

## EXHIBIT A PROGRAM REQUIREMENTS

### **Overall Space Description:**

1. For the purposes of this Request for Proposal (RFP), the Department of Commerce (Commerce) space is made up of four main parts:
  - a. Non-Fraud Bureau Space
    - i. Commissioner's Office
    - ii. Administration Division
    - iii. Energy Resources Division
    - iv. Enforcement Division (excluding the Fraud Bureau)
    - v. Financial Institutions Division
    - vi. Insurance Division
    - vii. Government and External Affairs Division
  - b. Main Reception Space
  - c. Storage Space
  - d. Fraud Bureau Space
2. The Fraud Bureau space must have clear separation from the rest of Commerce, especially the rest of the Enforcement Division.
3. All spaces must be covered by a sound-masking system (white noise).
4. If on one or more floors above ground level, all elevators must be equipped with card readers.
5. All figures in these requirements are subject to change during the space planning process.

### **Non-Fraud Bureau Space:**

#### **Individual Spaces**

1. General – These requirements apply to all areas of the Individual Spaces.
  - a. Offices
    - i. All offices will be 10'x12' (120 SF), unless noted otherwise.
    - ii. All offices will have a minimum of 18" sidelights with no privacy film.
  - b. Workstations
    - i. All workstations will be 6'x8' (48 SF).
    - ii. Workstation pods will not exceed six workstations.
  - c. Access to Natural Light
    - i. Except for Commissioner's Office space, all offices and workstations will be away from windows.
  - d. Security
    - i. Card readers required at entry points to this space.
  - e. Work Hubs/Rooms (print/copy and refuse/recycling)
    - i. The Proposer will provide all required millwork.
2. Open Area – All Commerce staff should be able to access this open area within the Individual Space area.
  - a. (34) Offices and (163) Workstations.

- b. Offices and Workstation pods set up as neighborhoods, interspersed with Shared and Support spaces (see below).
3. Secured Areas - The following will be separate secured areas within the Individual Space area.  
 Note: With the exception of the MNIT space, all of the secured areas should be adjacent to or near each other.
- a. Commissioner's Office
    - i. Secured space with noise suppression in walls from floor to deck.
    - ii. The door(s) into this space will have no privacy film.
    - iii. Some offices in this space may exceed 10'x12' (120 SF).
    - iv. Card reader(s) required at entry point(s) to this space.
    - v. (1) Conference room: 16 seats. The conference room will have a minimum of 18" sidelight with no privacy film.
    - vi. (13) Offices and (3) Workstations.
    - vii. Should not be adjacent to or near the main entrance(s) to the Individual Space.
    - viii. Should have a secondary exit from this space.
    - ix. (1) Work hub (print/copy and refuse/recycling).
  - b. Legal Services
    - i. Secured space with noise suppression in walls from floor to deck.
    - ii. The door(s) into this space will have no privacy film.
    - iii. Card reader(s) required at entry point(s) to this space.
    - iv. (1) Office and (3) Workstations.
    - v. (1) Work hub (print/copy and refuse/recycling).
  - c. Financial Management
    - i. Secured space with noise suppression in walls from floor to deck.
    - ii. The door(s) into this space will have no privacy film.
    - iii. Card reader(s) required at entry point(s) to this space.
    - iv. (1) Office and (6) Workstations.
    - v. (1) Work hub (print/copy and refuse/recycling).
  - d. Human Resources
    - i. Secured space with noise suppression in walls from floor to deck.
    - ii. The door(s) into this space will have privacy film.
    - iii. Card reader(s) required at entry point(s) to this space.
    - iv. (1) Office and (5) Workstations
    - v. Should have a secondary exit from this space.
    - vi. (1) Work hub (print/copy and refuse/recycling).
  - e. MNIT (Information Technology)
    - i. Secured space with noise suppression in walls from floor to deck.
    - ii. The door(s) into this space will have no privacy film.
    - iii. Card reader(s) required at entry point(s) to this space.
    - iv. (2) Workstations
    - v. (1) Work hub (print/copy and refuse/recycling).
    - vi. Inventory and staging space
      - This space must be able to house a data closet and separate data closets may be necessary if Commerce's spaces cover more floors.
      - Double the standard number of outlets.

