EXHIBIT- A
Agency Specific Requirements
Solicitation Number: 57-24023-23-FA

Garrett County, Mt. Lake Park, Maryland

The Agency Specific Requirements (ASRs) do not reduce the minimum requirements contained within the Lease. These ASRs provides specific agency requirements, which may be complementary, more specific, or more stringent than those of the Lease minimum requirements. To the extent the contents of these ASRs conflict with the contents of the Lease, the more stringent requirement shall apply.

A. ROOM SCHEDULE

1. The following spaces in these approximate sizes shall be provided by the Lessor.

2. Contiguous space on the first floor is **preferred**. If space is above or below ground level (grade), a minimum of one (1) elevator meeting ABAAS is required and two (2) means of egress, preferably on opposites of the building, and in accordance with local and state code.

3. NRCS staff numbers might reflect non-USDA partners where NRCS provides workspace to partners through agreement. Where non-USDA partners are present, joint signage reflecting both USDA agencies and NRCS non-USDA partner presence shall be provided upon request from USDA on-site as shared, joint signage, within the requirements specified in the USDA Signage Exhibit.

4. The concept design included in Exhibit A-1 rough representation of the layout needed for this Space. It depicts the USDA's preferred adjacencies and general locations for space functions. The concept may not align with the ABOA SF and RSF described in the table below and should not be relied upon by the Lessor for space measurements purposes. The Lessor is responsible for using the room schedule below and this layout to adapt the Governments requirement to the Space. Specific questions regarding the layout should be directed to the Lease Contracting Officer for resolution. The Government shall not be responsible for errors, omissions, or assumptions made by the Lessor in the adaptation of the Government's requirements or concept design to the Lessor's space.

TOTAL USDA PERSONNEL:	**3**	**14**	**1**	**18**
	FSA	NRCS	RD	
SPACE TYPE				**SQUARE FOOTAGE NEEDED**
3 PRIVATE OFFICES (120 sf each +/-) | (1) FSA, (2) NRCS	120	240		360
OPEN OFFICE AND CIRCULATION AREA (15 work stations at +/- 78 sf each /3 touch-down stations at +/- 24 sf each) | Workstations: (2) FSA, (12) NRCS, (1) RD | Touchdown: (1) FSA, (2) NRCS	102	984		2557
CONFERENCE ROOM - Shared				300

BREAK ROOM - Reception				150
RECEPTION AREA - Shared				150
MAIL/COPY AREA – MAY BE REMOVED AND ABSORBED INTO THE OPEN OFFICE AREA. - Shared FSA: (2) large MFD printers. NRCS: (3) large MFD printers, (1) 3'x6' engineering plotter that sits against a wall				177
ADP ROOM - Shared				100
CONSULTATION/HUDDLE ROOM - Shared				80
CONSULTATION/HUDDLE ROOM - Shared				80
Secure Storage (Files) - Shared				300
Dedicated Secure Storage – 200 SF for NRCS and 150 SF for FSA	150	200		350
MINIMUM ABOA (Space Used by USDA Only):				**4374**
MAXIMUM ABOA (Space Used by USDA Only):				**4604**
MAXIMUM RSF (Rentable Square Footage includes common areas such as bathrooms, utility rooms, vestibules, and other space shared with non-USDA tenants):				**5964**
Government Vehicle Reserved Parking Needed:				7
Customer Reserved Parking Needed:				18
Employee Unreserved Parking Needed:				18
Shed	0	200	0	200

B. ROOM DESCRIPTIONS

Finishes: The following finishes shall apply throughout the USDA space, unless otherwise noted.

1. Flooring: Carpet tile **All spaces except the ADP room, and those rooms noted for hard surface and anti-slip hard surface flooring below.

2. Flooring: Hard surface flooring, commercial grade phthalate free Luxury Vinyl Tile, 2.5mm minimum thickness, Tarkett or equivalent. **Restrooms, exterior entryways, reception, and corridors between the exterior entryway and the mud room.

3. Flooring: ADP (Server) Room Flooring shall be in accordance with the ADP and Wiring Guidelines Exhibit. Roppe ESD vinyl static control tile or equivalent.

4. Flooring: Anti-slip hard surface flooring, phthalate free Tarkett Primo Safe.T or equivalent. **Mud room.

5. Baseboard: 4" Vinyl or rubber – provide coved base for hard surface areas and straight base for carpeted floor. Phthalate free Roppe or equivalent.

6. Casework: Laminate, soft close doors and drawers, with commercial grade finishes for ease of cleaning and durability. (kitchen, built-ins, wellness room)

7. Counters: Laminate.

8. Paint: a minimum of 3 coats of Low-VOC latex by Sherwin Williams or equivalent, commercial grade, applied in accordance with manufacturer's specifications. Provide eggshell finish in low traffic areas and satin in high traffic areas. The mud room, break room, and other "wet" areas shall be provided with semi-gloss finish.

9. Blinds: Provide commercial grade blinds of professional appearance.

10. Drywall ceiling: provide moisture resistant drywall ceiling in the mud room with flat latex paint finish.

Reception Area – The reception area serves as a welcoming space for both employees and guests. It serves as a buffer zone between public and private areas within the office. The reception counter shall be located adjacent to the main entrance or elevator lobby.

1. This area shall display USDA branding and identity. Provide blocking for USDA bulletin board installation, location(s) to be coordinated during design**.**

2. The lobby/reception shall be located adjacent to the building entry and/or elevator lobby. The lobby/reception shall be adjacent to at least one (1) meeting or conference room. Refer the Security section this exhibit for appropriate security requirements.

3. Sound transmission class rating as specified in the lease.

4. Electrical outlets according to local code.

5. Provide **(2)** duplex data outlets and adjacent power outlets accommodate planned / future kiosks, location to be coordinated with the USDA during design.

