# EXHIBIT A-1

**DEPARTMENT OF NATURAL RESOURCES**

# PROGRAM REQUIREMENTS

## Overall Space Components

### General Office Workspace

Minnesota DNR has seven (7) divisions (Ecological and Water Resources, Enforcement, Fish and Wildlife, Forestry, Lands and Minerals, Operations Services, and Parks and Trails), as well as several other groups that are referenced in Exhibits A-2 and A-3. The specific requirements of these divisions, groups and spaces are detailed in this Exhibit A-1 and Exhibits A-2 and A-3.

* 1. Offices
	2. Workstations
	3. Suites
1. Commissioner’s Office Suite
2. Enforcement Suite (ENF)
3. Fish and Wildlife (FAW) License Center Suite
4. General Counsel Suite
5. Human Resources Suite
6. MN.IT @ DNR Suite (MNIT DNR)

### Secured Special-Purpose Space

* 1. FAW Labs
	2. Ecological and Water Resources (EWR) Labs
	3. ENF Investigation Suite
	4. Office of Communication and Outreach (OCO) Studio, Video and Audio Editing Space

### Shared Space

1. Bicycle Storage
2. Conference and Huddle Rooms
3. Press Conference/Media/Meeting/Gathering space
4. Exercise Room
5. Informal/Collaborative Meeting Areas
6. Kitchenettes
7. Library
8. Mother’s Rooms
9. Quiet Room
10. Restrooms
11. Open office lockers
12. Outdoor seating area
13. Outdoor Plantings, Signs, Flagpoles and Media
14. Shower/Locker Rooms

### Reception and Visitor Service Space

1. License Center Counter
2. Lobby, Waiting Area and Displays
3. Reception Desk
4. Security/Guard Desk
5. Gift Shop/DNR Store

### Support Space

1. Surplus Room: Previously Used Computers and Other Equipment
2. Loading Dock: Trash & Recycling Areas
3. Loading Dock: Exterior
4. Mailing and Shipping Center
5. Information Center Mailing Station
6. Shipping Overflow Room
7. MN.IT DNR Workroom
8. MN.IT DNR Computer & Accessories Inventory
9. MN.IT DNR Server Room
10. Furniture, Fixtures and Equipment (FFE) Storage Room
11. Trash/Recycling/Vending Areas
12. Work Areas: Copy/Print/Scan/Plotter
13. Generator
14. Design Library

### Storage Space

1. Unfinished storage, secured (badge/card access and video monitoring control)
2. Finished storage, secured
3. File Storage, unsecured

### General Notes

1. All office (non-storage) spaces must be covered by a sound-masking/white noise system. All finished spaces must have high noise reduction coefficient ceiling tile except where noted.
2. In a multi-tenant, multi-floor building scenario, badge/card access and video monitoring must be provided at all elevators, stairwells and entrance access points to each floor occupied by Minnesota DNR.
3. In a single tenant, multi-floor building scenario, badge/card access and video monitoring must be provided at all building entrances and any access point beyond main reception and licensing/sales areas.
4. Badge/card access and video monitoring to private suites or rooms is required as noted in the General Office Workspace and Secured Special-Purpose Space sections below.
5. Workrooms, Informal Meeting Space, Conference and Huddle Rooms, Lockers, Restrooms, and Kitchenettes must be evenly distributed throughout the workspace for equitable access by all employees.
6. The entire leased area is expected to have light-emitting diode (LED) lighting.

## General Office Workspace Requirements

The following requirements apply to all areas specified below.

### Offices - Commissioners, Directors, Managers and staff positions requiring confidentiality (e.g., staff attorneys, certain human resources roles)

1. With the exception of executive and director assigned offices, assigned and unassigned offices must be 10’x12’ (120 square feet (SF); executive and director assigned offices must be 10’x18’ (180 SF).
2. All offices must have a minimum of 18” glass sidelights or transom glass.
3. All offices must have R-Value 22 (R22) insulated walls to deck.
4. All offices must have keyed hardware to DNR standards.
5. All offices must have dimmable LED lights.
6. Preference for all offices to have access to natural light, (i.e., a line of sight to the outside).
7. All offices must have one data outlet with two data ports. Locations determined during design.

