x 18" deep)
 - 2 push open doors to lead from general area, to each gender specific area
 - Door pass keyed from Sally Port into Locker Room

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3019 | DCI Locker Room (continued)

- Women's Area
 - 2 private shower stalls
 - 2 toilet stalls, 2 sinks
 - 4 duplex outlets; at least two grounded and near or above sink area
 - Exhaust fan or otherwise vented
- Men's Area
 - 2 private shower stalls
 - 1 toilet stall, 1 urinal, 2 sinks
 - 4 duplex outlets; at least two grounded and near or above sink area
 - Exhaust fan or otherwise vented

3020 | Booking Room

- 4 doors with card readers and alarm
 - One door from Chute/Booking Vestibule (3024) (card reader both sides)
 - One door from Office area (card reader both sides)
 - One door leading to both (2) Informant/Citizen Interview Rooms (3025) (card reader both sides)
- Future live scan equipment: 4.86" wide x 6" long 3.35" high with USB 2.0 connection
- 8 duplex outlets, 4 data jacks, 2 telephone jacks
- Wiring for data and power to be run to all four upper corners in room to allow for mounting of audio/video recording cameras - Will be monitored/recorded in Surveillance Storage Room (3014)
- Upper and lower laminate cabinets with laminate countertops along two walls
 - One data jack and one telephone jack to be located above countertop on each wall
 - 1 double stainless steel sink located within countertops
- Detention grade bench to accommodate 3-4 people (about 24" deep and 10' wide) with metal bar bolted to rear of bench for handcuffing
- Tile or laminate flooring
- Detention grade sprinkler heads
- 6 gun storage lockers located in office hallway outside Booking Room (3020) door built into wall
- Walls should extend floor-to-deck

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Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3021 | Vehicle Storage/Parking (Sally Port)

- Ten (10) parking stalls
 - A sliding partition of some sort capable of being locked and able to cover the area of two parking spaces to secure vehicles being stored for evidentiary purposes. Chain link or other material acceptable as long as vehicles are not accessible without removing lock.
 - Five (5) overhead (ceiling fixture) quad outlets interspersed between parking stalls; approximately 5' off ground
- 2 data/telephone jacks
- 2 overhead/ceiling fans
- 2 commercial grade electric garage doors
 - Minimum 10' wide x 12' tall
 - Card reader entrance from exterior of entrance door (one way traffic in garage) so that approaching vehicles can scan card upon approach to the door
 - Card reader entry, both sides of door into the Booking Room (3020) and Chute/Booking Vestibule (3024) from this area
- 3 card reader on doors to enter building side (card reader on garage side)
 - Evidence Processing Room (3017)
 - Flammable Storage (3013)
 - DCI Locker Room (3019)
- 1 card reader double door into DCI Offices (card reader on garage side)
- 1 card reader on door on Informant Vestibule (3018) side (as stated above)
- Mezzanine level located over parking stalls
 - At least 10' high, run length of garage wall, 10' wide
 - 3' storage areas and 7' walkway
 - Built in wood cubbies, measuring approximately 3' x 3' x 3', extending along the exterior wall for the length of the mezzanine. Two cubbies on both ends should be 6' tall x 3' wide x 3' deep (for a total of 4 "tall" cubbies).
 - 1 set metal stairs with enclosed risers on either end of mezzanine
 - Enclosed 4' high metal railing running length of mezzanine
 - Duplex outlets every 8'
- Service Door from secured parking area into garage located under mezzanine area with card reader from outdoors
- Dedicated circuit in one corner of garage to power air compressor (needs 230 volt, 60Hz power supply)
 - Air hose to be run to Evidence Processing Room (3017)
 - Two (2) hose bibs in garage, one on either side near doors
- Tempered heating – standard exhaust; climate-controlled
- Eyewash/shower with catch basin and floor drain(s)
- 6 gun storage lockers built into wall in Sally Port (3021) wall just outside Chute/Booking Vestibule (3024)

Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Justice, Division of Criminal Investigation Program Requirements

3022 | Task Force Office

- Accommodate four (4) workstations; 1 telephone jack, 1 data jack, 4 duplex outlets per workstation

3023 | Firearms Storage

- 8" concrete block walls, floor to deck
- Wall-to-wall, floor-to-ceiling metal shelving at least 18" deep and 24" between each shelf
- One (1) 90-minute fire door, card reader to enter
- Safe to store firearms and ammunition (supplied by DOJ, ~ 2' x 5' x 18" and 500 pounds)
- HFC fire suppression

3024 | Chute / Booking Vestibule

- Two (2) doors with alarm and card reader (both sides)
 - One door from Booking Room (3020)
 - One door from Sally Port (3021),
- 6' to 8' detention benches on two sides
 - Detention grade bench on two opposite walls
 - Metal bar bolted to rear of bench for handcuffing

3025 | Informant/Citizen Interview Rooms

- Two (2) Rooms and each room will require:
 - Audio/Video camera to be recorded in Surveillance Storage Room (3014)
 - Wiring for data and power to be run to one upper corner in room
 - 1 door with alarmed card readers both sides from Informant Vestibule (3018) to Informant/Citizen Interview Rooms (3025) as noted above
 - 1 door card reader from Citizen Interview Room to DCI Offices
 - 4' x 6' table and 5 matching chairs
- Walls should extend floor-to-deck

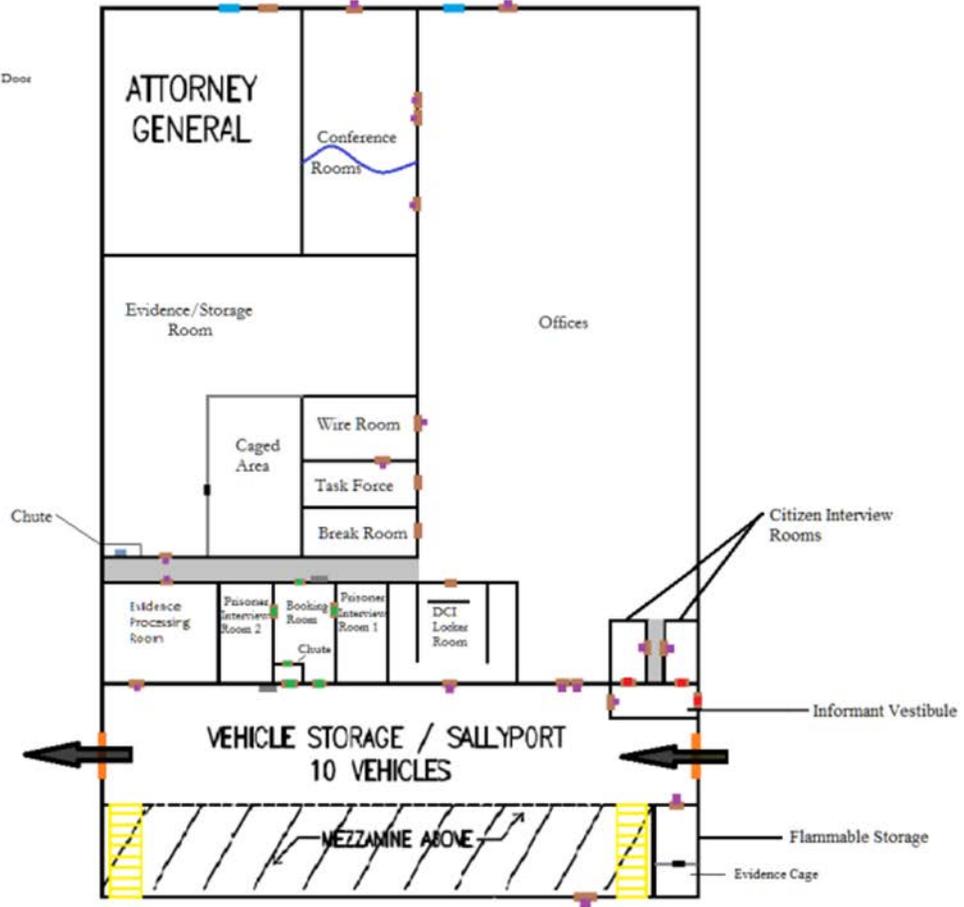
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Appendix 3.6