6. Provide power and data ports along the inside (USDA-suite facing side) of the customer service counter and window.

7. Provide hard surface, slip resistant flooring.

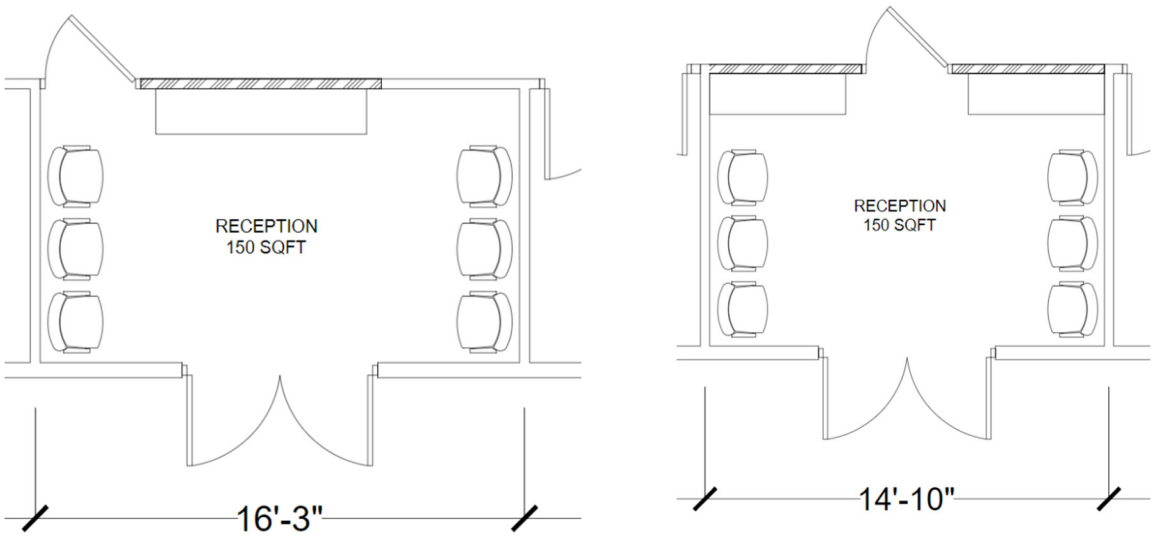
8. Keying / Door Hardware requirements: On the door between the reception area and the USDA-internal office area, provide storeroom function cipher lock with keyed override on masterkey with the rest of the USDA suite. Door shall be self-closing.

9. See Physical Security requirements below for additional information regarding counter, exterior door keying, and sight line design requirements.

10. Ensure (1) workstation(s) is located within line of sight of the customer counter / window(s) to allow for a staffed reception area.

11. The Lessor shall provide, install, and maintain a doorbell system, with one doorbell for each USDA agency housed onsite, with the doorbell annunciator communicating with the open office area of its dedicated agency. Signage shall be provided to direct customers to the appropriate doorbell for USDA FSA, NRCS, etc

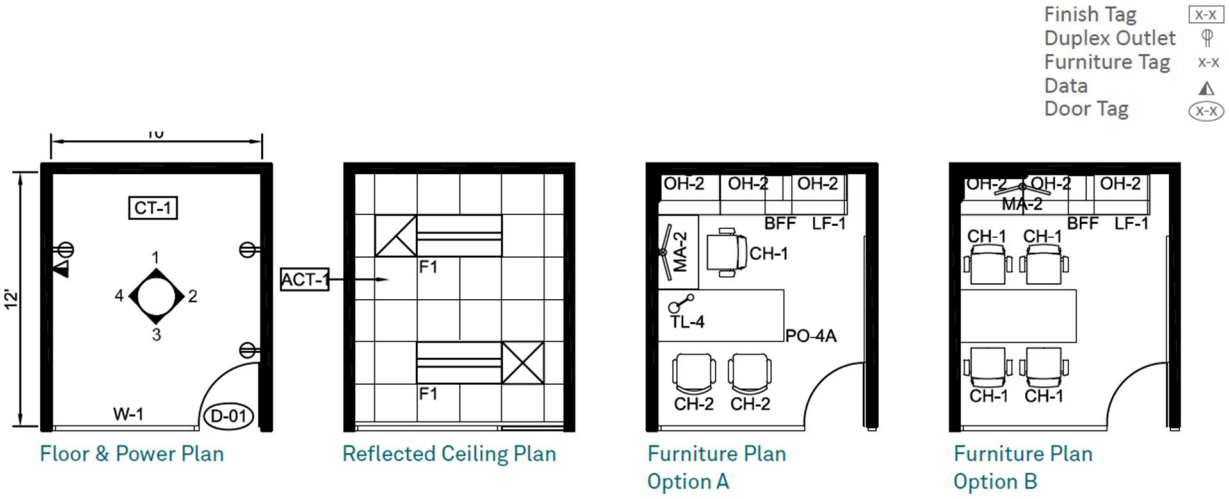
Design Examples:



Private Offices- Private offices shall be designed to accommodate (1) one individual seated at a desk, with space for (2) two additional guests. These spaces are to be utilized by individuals who require acoustic and visual privacy for meetings and phone calls or tele/video conferencing. Interior glass window with blinds shall be provided for visibility to the open office and allow daylight to penetrate through while allowing the option for privacy.

1. Sound Transmission Class rating as specified in Lease.
2. Greater of three (3) double electrical outlets or local code.
3. Two (2) duplex telecommunication jacks, one on either side of the room.
4. Provide occupancy sensors as well as manual lighting controls.
5. Three (3) coat hooks on the wall next to the door.
6. All private offices shall be provided with an office function, individually keyed lock on the office master key, reference Lease Section 5 for specific requirements.
7. Private offices shall have a minimum width of 9'-3" clear from inside wall / baseboard to inside wall / baseboard to accommodate ABAAS clearances around USDA standard furniture installations

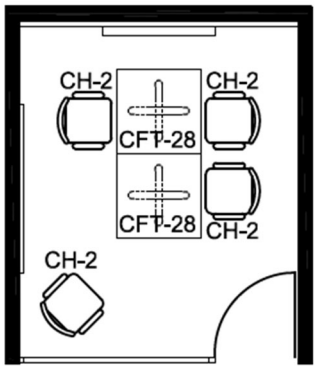
Design Example:



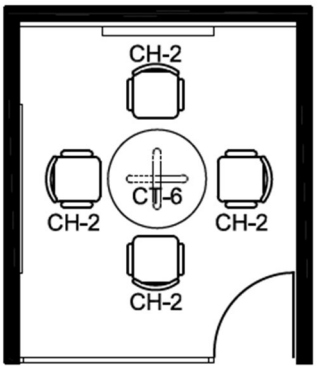
Consult Room – Consult rooms shall be designed to seat up to 4 individuals for hosting small meetings, phone calls, tele/video conferencing, or for individual working. Locate adjacent to workstation clusters and in close proximity to enclosed offices. The consultation room shall be accessible to producers and non-government visitors without going through the secure government area. When possible, provide access to natural daylight. Interior glass window with blinds to provide visibility to the open office and allow daylight to penetrate through. Provide film at seated height for partial privacy. .

1. Sound Transmission Class rating as specified in Lease.
2. Greater of five (5) double electrical outlets or local code.
3. Two (2) telecommunication outlet.
4. Three (3) coat hooks on the wall next to the door.
5. Flooring, wall coverings, and window coverings according to Lease.
6. Keying / Door Hardware requirements: Provide office function, individually keyed lock on USDA suite masterkey.