### Workstations

1. All assigned and unassigned staff workstations must be 6’x 8’ (48 SF) or 6’x6’ (36 SF) unless otherwise approved by OSD director.
2. All assigned supervisor workstations must be 8'x10 ’or 12’ (80 – 96 SF).
3. Workstation runs must not exceed 50' in a building with an automated sprinkler system.
4. Preference is for all workstations to have access to natural light.
5. The ability to individually control each LED lighting fixture within open workstation areas is strongly preferred. If individual fixture control is not provided, the landlord must change out light fixtures upon request to individually controlled when needed as an Americans with Disability Act (ADA) accommodation at no additional cost.
6. Provide one data outlet with two data ports. Locations determine during design.
7. Provide a minimum of two duplex electrical outlets at each workstation.

### Suites

1. All suites must have R-Value 22 (R22) insulated walls to deck.
2. All suites must have badge/card access and video monitoring.

### Commissioner’s Office Suite

1. Security measures will be as noted in the RFP. Specifics will be determined during design.
2. Any fully or partially glazed door(s) into this suite must not have privacy film.
3. Executive offices in this space will average 10’x18’ (180 SF) to accommodate seating around a table in each office (final sizes to be determined in design phase).
4. Provide one (1) conference room that seats 10 people. The conference room must have a full glass wall with partial privacy film, a Monitor wall, Core drill for A/V tabletop connections, and a built-in A/V storage credenza.
5. Provide a secondary exit from this space that leads to a secure point of egress from the building or to a designated location where safe extraction is possible.
6. Provide a waiting area for four (4) people.
7. Provide a kitchenette/break/work area that includes a sink, low/high seating, trash/recycling/organic waste receptacles, cabinetry, coat rack and outlets and space for the following: copy/printer, refrigerator, microwave, coffee maker, toaster and other small appliances.
8. Provide higher-end suite finishes (granite countertops, wood base, pendant lighting, locally sourced backsplash tile, accent wall feature in the waiting area, etc.).
9. Require Government Relations Office and workstation adjacent to suite.
10. Require Tribal Relations hoteling office on the same floor.

### Enforcement Suite

1. Security measures will be as noted in the RFP. Specifics will be determined during design.
2. If the suite entrance is public facing, all suite entrance glazing must be ballistic/bulletproof glass. If the suite entrance is not public facing, then the entrance glazing must be wire or security film reinforced glass.
3. Provide one (1) Conference room that seats 10 people; Monitor wall; Core drill for A/V tabletop connections.
4. Provide space for copy/printer - one (1) duplex outlet and one (1) data port.
5. Provide a secondary exit from this space.
6. Prefer main floor location.

### Fish and Wildlife License Center Suite

1. Security measures will be as noted in the RFP. Specifics will be determined during design.
2. Provide three (3) public-facing workstations for visitor interactions. Prefer workstation space to accommodate power-adjustable desks.
3. Additional card access to one (1) room in this suite.
4. Provide one accessible, customer-service counter at the location of the three (3) workstations. Provide a counter area of granite or similar. Prefer design to accommodate power-adjustable desk.
5. Provide space for copy/printer behind the counter - one (1) duplex and one (1) data port.
6. The DNR store (retail sales area for DNR merchandise such as state park clothing, mugs and stickers) may be located here. If so, display space, additional outlets and merchandise storage would be required. To be determined in design phase.

### General Counsel Suite

1. Provide one (1) Conference room that seats eight (8) people; Monitor wall; Core drill for A/V tabletop connections.
2. Provide space for copy/printer - one (1) duplex outlet and one (1) data port.
3. General Counsel’s private office must have seating for a minimum of two (2) people; four (4) people is preferred.
4. Prefer location on same floor as Commissioner’s Office Suite.

### Human Resources Suite

1. Provide one (1) Conference room that seats eight (8) people; Monitor wall; Core drill for A/V tabletop connections.
2. Provide space for copy/printer - one (1) duplex outlet and one (1) data port.
3. Provide a secondary exit from this suite.

### MNIT DNR Suite

1. Security measures will be as noted in the RFP. Specifics will be determined during design. .
2. Provide one (1) Conference room that seats six (6) people; Monitor wall; Core drill for A/V tabletop connections; Glass wall with partial film.
3. Provide space for copy/printer - provide one (1) duplex and one (1) data port.