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Department of Justice, Division of Criminal Investigation Program Requirements

EXHIBIT 3.6A: SAMPLE DCI & ATTORNEY GENERAL ADJACENCY DIAGRAM

- ▣ Hallway
- ▣ Doors
- ▣ Security Window
- ▣ Passkey Both Sides of Door
- ▣ Passkey One Side of Door
- ▣ Number Code Doodnob Both Sides of Door
- ▣ Garage Door
- ▣ Retractable Door
- ▣ Gun Lockers (6 at each location)
- ▣ Stairs



Appendix 3.7

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Office of the Attorney General Program Requirements

OVERVIEW

The Southeast Wisconsin Attorney General's Office provides a Department of Justice presence for those communities in its role in keeping Wisconsinites safe and in upholding the rule of law to ensure a justice system that serves all citizens. The activities in this office include meetings and events with local officials in that part of the state. Offices are used as work space for Assistant Attorney Generals making court appearances nearby. The staff for the Attorney General's Crime Victim Rights Board shall also work out of this office. This will be a separate suite in the building with a separate entrance, which can be located off the building lobby.

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
4001	Attorney General's Office	225	1	
4002	Assistant AG Offices	420	3	▪ Each office at 140 SF
4003	Victim Rights Staff	128	2	▪ Two (2) 8'x8' cubicles
4004	Conference Room	300	0	▪ Adjacent to Regional Training Center (2001) or DCI
4005	Reception/Waiting Room	180	0	▪ Reception cubicle workstation ▪ Guest seating for at least 3
4006	Copy/Workroom	100	0	▪ Millwork required
Totals:		1,353	6	

The following list provided by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

SUMMARIZED ROOM REQUIREMENTS

4001 | Attorney General's Office

- Incorporate panic alarm button in office

4002 | Assistant AG Office

- Incorporate panic alarm button in office

4003 | Victim Rights Staff

- Two (2) 8'x8' cubicles

Appendix 3.7

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002
Office of the Attorney General Program Requirements

4004 | Conference Room

- Conference table with seating for twelve (12) people
- Blocking, electrical, and data in wall for Smart Board or Television

4005 | Reception/Waiting Room

- Reception cubicle workstation
- Guest seating for minimum of three (3) people
- Card reader at entry door

4006 | Copy/Workroom

- Upper and lower cabinets on one wall

Appendix 3.8

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Administration, Division of Facilities Management Program Requirements

OVERVIEW

The Department of Administration, Division of Facilities Management (DOA) will have offices at this location and will be responsible for building management, maintenance, and tenant occupancy services.

GENERAL ROOM PARAMETERS

No.	Space Description	Program ASF	Staff	Comments
5000	Building Maintenance Storage	250		▪ Adjacent to DOA Maintenance Office (5002) and DOA Shop (5003)
5001	DOA Maintenance Office	285	2	▪ Adjacent to Receiving and Loading Dock (5004)
5002	DOA Shop	300		▪ Adjacent to Building Maintenance Storage (5000) and DOA Maintenance Office (5002)
5003	Receiving and Loading Dock	300		
5004	Building Storage	350		▪ Adjacent to Receiving and Loading Dock (5004)
Totals:		1,485	2	

The following list provides by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