Design Example:



Furniture Plan
Option A



Furniture Plan
Option B

Conference Room - Meeting rooms for 8-10 people for large meetings, tele /videoconferencing, as well as presentations. Locate centrally within the office and adjacent to the reception/service desk in order to provide immediate access for invited guests. Ideally, locate close to the break area for convenience for invited guests. Consider locating doors off of the open office area for acoustic privacy. Provide access to daylight when possible.

1. Sound Transmission Class rating as specified in Lease.

2. Provide the greater of five (5) double electrical outlets along the walls, or local code.
3. Two (2) telecommunication floor boxes, providing (4) data jacks and (4) outlets through the floor. An alternate design with (1) floor box may be considered with written approval by the LCO for layout efficiency purposes, but quantity of floor boxes shall not impact the total quantity of provided data jacks and power outlets.

4. Lessor shall provide data jack and audio-visual (A/V) connection for installation of a wall mounted television to use for presentations. Lessor is responsible for maintenance of connections/wiring and data jack, but television is the property of USDA and is to be installed and maintained by USDA.

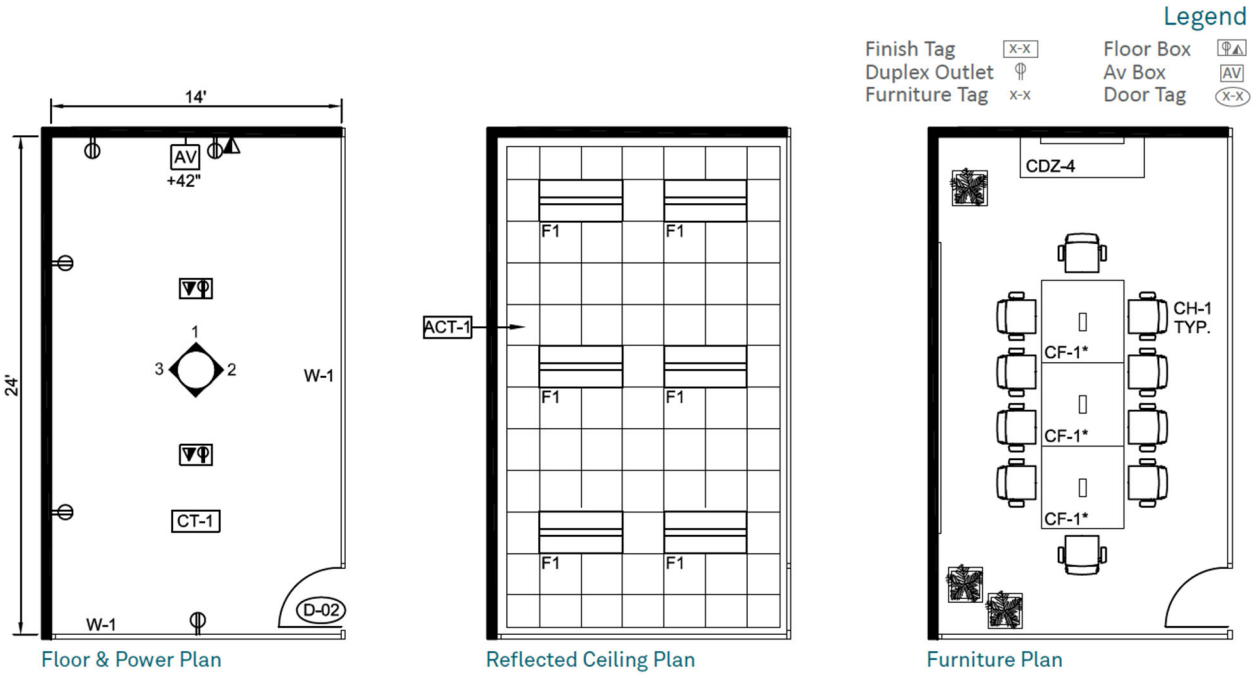
5. Provide six (6) coat hooks on the wall next to the door.

6. Provide occupancy sensors as well as manual lighting controls.

7. Flooring, wall coverings, and window coverings according to Lease.

8. Keying / Door Hardware requirements: Provide office function, individually keyed lock on USDA suite master key.

Design Example



Break Room - An enclosed or semi-enclosed space to serve as a destination for refreshment. The space is provisioned to support food preparation and storage, coffee machines and trash and recycle bins. Seating area shall be provided for socialization. Locate adjacent to conference room. Some enclosure is necessary to reduce transmission of noise and smells into the workplace.

1. Design to Sound Transmission Class rating as specified in Lease.

2. Provide the greater of four (4) double electrical outlets or the number of outlets required by local code, in addition to the outlets required for refrigerator/freezer and microwave. Outlets shall be provided at counter per local code. Ensure outlet design includes GFCI outlets as required by state and local codes.

3. Six (6) coat hooks on the wall next to the door.

4. Provide occupancy sensors as well as manual lighting controls.

5. Include waste, compost and recycling bins (according to lease).

6. Flooring, wall coverings, and window coverings according to Lease.

7. Cabinets and Countertops:

    a. Provide standard modular cabinet sizing.

    b. Provide a minimum of ten (10) feet of counter with base and overhead cabinets and double compartment sink. The sink shall be an ADA compliant single-bowl, undermount stainless steel sink in the breakroom. The sink shall be large enough to comfortably accommodate handwashing of mugs, dishes, and utensils typically used during break periods. The

dimensions of the sink shall be selected to ensure a minimum basin depth and a minimum bowl size that allows for submerging a standard coffee mug or dish.

c. Countertop shall be of a standard depth to match the cabinets. Finish shall coordinate with cabinets and finish colors.