## Shared Spaces

1. Meeting and Collaboration Spaces
  - a. (1) Training room (Divisible into two large conference rooms with movable room divider): 36 seats.
  - b. (1) Extra Large conference room/Boardroom: 24 seats.
  - c. (1) Large conference room: 16 seats.
  - d. (4) Medium conference rooms: 12 seats each.
  - e. (4) Small conference rooms: 6 seats each.
  - f. (6) Focus rooms.
  - g. (1) Open collaboration space.
  - h. Conference center lobby.
    - i. Hub for Training Room, Extra Large conference room, mix of Large, Medium and Small conference rooms.
    - ii. Located with easy access to restrooms for Commerce and non-Commerce staff.
    - iii. Located with easy access to entry/exit/elevators for Commerce and non-Commerce staff.
  - i. All meeting and collaboration spaces should have wiring for smart conference rooms (e.g. large televisions, monitors, speakers/sound bars, conference room phones, additional power considerations at table connection for laptops, etc.).
  - j. All meeting and collaboration spaces will have a minimum of 18" sidelights with no privacy film.
2. Project Rooms
  - a. Energy Division strategist room.
    - a. Outlets for at least six desktop computers.
  - b. Enforcement Division Market Conduct room.
3. Breakroom
  - a. The breakroom should be centrally located and easily accessible to all Commerce staff.
  - b. The Proposer will provide all required millwork, appliances (microwaves and refrigerators), filtered water dispensers and other required plumbing connections for sinks, coffeemakers, etc.
4. Restrooms
  - a. Restrooms should be easily accessible to all Commerce staff.
  - b. Separate restrooms should be available for women, men and gender neutral staff members.

## Support Spaces

1. Mailroom
  - a. Must be able to accommodate shelving.
  - b. Must have access to freight elevator.
  - c. Should have small storage room within or adjacent to Mailroom.
  - d. (2) Workstations.
  - e. The Proposer will provide all required millwork.
  - f. Card reader required at entry point to this space.
2. Supplies Storage Room
  - a. Adjacent to Mailroom.
  - b. Must be able to accommodate shelving.
3. Word Processing
  - a. Must be able to accommodate shelving.
  - b. Near freight elevator and Mailroom.
  - c. (2) Workstations.

- d. The Proposer will provide all required millwork.
- 4. Media Room
  - a. Must be able to accommodate shelving.
- 5. Wellness/Mother's Room
  - a. (2) Rooms.
  - b. Located near breakroom.
- 6. Quiet/Zen Room
  - a. Located adjacent to breakroom.
  - b. Foot washing station.
- 7. Work Hubs (Print/Copy and Refuse/Recycling)
  - a. (5) Work hubs spaced evenly throughout the Individual Space Open Area (see above).
- 8. Locker Storage
  - a. (3) Bays of lockers spaced evenly throughout the Individual Space Open Area (see above).
- 9. File Cabinets
  - a. (53) Low file cabinets spaced in pods throughout the Individual Space Open Area (see above).