## Secured Special-Purpose Space Specifications

Requirements for the four (4) types of secured special-purpose spaces are specified below.

### FAW Labs

1. One (1) primary lab with two (2) positive pressure sub-labs.
2. One (1) secondary wet lab.
3. See Exhibit A-2 for detailed lab requirements.

### EWR Labs

1. One (1) primary lab.
2. One (1) secondary lab/workroom.
3. See Exhibit A-2 for detailed lab requirements.

### Secure Suite

1. Suite entrance door must be a steel door/frame.
2. Provide the following:
	1. Space for copy/printer - one (1) duplex and one (1) data port.
	2. Walk-in freezer. Must include temperature monitoring with notification to state-approved staff.
	3. Vault storage with reinforced walls from floor to deck.
3. Security measures will be as noted in the RFP. Specifics will be determined during design. Prefer easy access to loading dock and employee entrance.

### OCO Studio, Video Editing, and Audio Suite

1. No windows within the studio, video editing and audio suite.
2. Provide double doors for studio entrance.
3. Provide studio lighting to be installed per DNR requirements determined during design.
4. Ceiling specifications:
	1. A standard-height ceiling for video editing and audio rooms is required.
	2. A 12’ - 14’ high open ceiling to deck in the studio space is preferred.
5. Provide electrical outlets and data ports per DNR requirements during design.
6. Provide a standard height, built-in work counter with an ADA-accessible section within the OCO space. Plastic laminate cabinets below with a solid surface top.

## Shared Space Specifications

### Bicycle Storage

1. Provide secure indoor or outdoor storage for 20 bicycles.
2. Outdoor bicycle parking must be in secure lockers or an eight (8)-foot high fenced area with a card-access gate.
3. Provide outlets for charging six (6) electric bicycles.

### Conference and Huddle Rooms

1. Large and extra-large conference rooms (12 or more people) will be used for activities such as internal department meetings; meetings with stakeholders, partners, applicants and permittees; and training. Prefer one (1) conference room adjacent to the Commissioner’s Office Suite. Require one (1) conference room adjacent to lobby and outside of secure employee space. Large and extra-large conference rooms must be prepared for AV equipment installation as noted below.
	1. Construct all walls with R22 insulated walls to deck.
	2. Provide lower cabinets and a counter in each room to hold AV equipment and support work needs.
	3. Monitor wall(s) must have plywood backing to support the weight of three large monitors.
	4. Provide one (1) quad outlet and one (1) data port at 65” above finish floor (AFF) for each monitor hookup.
	5. Provide outlet and two data ports at approximately 12-inch height for computer.
	6. Provide core drill and electric for tabletop connection of data and power.
	7. Provide occupancy sensor and dimming capabilities for LED lighting.
	8. Provide roller sunshades and blackout shades if there are exterior windows within the space.
	9. Provide plywood backing to support two wall-mounted glass whiteboards.
2. Medium conference rooms (6 – 12 people) will be used for group or section meetings, as an example. One (1) room must be located adjacent to lobby. Rooms must be prepared for AV equipment installation as noted below.
	1. Construct all walls with R22 insulated walls to deck.
	2. Monitor wall(s) must have plywood backing to support the weight of large monitors (note: rooms over 260 square feet will have two large monitors).
	3. Provide one (1) quad outlet and one (1) data port at 65” above finish floor (AFF) for each monitor hookup.
	4. Provide core drill and electric for tabletop connection of data and power.
	5. Provide outlet and two (2) data ports at approximately 12-inch height for computer.
	6. Provide occupancy sensor and dimming capabilities for LED lighting.
	7. Provide roller sunshades and blackout shades if there are exterior windows within the space.
	8. Provide plywood backing to support one wall mounted glass whiteboard.
3. Small conference rooms (up to 4 people) will be used for small group or unit meetings, as an example. Rooms must be prepared for AV equipment installation as noted below.
	1. Construct all walls with R22 insulated walls to deck.
	2. Monitor wall(s) must have plywood backing to support the weight of one monitor.
	3. Provide one (1) quad outlet and one (1) data port at 65” above finish floor (AFF) for monitor hookup.
	4. Provide outlet and two (2) data ports at approximately 12-inch height for computer. Provide core drill for tabletop connection of data and power as requested.
	5. Provide occupancy sensor and dimming capabilities for LED lighting.
	6. Provide roller sunshades and blackout shades if there are exterior windows within the space.
4. Huddle rooms (1 – 2 people) will be used for individual focus space or small one-on-one meetings, as examples.
	1. Construct all walls with R22 insulated walls to deck.
	2. Provide occupancy sensor and dimming capabilities for LED lighting.
	3. Provide roller sunshades and blackout shades if there are exterior windows within the space.
	4. Provide outlet and two data ports at approximately 12-inch height for computer.