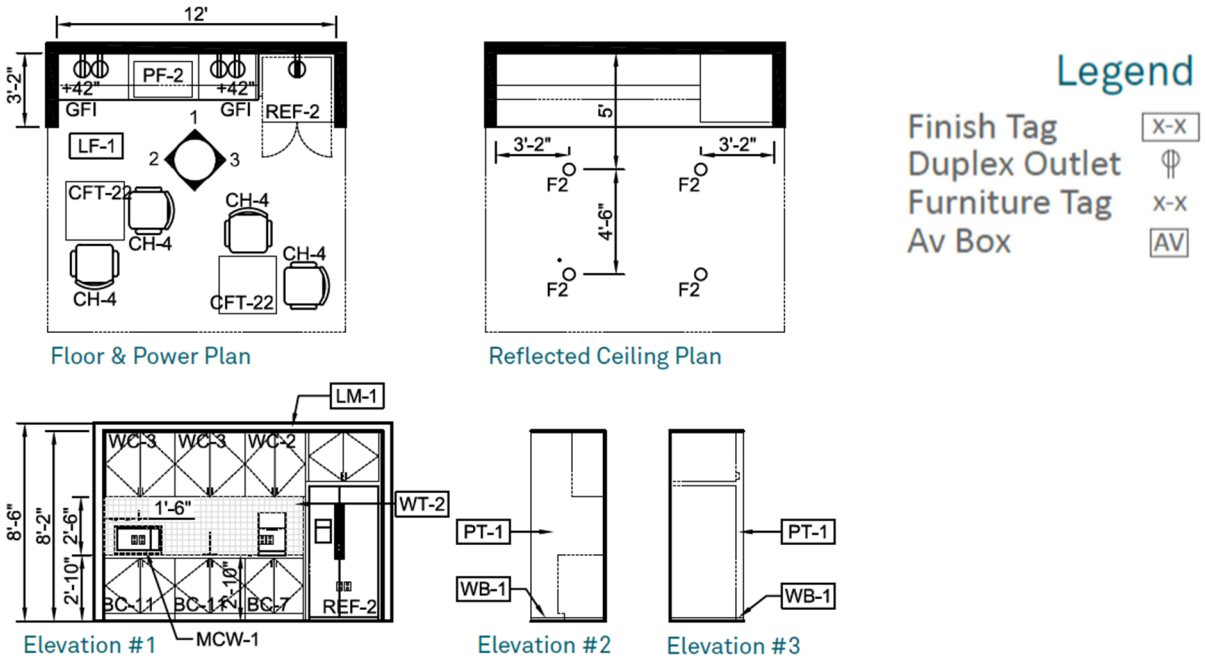
8. Lessor shall provide, install, and maintain, as part of operations and maintenance of the Premises, the appliances below. The Lessor shall retain ownership of these items, and associated costs shall be included in Operating Expenses on the Form 1217.

   a. A breakroom refrigerator with freezer (at least 18 cu ft in size, Energy Star and ADA compliant). (Ex. GE Profile Energy Star ADA compliant top freezer, (or equal). May be stainless steel, white, or black to correspond with finishes.

   b. A breakroom countertop microwave oven (2.2 cubic foot minimum in size). (Ex. GE Profile or equal). May be stainless steel, white, or black to correspond with finishes.

9. Keying / Door Hardware requirements: Provide office function, individually keyed lock on USDA suite master key.

Design Example:



Secure Storage – This room is for equipment or other content that needs to be securely stored, but easily accessible within the office. Size and type of storage units will vary depending on content requirements.

1. Room shall not be accessible through the ceiling to prevent "up and over" access. All walls shall be full-height walls, floor-to-deck. Where existing walls are reused during design for enclosing this room, existing walls shall be topped off to go to deck. Alternative designs to meet this requirement would need prior, written approval from the USDA LCO before application to the project design.

2. Solid core door with door hinges installed inside the room. No windows or other openings.

3. Fire extinguisher shall be supplied, installed, and maintained by the Lessor.

4. Sound Transmission Class rating as specified in Lease.

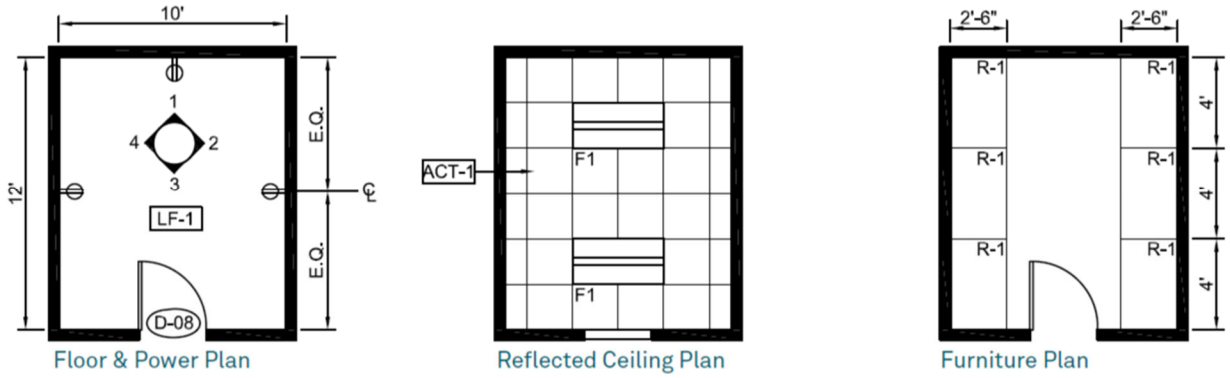
5. Greater of three (3) double electrical outlets or local code.

6. Provide duplex data jacks every 10’ on the walls, located at opposite sides of the room, for future flexibility of function in this space.

7. Flooring and wall coverings according to Lease.

8. Keying / Door Hardware requirements: Provide storeroom function cipher lock with keyed override, individually keyed and on the USDA suite masterkey. Door shall be self-closing.

Design Example:



Open Office - A standard space for an individual to accomplish focused solo work and short-term collaborative work who spend most of their time at their desk.

1. Individual workstations are provided in combination with easily accessible meeting spaces for group work and focus booths for concentration or private conversation. Place near floor perimeter to maximize access to natural light.

2. This is open-plan office space where systems (cubicle) furniture will be installed by USDA, in combination with touchdown stations as specified in Section 1.

    a. Lessor shall ensure electrical and data connections are available to be hard wired to the USDA’s planned systems furniture, and that additional power and data are available throughout to support office space uses, such as touch down stations, printer or plotter locations (final locations of printers and plotters to be coordinated with USDA during design), and occasional convenience outlets for office activities and ease of use for janitorial equipment power.

    b. Lessor is responsible for providing an electrician to undertake or assist with the connections of power and data to the systems furniture.

    c. Data and electrical for systems furniture shall be provided via ceiling drops (ie power poles) or wall connections with junction boxes prepared for USDA systems furniture whip connections. Floor boxes for provision of power and data to systems furniture may only be considered with prior written approval of the USDA LCO.