**Main Reception Space:**

- 1. Waiting Area – This area will be accessible to the public.
  - a. Sitting area with space for chairs.
    - i. Security camera/surveillance required.
      - Provided and monitored by Proposer, with simultaneous Commerce access.
  - b. (2) Interview rooms.
    - i. Within sight lines of receptionist.
    - ii. Glass walls facing receptionist desk.
    - iii. Should have wiring for smart conference rooms (e.g. large televisions, monitors, speakers/sound bars, conference room phones, additional power considerations at table connection for laptops, etc.), security cameras and recording equipment.
    - iv. Security camera/surveillance required.
      - Provided and monitored by Proposer, with simultaneous Commerce access.
  - c. Single user restroom.
    - i. Card reader required at entry point to this space.
- 2. Secured Area – This area will be accessible to only Commerce staff members.
  - a. Ballistic resistant material incorporated into the receptionist desk, glass and walls.
    - i. Panic button and automated security hardware installed that includes undercounter/desk door release.
  - b. (1) Work hub (print/copy and refuse/recycling).
  - c. Separate exit from Waiting Area.
  - d. (2) Offices and (2) Workstations.
    - i. If the Main Reception space is on the same floor as the Non-Fraud Bureau Space, these offices and workstations should be incorporated into the Open Area of the Individual Spaces in the Non-Fraud Bureau Space (see above).
  - e. Small pantry.
    - i. The Proposer will provide all required millwork, appliances (microwave and refrigerator), filtered water dispenser and other required plumbing connections for sinks, coffeemakers, etc.
    - ii. If the Main Reception space is on the same floor as the Non-Fraud Bureau Space, this small pantry will be unnecessary.

### **Storage Space:**

1. Large General Storage
  - a. Must be able to accommodate shelving/high density shelving.
  - b. Must have access to freight elevator.
  - c. At least one entry point must be able to accommodate pallet jacks and pallets.
  - d. Card reader(s) required at entry point(s) to this space.
  - e. Partitioned storage
    - i. (2) Sub-storage spaces with walls from floor to deck
    - ii. Card reader(s) required at entry point(s) to these spaces.
2. Small General Storage
  - a. Located within Individual Space (see above).
  - b. (1) Room for general storage.
    - i. Must be able to accommodate shelving.
  - c. (1) Room for Energy Division storage.
    - i. Must be able to accommodate shelving.
3. Unclaimed Property Storage
  - a. Unclaimed Property vault
    - i. Must be able to accommodate shelving.
    - ii. Secured space with reinforced walls from floor to deck.
    - iii. Must have access to freight elevator.
    - iv. Card reader(s) required at entry point(s) to this space.
  - b. Unclaimed Property storage
    - i. Must be able to accommodate shelving.
    - ii. Card reader(s) required at entry point(s) to this space.

### **Fraud Bureau Space:**

#### **General Security**

1. Secured Space – The Fraud Bureau is a law enforcement unit.
  - a. Specified interior walls must be reinforced from floor to deck.
  - b. Entire space, including external windows, must have an alarm system with ability to be monitored by Proposer and Fraud Bureau staff.
  - c. Must be configured to be able to install Fraud Bureau-monitored cabling and security cameras throughout the space, including infrared cameras.

#### **Reception Space**

1. Waiting Area – This area will be accessible to the public with an escort from Fraud Bureau staff.
  - a. Adjacent to Fraud Bureau Individual Space Open Area (see below).
  - b. Sitting area with space for chairs.
  - c. (2) Interview rooms.
    - i. Should have wiring for smart conference rooms (e.g. large televisions, monitors, speakers/sound bars, conference room phones, additional power considerations at table connection for laptops, etc.), security cameras and recording equipment.
    - ii. Security camera/surveillance provided by Commerce.

- iii. Each room should have a secondary entrance from the secured Individual Space.
    - iv. Panic button and automated security hardware installed that includes undertable door release in each room.
  - d. Card reader(s) required at entry point(s) to this space.
- 2. Receptionist Area – This area will be inside the Fraud Bureau Individual Space Open Area (see below).
  - a. Ballistic resistant material incorporated into the receptionist desk, glass and walls.
    - ii. Panic button and automated security hardware installed that includes undercounter/desk door release.
  - b. Adjacent to (1) Work hub (print/copy and refuse/recycling) and Supply Storage Room.