### Press Conference/Media/Meeting/Gathering Space

1. Provide a natural material backdrop, such as a wood or stone wall, for press and media conferences.
2. Provide electrical hookups for a podium.
3. Provide studio lighting per DNR specifications.
4. Provide ceiling acoustics that accommodate the varied uses of the space.
5. Provide drop-down screen for A/V technology.
6. Provide space for state and federal flags.
7. Provide backdrop with DNR logo within the space, as determined in design.
8. Require space to be located adjacent to lobby and outside of secure employee space.

### Exercise Room

1. Construct within DNR-leased space or provide access to a shared exercise room in the building.
2. Construct all walls with R22 insulated walls to deck.
3. Provide wall with mirror.
4. Provide electrical hookups for various equipment such as treadmills or ellipticals.
5. Provide windows with views to the outside.
6. Provide roller sunshades for windows.
7. Provide duplex outlet and data port and /or coax cable at elevated height for one TV connection.
8. Flooring must be rubber flooring.
9. Prefer that ceiling height be a minimum on 9’ AFF.
10. Prefer exhaust vent to outside.
11. **Informal/Collaborative Meeting Areas**
12. These are to be open areas designed to facilitate informal collaboration and conversations that don’t require privacy.
13. An even distribution of informal meeting and collaboration areas must be located throughout the work area to allow for convenient drop-in access to employees. Lay-out specifics will be determined at design, and will include the following:
	1. Space for table, bench, booth or other types of lounge/informal meeting furniture.
	2. An outlet and data port at wall or floor location to provide power/data for employees using the furniture.
	3. Design features that reflect DNR’s mission; for example, an outdoor recreation and/or conservation theme.
	4. In medium size spaces, provide one (1) duplex and data outlet at 65” AFF for wall monitor hookup.

### Kitchenettes

1. Provide one (1) kitchenette on each floor or as needed to serve up to 80 staff per kitchenette.
2. In each kitchenette area, provide:
3. A sink and water connection for hot/cold water dispenser or coffee machine.
4. Space for one (1) standard size refrigerator and one (1) commercial microwave per 40 staff.
5. Electrical hookup at counter height (34” AFF) to accommodate a toaster, microwave(s), coffee machine, and filtered hot/cold water dispenser.
6. Area for trash, recycling including organics recycling.
7. Built-in millwork with both upper and lower cabinets or as requested by DNR.
8. Tile or linoleum flooring.
9. A seating area for up to 10 employees. This could overlap as an informal meeting/collaboration area.

### Library

1. An individual room is not required, but preferred.
2. A location adjacent to the main entrance is ideal; however, the library is not intended to have public walk-in access and must be within the secured DNR space.
3. Construct all walls with R22 insulated walls to deck.
4. If there are windows in the space, provide UV protection.
5. Provide separate HVAC temperature and humidity control – preferred
6. The space must accommodate a 6’x8’ workstation for the librarian and a 4’ worksurface for an intern.
7. Provide space for one (1) visitor workstation (four 4’ worksurface – no data connection).
8. Provide an informal meeting area for up to four (4) staff within the area.
9. Provide one (1) duplex outlet and one (1) data port for copy/printer.

### Mother’s Rooms

1. Construct all walls with R22 insulated walls to deck and include Quiet Rock TM or similar gypsum board; Provide waterproof gypsum boards for wet areas as required.
2. Provide dimmable LED lighting.
3. Provide signage with an occupancy indicator.
4. Provide door lock with code entry.
5. Provide tile or linoleum flooring.
6. Provide one (1) duplex outlet at counter height.
7. Provide sink - preferred.
8. Provide space and an outlet for one (1) under-counter mini-fridge.
9. No windows – preferred; If windows are in the space, they must be elevated with no line of sight into the space or provided with blackout roller shade.