SUMMARIZED ROOM REQUIREMENTS

5000 | Building Maintenance Storage

- Room used to store janitorial supplies, paper, and maintenance items

5001 | DOA Maintenance Office

- One standard 120 square foot office for a building manager
- One 8' x 8' furniture cubicle for support staff
- A coffee bar, copy printer room
- Entry door with card reader

5002 | DOA Shop

- Sealed concrete floor with an eye wash station and floor drain
- Multiple electrical outlets for shop tools and workbench

Appendix 3.8

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Department of Administration, Division of Facilities Management Program Requirements

5003 | Receiving and Loading Dock

- An elevated loading dock for semi-truck access for one garage and one ground level loading ramp dock for a smaller garage receiving door
- Canopy over receiving area
- One man door with doorbell, card access, intercom to lobby security desk, and security cameras
- Space in loading area for trash compactor, trash, and recycling dumpsters
- The dock area should be fenced and access should be through a secure gate with card access, intercom, and camera
- Dock receiving area should be climate controlled

5004 | Building Storage

- Locked storage room for building attic stock, filters, etc.

Appendix 3.9

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Building Amenities and Infrastructure Program Requirements

OVERVIEW

The tables below summarize the required common shared rooms and building components.

GENERAL ROOM PARAMETERS | Building Common Shared Rooms

No.	Space Description	Program ASF	Staff	Comments
2001	Regional Training Center	4,000		<ul style="list-style-type: none">▪ Sized for 150 people▪ Tiered auditorium seating▪ Adjacent to or accessible from Main Building Lobby (2008)
2002	Men's Restrooms	500		<ul style="list-style-type: none">▪ Per Code
2003	Women's Restrooms	500		<ul style="list-style-type: none">▪ Per Code
2004	AV and Training Storage	200		<ul style="list-style-type: none">▪ Adjacent to Regional Training Center (2001)
2005	Fitness Room	500		<ul style="list-style-type: none">▪ Area for five (5) pieces of exercise equipment
2006	Men's Staff Locker Room and Showers	450		
2007	Women's Staff Locker Room and Showers	450		
2008	Lobby	1,100		<ul style="list-style-type: none">▪ Building lobby with a main entry vestibule (120 SF)▪ A 64 SF station▪ A separate 80 SF drop vestibule
2009	Building Break Room	540		<ul style="list-style-type: none">▪ With a 40 SF storage closet within
2010	Lactation Room	150		<ul style="list-style-type: none">▪ One room with three (3) private curtained areas
2011	Kitchenettes	450		<ul style="list-style-type: none">▪ Three (3) 150 SF kitchenettes spread among building tenants
2012	Building Mailroom	300		<ul style="list-style-type: none">▪ Adjacent to Dock Area (5004)
Totals:		9,140	0	

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Appendix 3.9

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Building Amenities and Infrastructure Program Requirements

GENERAL ROOM PARAMETERS | Building Components

No.	Space Description	Program ASF	Staff	Comments
2013	Janitor Closet	As Required		
2014	Janitor Storage	150		
2015	Boiler/Chiller Room	As Required		
2016	Air Handler Room	As Required		
2017	Communications Rooms	200		▪ Data closets
2018	Electrical Service Entry Room	As Required		▪ Two rooms: Main and Emergency
2019	Electrical Closets	As Required		
2020	Water Service Room	250		▪ Centralized water heaters, softeners, deionized system
2021	Fire Protection Room	As Required		
2022	Centralized UPS	200		
2023	Generator Room	As Required		
2024	Security Control Room	As Required		
2025	DMARC	As Required		
Totals:		See Below	0	

Square footage is included in Building Common calculations

The following list provides by room specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. All millwork, furniture (other than task chairs), lockers, and appliances are to be provided by the Lessor. **NOTE:** Lessor shall utilize a professional millwork vendor with experience in a lab environment for all millwork. All AV equipment, TVs, whiteboards, projection screens and electronic queuing system are to be provided by the Lessee. Standards are listed in Appendix 2, Technical Specifications and Design Guidelines. Electrical, HVAC, plumbing, fire protection, telephone, data, finishes, doors, and hardware requirements are standard throughout office unless otherwise specified.