### Individual Space

- 1. General – These requirements apply to all areas of the Individual Spaces.
  - a. Offices
    - i. All offices will be 10'x12' (120 SF).
    - ii. All offices will have a minimum of 18" sidelights with no privacy film.
    - iii. All offices must have keyed hardware.
  - b. Workstations
    - i. All workstations will be 6'x8' (48 SF).
    - ii. Workstation pods will not exceed six workstations.
  - c. Access to Natural Light
    - i. All offices and workstations will be away from windows.
  - d. Security
    - i. Card reader(s) required at entry point(s) to this space.
- 2. Open Area – All Fraud Bureau staff and other designated Commerce staff should be able to access the Individual Space area.
  - a. (4) Offices and (16) Workstations.
  - b. Offices grouped together and Workstations set up as pods.
  - c. Card reader(s) required at entry point(s) to this space.

### Shared Spaces

- 1. Meeting and Collaboration Spaces
  - a. (1) Roll Call room: 30 seats.
  - b. (1) Large conference room: 16 seats.
  - c. (1) Open collaboration space.
  - d. Should have wiring for smart conference rooms (e.g. large televisions, monitors, speakers/sound bars, conference room phones, additional power considerations at table connection for laptops, etc.).
  - e. All meeting and collaboration spaces will have a minimum of 18" sidelights with no privacy film.
- 2. Breakroom
  - a. The breakroom should be centrally located and easily accessible to all Fraud Bureau staff.
  - b. The Proposer will provide all required millwork, appliances (microwaves and refrigerators), filtered water dispensers and other required plumbing connections for sinks, coffeemakers, etc.
- 3. Restrooms
  - a. Restrooms should be easily accessible to all Fraud Bureau staff.
  - b. Separate restrooms should be available for women, men and gender neutral staff members.

## Support Spaces

1. Evidence Intake
  - a. Must have reinforced walls from floor to deck.
  - b. Must have secure access to freight elevator.
  - c. Must be able to accommodate pallet jacks and pallets.
  - d. Must be able to accommodate shelving.
  - e. Adjacent to Evidence Staging and Evidence Storage.
  - f. Card reader(s) required at entry point(s) to this space.
2. Evidence Staging
  - a. Must have reinforced walls from floor to deck.
  - b. Must be able to accommodate shelving.
  - c. Adjacent to Evidence Intake and Evidence Storage.
  - d. Card reader(s) required at entry point(s) to this space.
3. Evidence Storage
  - a. Must have reinforced walls from floor to deck.
  - b. Must be able to accommodate shelving.
  - c. Adjacent to Evidence Intake and Evidence Staging.
  - d. Card reader(s) required at entry point(s) to this space.
4. Equipment Room
  - a. Must be able to accommodate shelving.
  - b. Card reader required at entry point to this space.
5. Armory and Gun Cleaning
  - a. Must have reinforced walls from floor to deck.
  - b. Must be able to accommodate shelving.
  - c. Card reader required at entry point to this space.
6. Digital Forensic Lab
  - a. Must be able to accommodate shelving.
  - b. Card reader required at entry point to this space.
7. Server Room
  - a. Must have ventilation sufficient to adequately heat and cool the space.
  - b. Must have reinforced walls from floor to deck.
  - c. Must be able to accommodate shelving.
  - d. Card reader required at entry point to this space.
8. Task Force Rooms
  - a. (2) Task force rooms.
  - b. Should have wiring for smart conference rooms (e.g. large televisions, monitors, speakers/sound bars, conference room phones, additional power considerations at table connection for laptops, etc.).
  - c. Card readers required at entry points to these spaces.
9. Work Hub (Print/Copy and Refuse/Recycling) and Supply Storage Room
  - a. Adjacent to Receptionist area (see above).
  - b. Must be able to accommodate shelving.
10. Private Changing Room
  - a. Must have locking door.