### Quiet Room

1. Must be located in a quiet area of the building with access off of common space.
2. Construct all walls with R22 insulated walls to deck and include Quiet Rock TM or similar gypsum board.
3. Provide dimmable LED lighting.
4. Provide user-adjustable white noise.
5. Weatherstrip door.
6. Provide signage with an occupancy indicator.
7. Provide badge/card access.
8. Provide carpet flooring.
9. No windows – preferred; If windows are in the space, provide blackout roller shade.

###  Restrooms

1. Design restrooms to be centrally located on each floor - preferred.
2. Provide restrooms for men and women, as well as single-user gender-neutral restrooms.
3. One (1) gender neutral restroom must include an adult-sized changing station in the public area of the space.
4. Construct all walls with R22 insulated walls to deck; use gypsum board made for wet areas.
5. Provide floor and wall tile within each restroom.
6. Provide hand dryer and paper towel dispensers in each restroom, so users have option of either.
7. Provide stainless steel shelf in each restroom.
8. Touchless fixtures – preferred.
9. Provide low-flow toilets.
10. Provide mirrors above each sink and/or one (1) full length mirror.
11. Provide occupancy sensor lighting.
12. Locate water fountain/ drinking bottle filling station adjacent to restrooms.

###  Open Office Lockers

* 1. Provide space for grouping of 12 small lockers within or adjacent to divisions. Locations determined during design.

###  Outdoor Seating Area

1. Prefer space for up to 50 people.
2. Prefer seating options in the sun and shade.
3. Provide seating options that allow for ADA accessibility.
4. Prefer space that is shielded from passers-by who are not employees or visitors to the building.

###  Outdoor Plantings, Signage, Flagpoles, Demonstration Area and Media Area

1. Preference for Minnesota native trees, shrubs and prairie planting areas.
2. All plantings must be professionally managed with weeds and other issues addressed in a timely manner. Any prairie areas must be installed and maintained at least semi-annually by a company with at least three years’ experience in native prairie planting and maintenance.
3. Preference for monument sign to reflect agency.
4. If a single tenant building, provide two lighted substantial flagpoles for United States flag, Minnesota state flag and Prisoners of War/Missing in Action (POW/MIA) flag (the latter of which will be flown on select days only). Preferred to provide same flagpoles if a multi-tenant building.
5. Preference is to have an outdoor space to conduct media interviews with a background of native trees and shrubs. Agency will provide sign for this space.
6. Identify suitable outdoor space for occasional public demonstrations. This space should allow for groups to gather in a publicly visible space without impeding vehicle traffic or interfering with employee or visitor access to the building.

###  Shower/Locker Rooms

1. Provide shower/locker rooms for men and women with a minimum of one (1) individual, gender-neutral shower/locker room.
2. Construct all walls with R22 insulated walls to deck; use gypsum board made for wet areas.
3. Provide sink and mirror in each locker area with counter space for personal accessories.
4. Provide bench wall seating.
5. Provide a minimum of four (4) lockers within each shower/locker room.
6. Provide wall hooks near each shower.
7. Provide floor and wall tile within each room.
8. Provide full-length mirror in private shower/locker space.

## Reception and Visitor Service Specifications

The following areas must all be located in the publicly accessible space (i.e., outside of badge-access areas). All areas described in this section must share similar design elements and features to provide a unified look. The design of the space should reflect Minnesota's outdoors. Minnesota-sourced materials, such as wood from native trees or granite/rock found in Minnesota, must be used, and space provided to display images of various recreation activities and DNR-managed public lands (state parks, state forests, wildlife management areas, etc.). DNR to approve design during design phase.

### License Center Counter

1. See Section II.6. above.

### Lobby, Waiting Area & Displays

1. Provide tile flooring and base.
2. Provide lobby seating area for a minimum of six (6) visitors; prefer carpet in this area.
3. Prefer pendant accent lighting over lobby seating area.
4. Provide electrical outlets as required for display accent lighting.
5. Provide area for a visitor brochure rack.

### Reception Desk

1. Located near the main DNR entrance, adjacent to the Security/Guard Desk.
2. Security requirements will be identified during design.
3. Provide electrical outlets and two (2) data ports for one (1) staff work area at a reception counter. Prefer design to accommodate power-adjustable desk.
4. Provide a reception counter, as follows:
	1. Provide a counter area of granite or similar. Prefer design to accommodate power-adjustable desk.
	2. The counter must be sized for accessibility of customers.