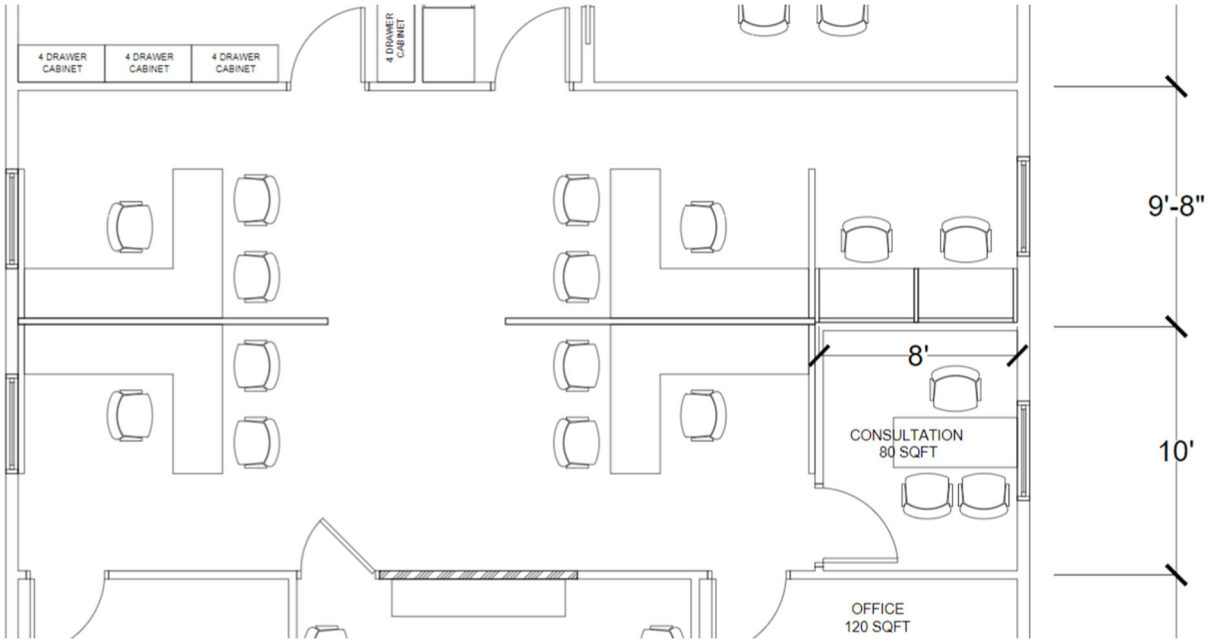
3. Coordinate locations of Wireless Access Points with USDA OCIO (IT), final quantity of locations to be determined during design by USDA OCIO based upon size and efficiency of the space layout. Provide CAT-6 data connection with face plate and RJ-45 connector in the ceiling at each location indicated for a Wireless Access Point during design.

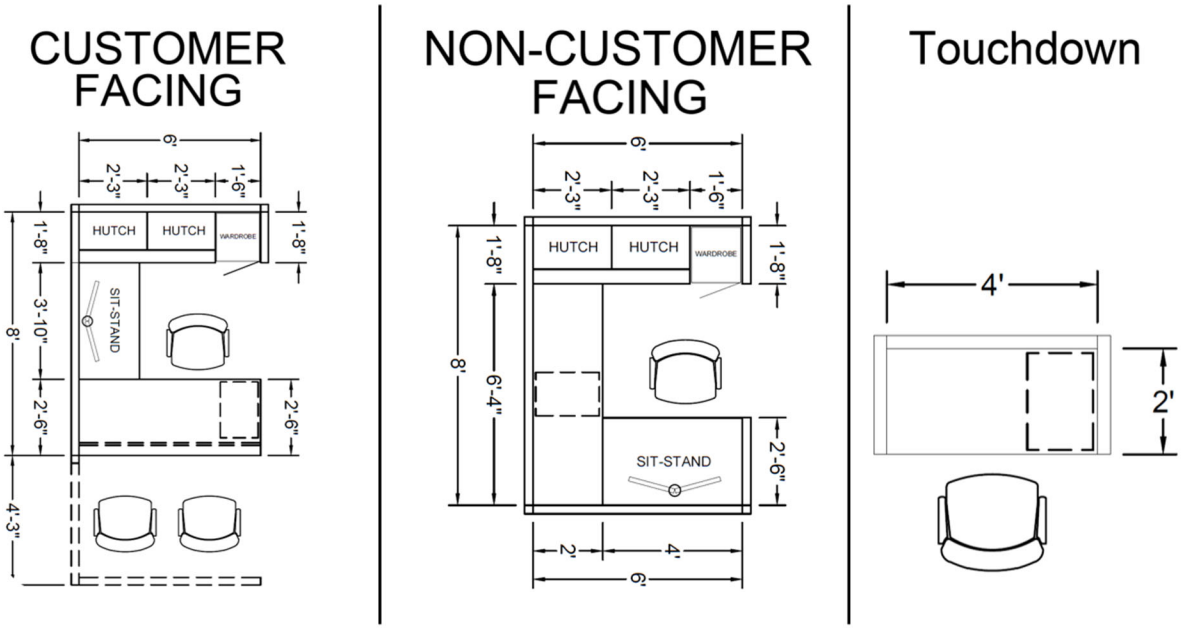
4. Flooring structural design load shall be able to accommodate storage for USDA lockable filing cabinets.

5. USDA is located **(1)** engineering plotter within the open office area. The plotter is approximately 6'x3' with walking clearances required around three sides and the fourth side located against a wall. The Lessor shall coordinate this location during design and ensure that each location is provided with power and data for plotter functionality.

6. See workstation and touchdown station standard dimensions and options below.

Design Example:

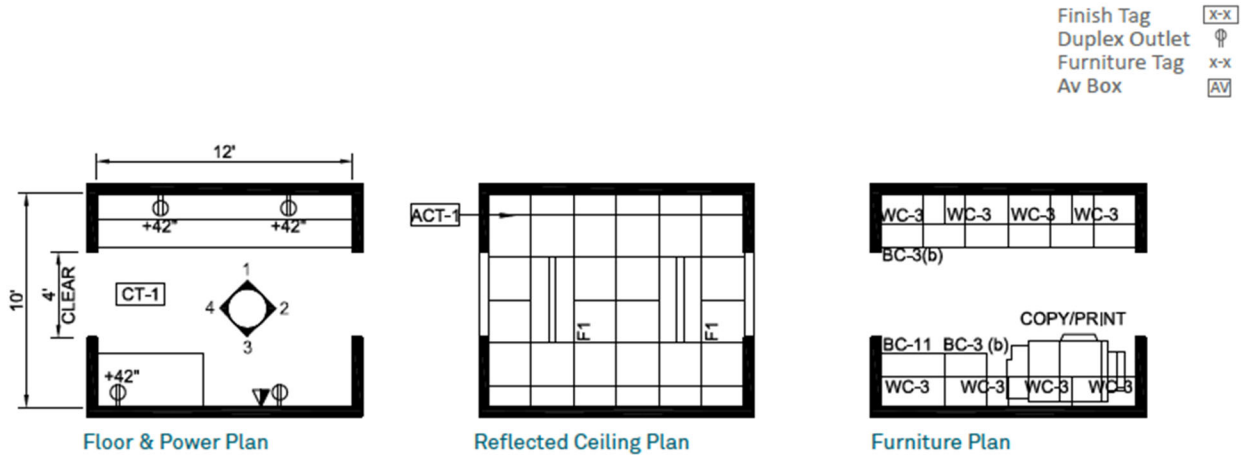




Mail/ Copy Area. Shall be centrally located to service all employees, unless not feasible due to existing building layout. Shall be acoustically separate from open office areas with no transparency to the office area. The design shall be accessible but should not cause acoustic disturbance.