SUMMARIZED ROOM REQUIREMENTS | Building Common Shared Rooms

2001 | Regional Training Center

- Adjacent to or accessible from Main Building Lobby (2008)
- Tiered stadium style seating for 150 people
- Secondary exit could be to building exterior (compliance with Code)
- Audio visual capability for overhead projector
- Power receptacles, wireless, and data jacks for attendees
- Blocking in walls, electrical and data for multiple monitors/smart boards

Appendix 3.9

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Building Amenities and Infrastructure Program Requirements

2002 | Men's Restrooms

- Two locations minimum:
 - One located off Main Building Lobby (2008) and adjacent to Regional Training Center (2001)
 - One located in central office area for staff use only

2003 | Women's Restrooms

- Two locations minimum:
 - One located off Main Building Lobby (2008) and adjacent to Regional Training Center (2001)
 - One located in central office area for staff use only

2004 | AV and Training Storage

- Locked storage adjacent to Regional Training Center (2001)

2005 | Fitness Room

- Area for five (5) pieces of equipment (treadmills, bicycle, and weight machine)
- Card reader at entry
- Emergency landline telephone

2006 and 2007 | Men's and Women's Locker Rooms

- One general staff locker room for men and one for women will be required. These rooms should be located on the ground or basement level and near the fitness room. Each room must contain at a minimum four shower stalls (one being an accessible shower stall), two water closets, two lavatories, and a changing area with lockers. Provide paper and soap dispensers, mirror over the sink, and one full length mirror.
- Each locker room should include:
 - (30) 36"x12"x12" lockers
 - (1) lineal ft. of bench per 50 building occupants
- Closet for clothes storage
- Card reader at entry
- Emergency landline telephone

2008 | Lobby

- Main building entry with two separate interlock vestibules and a 64 square foot security desk. One vestibule for main entry should have room for four (4) 3'x4' carts. There should be a separate vestibule for discreet access for the receipt and return of evidence.
- Both vestibules and lobby entrance should have card reader access
- Seating for 20 to 25 people
- Five millwork display cabinets with locking glass fronts (4' x 4' x 6") built-in, approximately 3 ½ feet from the floor

Appendix 3.9

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Building Amenities and Infrastructure Program Requirements

2008 | Lobby (continued)

Security Station

- One (1) desk with transaction counter for visitor check-in, including section at ADA height, and pedestal file storage
- Kiosk station (4' H x 28" W x 24" D) for visitor check-in with a computer

2009 | Building Break Room

- Seating for 100 staff
- Locked storage closet with shelving within the room for supplies
- Two double compartment hot/cold water stainless steel sinks
- Three refrigerators with ice makers
- Upper and lower laminate cabinets
- Built-in trash & recyclable bins that are incorporated into lower cabinets
- Three (3) microwaves
- 4' x 4' tables with four (4) chairs each

2010 | Lactation Room

- One (1) room with three (3) private curtained areas
- Countertop with hot/cold water stainless steel single compartment sink
- Upper and lower laminate cabinets
- Under-counter refrigerator
- Ten (10) kit lockers

2011 | Kitchenettes

- Single compartment hot/cold water stainless steel sink
- Two (2) refrigerators with ice makers
- Upper and lower laminate cabinets
- Built-in trash & recyclable bins that are incorporated into lower cabinets
- Two (2) microwaves
- Waterlines for commercial coffeemaker and ice machine in the refrigerators

2012 | Building Mailroom

- Upper and lower cabinets along one wall for sorting and supplies
- Mailroom should have a separately vented HVAC unit so that air from that room does not mix with any other building air