### Security/Guard Desk

1. Located near the main DNR entrance.
2. Security requirements will be identified during design.
3. Provide electrical outlets and two (2) data ports for one (1) security staff.
4. Provide a counter area of granite or similar. Prefer design to accommodate power-adjustable desk.
5. The security desk area must be designed to complement the adjacent Reception Desk.

### Gift Shop/DNR Store

1. Located near the main DNR entrance, adjacent to the Lobby, Waiting Areas and Displays.
2. Provide counter for sale transactions with required electrical outlets determined at design and two (2) data ports.
3. Provide electrical outlets to accommodate displays, coolers, and vending.
4. Provide slatwall panels for wall displays.
5. Provide glass door and storefront glass for storefront visibility and lockable security.

## Support Space Specifications

### Surplus Room: Previously Used Computers and Other Equipment

1. Provide badge/card access at room entry.
2. Provide 40-inch-wide entrance door.
3. Provide video cameras capable to view inventory and entrance/exit.
4. Provide sealed concrete or Vinyl Composite Tile (VCT) flooring.
5. Furnish and install eight (8) linear feet (LF) pallet racking with single shelf/rack height of 48.”
6. Area must include space to accommodate additional shelving.
7. Located adjacent to the loading dock and Mail and Shipping Center.

### Loading Dock: Trash & Recycling Area(s)

1. Space may be a combination of interior and exterior area(s). Interior space is required for paper recycling. Any exterior space must be secure.
2. Provide one (1), 4-cubic-yard waste container, emptied twice weekly.
3. Provide one (1), 4-cubic-yard carboard /mixed recycling container, emptied twice weekly.
4. Provide one (1), 3-cubic-yard compostable materials container, emptied twice weekly.
5. Provide space for two (2) secured bins (for paper to be shredded) with 500 lb. capacity.
6. Provide space for six (6) paper recycling bins: 300 to 400 lb. capacity.
7. Prefer sealed concrete flooring for indoor space.

### Loading Dock(s): Exterior

1. Provide video monitoring and badge/card access at any non-overhead doors.
2. Provide one (1) dock with height for large parcel delivery trucks. Prefer with dock leveler.
3. Provide one (1) dock for semi-trailer height. Prefer with dock leveler.
4. Space must include a roof over dock area.
5. Space must have a minimum 6’ wide x 8’ high insulated garage door access into internal loading dock area.
6. Space must have an unobstructed route 60 inches wide from the overhead door(s) to the mailing/shipping center entrance to accommodate manual and walk-behind power pallet jacks with pallets.

### Mailing and Shipping Center

1. Provide badge/card access and video monitoring of mail entry and service counter.
2. Provide space for three (3) employee workstations.
3. Provide space for one (1) six-foot workstation for computer, printer and scale.
4. Provide four (4) data outlets/eight (8) data ports. Locations determined during design.
5. Provide service window to hallway with roll-down door so that space can be secured outside of normal business hours.
6. Provide power-open glass doors at the main entry to the center, with a five (5)-foot clear opening.
7. Prefer sealed concrete flooring.
8. Furnish and install forty (40) LF pallet racking with single shelf/rack height of 48”.

### Information Center Mailing Station

1. Provide six (6) LF of millwork @ 34” high for file storage and mailing prep.
2. Space must accommodate electrical and two (2) data ports for one (1) employee.
3. Space must accommodate shelving and file storage per DNR-specific needs.
4. Provide sealed concrete or VCT flooring.

###  Shipping Overflow Room

1. Provide 40-inch-wide entrance door.
2. Furnish and install thirteen (13) LF pallet racking with single shelf/rack height of 48.”
3. Prefer sealed concrete flooring.
4. Option: This space can be contiguous with the Mailing and Shipping Center.

### MN.IT DNR Workroom

1. Provide badge/card access at all entry points. Additional security measure will be identified during design.
2. Prefer raised flooring system.
3. Construct all walls with R22 insulated walls to deck.
4. Provide two (2) data drops with four (4) data ports.