1. Electrical outlets according to local code.
2. Flooring, wall coverings, and window coverings according to Lease.
3. The Lessor shall provide exhaust ventilation where required by code.
4. The Lessor shall coordinate (5) printer / copier, and (1) Plotter locations and ensure access to a power outlet and a data port for each printer / copier multi-functional device (MFD) and plotter.
5. See Physical Security requirements below for additional information.

Design Example:

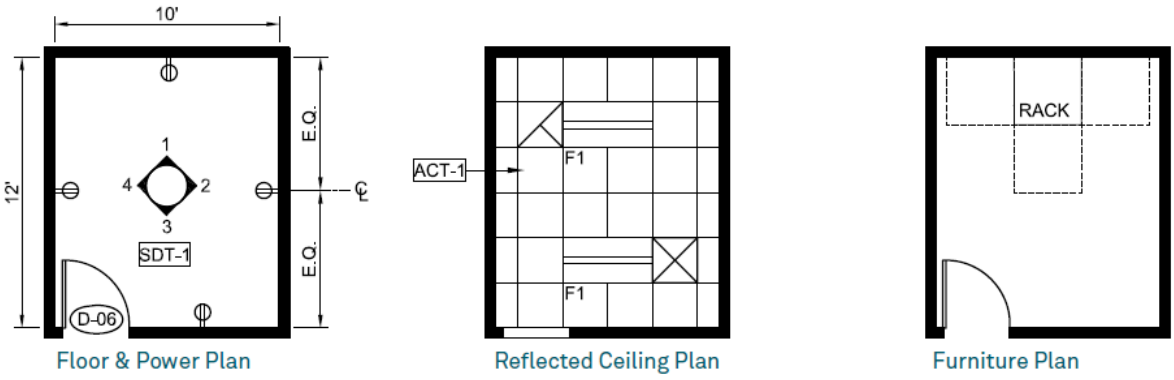


ADP/ IT Server Room. A secure, enclosed space to store the servers on site. The location shall be adjacent to building core, away from public areas, mailrooms and loading docks. Locate away from areas where water bearing pipes would be overhead. Configuration of the room shall allow a three-feet clearance around equipment.

1. All walls surrounding the ADP room shall be full height walls, floor to deck. Where existing walls are being utilized for portions of the ADP room enclosure, those walls shall be topped off to comply with the full-height wall requirement.

2. Keying / Door Hardware requirements: provide storeroom function cipher lock with individual keyed lock override for emergency situations. This is the only keyed lock in the USDA suite that shall not be placed on the USDA suite master lock. Door shall be self-closing.

Design Example:

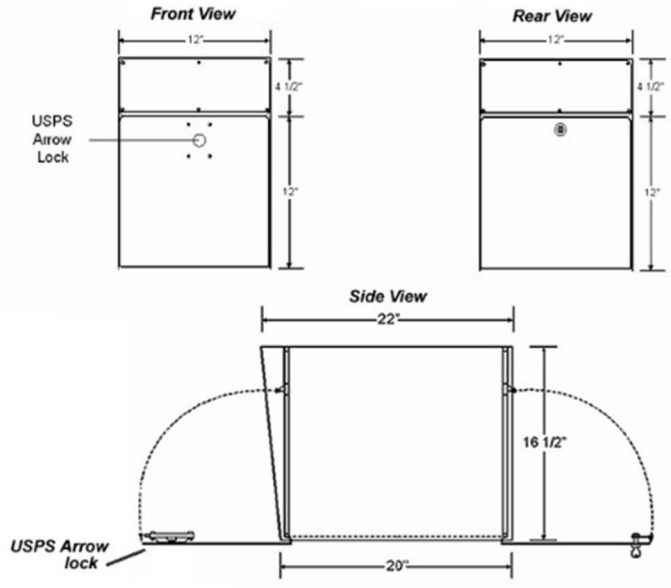


C. REQUIRED FEATURES NOT INCLUDED IN SHELL COSTS: For all of these items, purchase and installation should be included in the Lessor's Tenant Improvement costs and ongoing maintenance should be an Operating Cost included on GSA Form 1217.

1. Lessor to install and maintain all Telecommunication Requirements (development of ADP Room, CAT wiring, etc.) as outline in Lease Exhibit C.

2. The Lessor shall provide and maintain separate mailboxes for each USDA agency in the Premises, unless the Lessor is able to negotiate for secured in-office mail delivery and pickup to /

from the USDA with the US Postal Service (USPS). The mailboxes must be lockable and acceptable to both USDA and USPS, and ADA compliant. The incoming mailboxes must be of sufficient size to accept a single package of 9” wide x 11 ½” deep x 12” high, or a separate common oversized mailbox of that minimum size must be provided. A separate lockable outgoing mailbox (comparable to a 4C USPS approved collection bin) capable of accepting an outgoing parcel of a minimum of 11-3/8” wide x 6-1/4” deep x 4-1/4” high must also be provided by Lessor. Location and design must be approved by LCO or designated representative. The Lessor is responsible for coordinating with the USPS for approvals on mailbox design, type, locking device requirements, and location. Examples below:



3. Lessor to install and maintain an exterior locking depository drop box. Drop box should be secure and provide the ability for receipt of documents from exterior of building without entering interior areas of the building. Location and design must be approved by LCO or designated representative.

4. Lessor to provide and maintain interior and exterior signage as outlined in USDA Facility Signage Guide as furnished by the Government.

i. The monument sign must be such that the sign is visible from both directions of traffic. Where the USDA location is in a strip mall or business campus, location of the signage in the mall / campus pylon sign is acceptable, as long as the sign is large enough to be legible and is able to comply with the USDA Signage Exhibit.

ii. Sign locations and design shall be approved by LCO or designated representative prior to installation.

iii. Should the location of the leased Premises not be evident to customers parking in the parking lot, the Lessor shall install and maintain directional or wayfinding signage from the parking area to the Premises.

iv. Vector images of USDA lockup and logo shall be available upon request.

v. The Lessor shall confirm USDA desired text on exterior and interior signage through the submittal process prior to signage installation.

vi. All signs shall be permanent in nature. Temporary vinyl signage is not permitted.

5. Lessor shall provide, install and maintain fire extinguishers, smoke detectors, carbon monoxide detectors, and automated external defibrillator (AED).

6. Lessor shall provide, install and maintain a shed approximately 200 square feet (10 foot x 20 foot structure) of exterior storage at the Premises. Structure must include a minimum 10-foot by 10-foot door to accommodate UTV/ATV's with trailers. Lessor shall note that USDA may store gasoline for ATV use, and the location of the shed must meet all local building codes and required set-backs. Shed location to be coordinated with and approved by LCO or designated representative.