SUMMARIZED ROOM REQUIREMENTS | Building Components

2013 | Janitor Closet

- Mop sink
- Floor to ceiling metal shelving 24" O.C. 18" deep along one wall

Appendix 3.9

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002 Building Amenities and Infrastructure Program Requirements

2014 | Janitor Storage

- Floor to ceiling metal shelving 24" O.C. 18" deep along one wall
- Electrical outlets to charge floor cleaning equipment

2015 | Boiler/Chiller Room

- Trench drain on floor for spill containment

2016 | Air Handler Room

2017 | Communications Room

- Multiple small rooms could be required. One wall to have plywood floor to ceiling and there should be space to mount server racks
- Secure card reader access at entry
- Security panels may be located in these rooms if in a locked cabinet
- Room should have a heat sensor
- Room should have separate HVAC system (cooling)

2018 | Electrical Service Entry Room

2019 | Electrical Closets

- Cell phone booster will be needed/required

2020 | Water Service Room

- Centralized room for water softeners, RO system, water heaters, and deionization system.

2021 | Fire Protection Room

2022 | Centralized UPS

2023 | Generator Room

- Trench drain on floor for spill containment

2024 | Security Control Room

- Main location for security system, server for video
- Secure card reader access

2025 | DMARC

- Secure card reader access on entry door

APPENDIX 4

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Form to Submit Proposer's Questions

APPENDIX 5

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Selection Committee Screening Matrix

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
A. Team			
1)	Strength of Development Team Firms		Team organization is defined with individual firm histories and background information. All areas of expertise are covered and roles are clearly defined.
2)	Team Member Experience and Resumes		Team members are identified with specific roles and resume/reference information.
3)	MBE/DVB Participation		The Team includes MBE/DVB firms. The Team has defined goals and an action plan to encourage MBE/DVB participation.
4)	Team Workload and Capacity		Individual firms identified their current commitments and anticipated new engagements throughout the duration of the project. Team demonstrates ability to successfully add a project of this magnitude to its workload.
Category Total Value		25%	

Category	Sub-Factors for Consideration	% Value	Notes
B. Relevant Experience, Certification, and Past Performance			
1)	Experience with Components of an Accredited Crime Lab		Proposal provided at least an accredited crime lab component. Roles and responsibilities for each project provided were clearly defined.
2)	Broad Experience with Components of Proposed Development		Proposal provided at least three (3) similar projects that included at least one (1) of the three (3) relevant components. Roles and responsibilities for each project provided were clearly defined.
3)	Experience with the State of Wisconsin and other Public Entities		Team has experience working with the State of Wisconsin and other public entities.
4)	References		Team provided sufficient end-user references from similar projects.
Category Total Value		25%	

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
C. Financial Capabilities			
1)	Securing Financing for Similar Projects		Proposal provided satisfactory evidence of the Team's ability to secure financing for project(s) with a total cost of \$75 million or more in the last five (5) years, and ; satisfactory evidence of control of a site and the ability to obtain financing for development and land acquisition project(s) with a total cost of \$75 million or more.
2)	Letter(s) of Interest from Potential Funding Sources		Team has clearly defined funding strategy and letters of interest from potential lenders.
3)	Bonding and Insurance		Team demonstrates sufficient bonding capacity and insurance is in place.
4)	Financial Capability		Team has provided balance sheets and evidence of cash and/or cash equivalents sufficient to implement the project.
5)	Bankruptcy Attestation		Team has attested that no member firm has filed for bankruptcy in last ten years or is currently in bankruptcy.
Category Total Value		15%	

Category	Sub-Factors for Consideration	% Value	Notes
D. Concept & Design			
1)	Overall Master Plan and Architectural Theme for Site		The proposed project meets the State's program needs with a defined sense of place.
2)	Project Size, Use Mix, and Viability		The proposed project size and use mix represent the site's highest and best use and maximizes value to the State.
3)	Sustainable Design		The proposed master plan incorporates DFD sustainability guidelines.
4)	Parking and Transit Oriented Features		The proposed master plan includes sufficient parking and transit oriented features.
5)	Connectivity		The proposed project compliments and creates ease of transit for and between other municipal or law enforcement services.
Category Total Value		20%	