<b>GRAND TOTAL</b>	
Non-Fraud Bureau Space USF	32,914
Main Reception Space USF	1,274
Storage Space USF	12,537
Fraud Bureau Space USF	9,835
Total USF	56,560

<b>Non-Fraud Bureau Space</b>				
<b>Space Type</b>		<b>Qty</b>	<b>SF</b>	<b>Total SF</b>
<b>Individual Space - Open Area</b>				
	Open Area - Offices	34	120	4,080
	Open Area - Workstations	163	48	7,824
<b>Individual Space - Secured Areas</b>				
	Commissioner's Office - Offices	13	120	1,560
	Commissioner's Office - Workstations	3	48	144
	Commissioner's Office - Conference Room	1	325	325
	Legal Services - Offices	1	120	120
	Legal Services - Workstations	3	48	144
	Financial Management - Offices	1	120	120
	Financial Management - Workstations	6	48	288
	Human Resources - Offices	1	120	120
	Human Resources - Workstations	5	48	240
	MNIT (Information Technology) - Workstations	2	48	96
	MNIT (Information Technology) - Inventory and Staging	1	815	815
<b>Shared Spaces</b>				
	Training Room	1	950	950
	Extra Large Conference Room	1	500	500
	Large Conference Room	1	325	325
	Medium Conference Rooms	4	240	960
	Small Conference Rooms	4	180	720
	Focus Rooms	6	80	480
	Open Collaboration Space	1	120	120
	Conference Center Lobby	1	100	100
	Project Room - Energy Division Strategist Room	1	150	150
	Project Room - Enforcement Division Market Conduct Room	1	300	300
	Breakroom	1	750	750

<b>Support Spaces</b>				
	Mailroom	1	550	550
	Mailroom Storage	1	40	40
	Supplies Storage Room	1	100	100
	Word Processing	1	325	325
	Media Room	1	250	250
	Wellness/Mother's Room	2	68	136
	Quiet/Zen Room	1	68	68
	Work Hubs (Print/Copy and Refuse/Recycling)	5	80	400
	Locker Storage	3	30	90
	File Cabinets	1	320	320
	Non-Fraud Bureau Space Subtotal			23,510
	Circulation (40%)			9,404
	Non-Fraud Bureau Space USF			32,914
<b>Main Reception Space</b>				
<b>Waiting Area</b>				
	Sitting Space	1	150	150
	Interview Rooms	2	120	240
	Single User Restroom	1	64	64
<b>Secured Area - Staff Only</b>				
	Offices (if Reception on different floor)	2	120	240
	Workstations (if Reception on different floor)	2	48	96
	Small Pantry (if Reception on different floor)	1	120	120
	Main Reception Space Subtotal			910
	Circulation (40%)			364
	Main Reception Space USF			1,274
<b>Storage Space</b>				
	Large General Storage	1	8000	8,000
	Small General Storage	1	150	150
	Energy Division Storage	1	120	120
	Unclaimed Property Storage - Vault	1	525	525
	Unclaimed Property Storage - Storage	1	160	160
	Storage Space Subtotal			8,955
	Circulation (40%)			3,582
	Storage Space USF			12,537

<b>Fraud Bureau Space</b>				
<b>Reception Space</b>				
	Reception/Waiting Area	1	400	400
	Interview Room #1	1	156	156
	Interview Room #2	1	226	226
<b>Individual Space - Open Area</b>				
	Open Area - Offices	4	120	480
	Open Area - Workstations	16	48	768
	Open Area - Student Workstations	4	36	144
<b>Shared Spaces</b>				
	Roll Call Room	1	749	749
	Large Conference Room	1	192	192
	Open Collaboration Space	1	300	300
	Breakroom	1	600	600
<b>Support Spaces</b>				
	Evidence Intake	1	209	209
	Evidence Staging	1	200	200
	Evidence Storage	1	900	900
	Equipment Room	1	225	225
	Armory and Gun Cleaning	1	150	150
	Digital Forensic Lab	1	550	550
	Server Room	1	150	150
	Task Force Rooms	2	188	376
	Work Hub and Supply Storage Room	1	200	200
	Private Changing Room	1	50	50
	Fraud Bureau e Space Subtotal			7,025
	Circulation (40%)			2,810
	Fraud Bureau Space USF			<u>9,835</u>

***The space planning process will dictate the total space needed.***