7. **Manual Push Button Cipher Locks**. Lessor shall provide and maintain keyless locking system/ mechanisms (i.e., cipher locks) in the following locations: all staff exterior access doors, the door between the reception room and the USDA internal open office area, any staff entry exterior doors, file storage room doors (as many as are designed into the lease), public restroom doors where restrooms are located in the common area / otherwise accessible by the public, and the ADP (IT Server Room) door. Cipher lock system shall provide for coded access to USDA space and shall have the following features:

   i. Provide keyless entry to authorized personnel only, with keyed entry for emergency backup when the batteries expire.
   ii. All cipher locks shall be provided with individual keys and shall be keyed to the USDA office master key, except the ADP room door..
   iii. The ADP room door shall be provided with an individually keyed lock and shall not be incorporated with master key functionality.
   iv. Ability for local staff to change codes as needed.
   v. If installed on main entry door, ability for local staff to turn off the need for a code during normal work hours.
   vi. Ability for local staff to lock door from exterior without having to use a physical key.
   vii. Provide emergency manual locking mechanism on interior door in case of security emergency.
   viii. Lessor will provide all maintenance and battery replacement.
   ix. A copy of cipher lock instruction manual provided to local staff.
   x. Lessor retains ownership of system after lease termination.

8. **Bottle Filling Station Requirement:**

   i. The ADA / ABAAS height water fountain shall be replaced (if existing) or upgraded over the standard shell water fountain cost (if going in new) to an ADA compliant stainless steel refrigerated cooler with bottle filling station. Example: Elkay Model LZS8WSSP-W1 or equivalent.

9. **Parking Lot Requirements:**

   All USDA reserved parking spaces shall be freshly striped. All reserved spaces shall be designated by post mounted or painted signage.

10. ADP Room Guidelines:
    i. The below information is supplemental and explanatory, to be used in addition to the ADP and Wiring Guidelines Exhibit:

    ii. Telecommunications Service Entrance - The telecommunications service entrance shall be supplied with a pull string between the pole and the demarcation point to enable USDA's utility provider to pull in their new telecommunications service.

    iii. Electrical Power –New and refurbished ADP rooms shall have the ability to shut off power to a malfunctioning information system component.

    iv. Plumbing – Because of the danger of water damage, wet piping shall NOT be routed over the top of the ADP room, unless directly associated with the functions of that room (i.e. - sprinkler piping, condensate drainage, and humidifier feed piping). All room-related wet piping shall be routed to avoid running over the rack and equipment locations. Condensate piping shall be supplied with a fail-safe containment system, such as a drain pan with overflow and auto shutoff, or as required by code, whichever is more stringent.

    v. Flooring – The flooring shall be anti-static hard surface, as light in color as possible.

vi. Shared Space – ADP rooms shall only contain OCIO equipment and other OCIO designated uses. No other uses shall be allowed within the ADP room, unless expressly permitted in writing by the USDA LCO (ie. storage, security system head end, etc).

vii. Patch Panel – A modular, pass-through type patch panel is acceptable with written approval from the USDA LCO.

viii. Wiring/Cabling Requirements –

ix. Wiring shall enter the ADP room in an overhead configuration, taller than the server rack, to ensure overhead equipment rack connections with a minimum of stress and strain put on the wiring, and to avoid tripping hazards or other blockages of the server rack clearance space.

x. The data contractor shall punch down all data wiring on the patch panel, with both ends permanently labeled. The data contractor shall provide a 10' patch cable for each data port landed on the patch panel. USDA OCIO shall make the final connections between the patch panel and the cabinet.

xi. Supplemental to the ADP and Wiring Guidelines v. 3 page 7, the Lessor shall provide, install, and maintain the wiring, cabling, and patch panels. USDA OCIO shall provide the server rack for assembly and installation by the data contractor.

D. REQUIRED FEATURES TO BE INCLUDED IN SHELL COSTS: Lessor shall include the costs associated with these features in Shell Rent.

xii. The leased Premises must comply with accessibility requirements set forth in Section 3.15 of Lease at the time of lease commencement.

xiii. Perimeter Lighting: The Building Owner shall ensure exterior entrances/exits are illuminated to a minimum of 5 foot-candles; Sidewalks and walkways illuminated to a minimum of 3 foot-candles; and Parking lot surfaces illuminated to 1 foot-candle throughout the parking areas. Lessor shall have a lighting preventative maintenance plan in place to inspect perimeter lighting for broken fixtures or burnt-out bulbs and service any non-operable lights within 30 days.

xiv. Circulation corridors connecting to the mud room shall be hard surface flooring for easy clean-up of mud and debris.

xv. Parking lot requirements: All USDA parking areas shall be paved or asphalt, or other hard surface pavement such as pervious paving to be approved as an alternate in writing by the USDA. All drives and access roads leading into the USDA parking area from the main road shall be paved or asphalt. All USDA non-reserved parking spaces shall be freshly striped.

xvi. Unique Parking requirements: Pull through parking for a minimum of 1 Grain Hauler/Semi length farm vehicles:

1. All designated pull-through parking spaces shall be designed to accommodate the unobstructed entry and exit of large farm vehicles and trucks. This includes:

2. Maneuverability: Sufficient space to allow for turning movements within the parking space itself, eliminating the need for backing up.

3. Entrance and Driveways: Wide enough to accommodate the turning radius of large vehicles, ensuring smooth traffic flow throughout the site.

4. Clearance: Free from obstructions both overhead (no low-hanging structures) and on the ground (no posts, curbs, or other obstacles) in both the front and rear of the parking space. This facilitates easy entry and exit for large vehiclesWhere pull-through parking is required, the parking spaces shall alow large farm vehicles and trucks to enter and exit without restrictions both along the ground and overhead, vehicles shall not need to back up to exit the space, and all entrances and drives shall accommodate turning radius for large farm vehicles and trucks to be accommodated on site.

5. Paved road access to accommodate A loaded semi-truck and trailer is estimated at 80,000 pounds while a dual wheeled truck and loaded livestock trailer is estimated at 50,000 pounds.

E. PHYSICAL SECURITY REQUIREMENTS: In addition to the specifications set forth in Section 7.01 of the Lease, the Lessor is required to implement the following USDA-specific physical security features in the Premises. For all of these items, purchase and installation should be included in the Lessor's Tenant Improvement costs and ongoing maintenance should be an Operating Cost included on GSA Form 1217.