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
E. Implementation Strategy, Budget, and Schedule			
1)	Proposed Development Process		Narrative outlines the strategy and methodology for implementation of the project.
2)	Project Schedule and Phasing Plan		All timelines for project phasing, construction, and occupancy are clearly identified and realistic.
3)	Budget, Proforma, and Cash Flow		Team has a complete project budget including construction cost estimating, proforma, and cash flow projections.
4)	Overall Economic Impact of Project		Estimated temporary/permanent jobs and projected value for tax revenue generation and overall economic impact are addressed in the proposal.
5)	Zoning, Public Approvals, and Community Outreach		Team understands the current zoning, the path for all necessary public approvals, and has outlined a strategy for implementation and community outreach.
Category Total Value		15%	

Round I Request for Proposal :: Proposer's Score		
Category	% Value	Maximum Value
A. Team		25%
B. Relevant Experience, Certification, and Past Performance		25%
C. Financial Capabilities		15%
D. Concept & Design		20%
E. Implementation Strategy, Budget, and Schedule		15%
TOTAL SCORE PERCENTAGE		100%

APPENDIX 6

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Registration and Release of Liability Form

REGISTRATION AND RELEASE OF LIABILITY FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION
SOUTHEAST WISCONSIN LAW ENFORCEMENT FACILITY | REQUEST FOR PROPOSALS No. 455-002

Instructions: Any short-listed Proposer must attend a **mandatory** tour of the MKE Crime Lab Property to be held during the week of **November 14, 2016**. Each Proposer member wishing to attend the mandatory tour **must pre-register** by completing this form and submit the completed form via email to: SEWILEFRFPinfo@wisconsin.gov on or before **Friday, November 11, 2016 at 5:00 pm CT**. This Registration and Release of Liability Form can accommodate the signature of one person. **Proposer members who do not pre-register will not be allowed to attend the tour.**

Pre-registered Proposer members will first meet and check-in for the mandatory tour at the MKE Crime Lab Property located at 1578 South 11th Street, Milwaukee, Wisconsin 53204 on the date and time provided in the invitation. The DOA and DOJ will provide a guided tour of the MKE Crime Lab Property. The tour is expected to last one (1) hour. **At least one member of the Proposer's team must attend the tour. All attendees must pre-register, will be fingerprinted and swabbed, and attend the mandatory tour or their Proposal may be disqualified.**

* * *

The undersigned hereby releases the State of Wisconsin, including all departments, agencies, boards, employees, and/or any tenant(s), from liability for any injury and/or damages (if any) resulting from the undersigned's tour of the MKE Crime Lab Property.

The undersigned also agrees to take reasonable precautions to prevent any damage to the MKE Crime Lab Property arising from their tour thereof and to replace, or fully compensate the State of Wisconsin at replacement value for any damages to the MKE Crime Lab Property arising from the tour of the MKE Crime Lab Property.

Signature: _____ Date: _____

Name (Please Print): _____

Proposer Team: _____

Company/Affiliation: _____

Telephone Number: _____ E-mail: _____

Company Address: _____

Do you require special tour accommodations for a disability? (check one) Yes: _____ No: _____

If yes, please describe: _____

APPENDIX 7

State of Wisconsin, Department of Administration

Southeast Wisconsin Law Enforcement Facility RFP No. 455-002

Designation of Confidential and Proprietary Information Form

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

SOUTHEAST WISCONSIN LAW ENFORCEMENT FACILITY | REQUEST FOR PROPOSALS No. 455-002

The attached material submitted in response to RFP No. 455-002 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

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

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

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

We request that the following pages not be released:

Item	Section	Page(s)	Topic
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IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

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