### MN.IT DNR Computer & Accessories Inventory

1. Provide badge/card access of new computer and accessory inventory. Security measures will be as noted in the RFP. Specifics will be determined during design.
2. Construct all walls with R22 insulated walls to deck.
3. Provide one (1) data drop with two (2) data ports.

### MN.IT DNR Server Room

1. Provide badge/card access to server room at all entry points and within server room. Additional security measure will be identified during design.
2. Construct all walls with R22 insulated walls to deck.
3. Provide an inert gas fire suppression system.
4. Install state owned Uninterruptible Power Supply system (UPS). Location, installation specifics and which circuits the UPS supports will be determined during design.
5. Provide electrical outlets with multi-circuits.
6. Provide CAT6 network cabling to all data ports.
7. Provide an HVAC system that will keep the room at an optimal temperature of 68-72 degrees.
8. Prefer a backup HVAC system in case the primary HVAC fails.
9. Provide a 6’x6’ wall space with ¾" fire retardant-painted plywood.
10. Provide a raised floor system – preferred.
11. If there are additional building tenants that are not Minnesota state agencies, the following server room requirements must be met:
	1. Provide a separate server and network closet for the DNR. This includes a blocking-false ceiling and/or raised floors.
	2. Provide a separate access control system.
	3. Provide the following signage on the DNR server room door: Authorized personnel only.
	4. Provide separate internet connectivity service.
12. If there are additional building tenants that are Minnesota state agencies, the following server room requirements are applicable:
13. Can use shared server room space with access controls.
14. Can use the same access control system.
15. Can use shared internet connectivity service.
16. State will provide lockable server racks.

### Furniture, Fixtures, and Equipment (FFE) Storage Room

1. Provide badge/card access.
2. Area should accommodate shelving.

### Trash/Recycling/Vending Areas

1. Provide one (1) trash/recycling/vending area on each floor or as needed to serve up to 80 staff.
2. Provide 20-amp outlets for up to two (2) vending machines.
3. Provide space for trash/recycling/organics containers.

### Work Areas: Copy/Print/Scan/Plotter

1. Located evenly throughout the building layout.
2. Provide 20-amp outlets for all multi-function copiers.
3. Provide an additional 20-amp outlet at two of the work areas for large format plotters; location to be specified by DNR during design.
4. Provide space for storage cabinet (paper, toners, and misc. office supplies).

### Generator

1. Provide a backup generator that powers the following:
	1. MNIT DNR server and network rooms.
	2. Emergency lighting.
	3. Lab refrigerators, incubators, freezers and walk-in coolers.
	4. Card access control.

**14. Design Library**

a. Provide one (1) electrical outlet at counter height.

## Storage Space

1. **Unfinished Storage, Secured**
2. Outside of Division Office Space.
	1. Provide badge/card access and video monitoring control at the entrance to the storage area. Entrance door to be 40 inches wide.
	2. The secure storage room must have gypsum board walls to deck - if not concrete foundation walls - and may be subdivided into multiple division storage areas.
	3. Each division storage area must be separated by a full- height wall assembly such as mesh or wire caging. Provide a 40-inch-wide door to each division storage area.
	4. Each division storage area must be lockable – key access.
	5. Provide sealed concrete or VCT flooring.
3. Inside or Outside of Division Office Space
	* + - 1. Three (3) spaces, each with key access. See spreadsheet for details.
4. **Finished Storage, Secured**
5. FAW License Center Storage
	* 1. Prefer adjacent to Mail and Shipping Center and loading dock.
		2. Entrance door to be 40 inches wide.
		3. Furnish and install eight (8) LF pallet racking with single shelf/rack height of 48”.
		4. Storage area must be separated by a full-height gypsum board wall assembly.
		5. Provide badge/card access. Security measures will be as noted in the RFP. Specifics will be determined during design.
6. Lands and Minerals (LAM)
	1. Provide one (1) hour fire rated file storage room.
	2. Provide badge/card access.
	3. Prefer adjacent to LAM office space.
7. Human Resources
8. Provide badge/card access.
9. Storage area must be separated by a full-height gypsum board wall assembly.
10. EWR Specimen Archival Room.

See Exhibit A-2 for detailed room requirements.

1. **File Storage, Unsecured**
2. Provide space for lateral files, storage cabinets and bookshelves.
3. Assume 36” standard width for all files, cabinets and bookshelves.