1. Hardened Public-Government Space Separation

   a. One Hardened Customer Service Counter (ie. installed in drywall or other permanent wall construction) shall be installed to separate the public lobby area from the employee workspace. It shall be designed in a way that customers cannot access USDA space (on the other side of the counter) unless permitted entry through a locked door.

   b. This counter shall be a hardened barrier that requires employees to enter through a locked door to enter from the public side of the counter into USDA employee space. The door shall be self-closing, with a cipher lock with keyed override on the USDA suite master key and shall remain secured at all times. The counter shall be 42" to 48'' high. A folding table mounted to the wall shall be provided to achieve an ADA / ABAAS height counter area.

   c. Lessor shall provide **built-in storage** below the counter on the USDA-internal side of the customer service counter.

   d. All glazing supplied in the reception area shall be shatter-proof laminated glass with 3-5mm of impact resistant film.

1. Entrance Door Chime. An entrance door chime shall be installed on the main/customer entrance to notify employees when a visitor enters the facility. The chime shall be supplied with remote annunciators to be located in each USDA agency and non-agency partner's open office spaces on site to ensure that all agencies in the office receive the notification.

2. Intrusion Detection System (IDS) Coverage and Monitoring. The lessor shall design, install, and maintain an Intrusion Detection System (IDS) consisting of door contacts for all perimeter entry and exit doors to USDA space; magnetic contacts for operable ground floor windows; acoustic glass break detectors for glass doors, doors with glass windows, or ground level windows; passive infrared motion sensors in the open office spaces; an alarm keypad (one needed per office suite); and an auto-dialer for alarms to annunciate to a monitoring service (i.e., local police station, 911, or approved 3rd party monitoring service).

3. Duress/Panic Buttons

   a. All USDA Main Entrance/Reception areas shall have a duress/panic alarm installed. Additional duress/panic buttons shall be placed in areas where employees routinely service customers. Duress buttons shall be wireless. Anticipate a minimum of (5), but final quantity shall be confirmed with USDA Security during design based upon the efficiency and layout of the space.

   b. These alarms shall be tied into the IDS system to ensure annunciation to a monitoring service (i.e. 911, local police station, or approved 3rd party monitoring service).

4. Main/Customer Entrance Emergency Lockdown. A locking device is required on the main/customer entrance that will easily allow for locking/unlocking the door in emergencies. To support an emergency lockdown, a thumb turn deadbolt shall be installed on the main entrance door so the door can be locked immediately in an emergency. Another acceptable option is installing an electronic lock that has an emergency lock-down button at the service counter.

5. Space Compartmentalization / False Ceiling. Any suspended (false) ceilings that lead into USDA-FPAC space from a wall in a common hallway or other tenants space must be secured in a manner that no individual can enter USDA space undetected or unmonitored by exploiting the gap above the false ceiling wall. All USDA suite space perimeter walls shall be full-height walls from floor to deck to ensure USDA suite security. Any deviations due to unique building layouts must be discussed with USDA security during design and approved in writing by the USDA LCO.

6. Perimeter Doors and Door Locks

   a. Perimeter doors to USDA space shall be either glass storefront doors, metal high-security doors, or solid-core wood doors. Hollow core doors are not permissible.

b. Door hinges shall be located on the inside of the door (non-public side) or exposed door hinge pins must be permanently secured to prevent removal. Approved methods include tack welding or locking screws to hold pin in place. Astragals shall be supplied for all double door applications.

c. Perimeter door locks must be high security cipher preferably with a dead-bolt. Cipher are highly encouraged to avoid the need to issue keys.

d. All exposed door locking mechanisms, except for deadbolts, must be covered by a door strike plate cover to prevent the mechanism from tampering.

e. The lessor shall rekey all door locks prior to USDA leasing the space and all keys must be accounted for on a sign-out log.

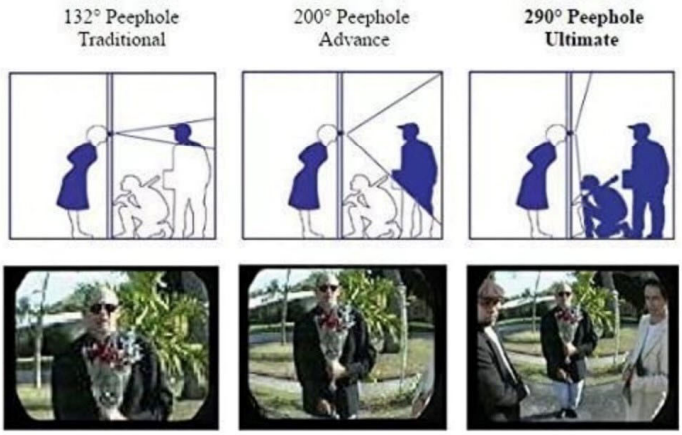
7. Emergency Exit Doors

a. Emergency exits doors, any doors to the exterior, and USDA suite entry doors, shall include an automatic door closer and exit hardware that is compliant with applicable life safety codes and standards. All emergency exits doors shall have signage posted on the interior side of the door stating, “Emergency Exit Only”. These doors shall not be used for employee or tenant convenience.

b. Astragals shall be supplied on all double door applications and all exterior doors.

c. A 290 degree wide-angle door viewer shall be installed in all exit doors, if an exterior window is not adjacent to the door or if it is not a glass door.

High Security New 290 Degree Peephole Wide Angle in Black Door viewer



d. Emergency Exit doors shall have no visible hardware on the exterior.

8. Window Air-Conditioning (A/C) Unit Protection. If window A/C units are provided as part of the USDA suite space HVAC system, they must be secured with a lockable cage or window bars in a way that prevents the window unit from being pushed in or removed.

9. Protection of Exterior Gas Mains or Propane Tanks Adjacent to Premises. If exposed mains, meters or tanks containing flammable or explosive gasses / liquids are located on premises near a facility façade or in a parking lot, the mains, meters, or tanks and all associated

appurtenances shall be supplied with bollards (typically yellow safety bollards) or some other barrier alternative to be approved in writing by the USDA LCO (i.e., crash-rated planter or boulder) around it to protect all vulnerable parts of the system from a vehicle strike.

10. Security of Exterior Electrical Panels and Switches. Any exterior electrical panels located on the outside of the building or in common/public spaces shall be secured via a locking device, unless not permitted by local code. All panels that feed the USDA suite shall be located inside the USDA space or in a secured area on the interior of the building. Any deviations from this shall be approved during design in writing by the USDA LCO.

11. Public Restroom Access. Lessor shall secure public restrooms (restrooms located in the building common area) in a manner that only facility tenants can access them and not the general public through the application of a cipher lock on either each individual restroom door or application of a cipher lock to the restroom access corridor.

12. Fire and Carbon Monoxide Detection. Lessor shall provide, install, and maintain smoke and carbon monoxide detection devices in accordance with local code. Where there is no local code requirement for a carbon monoxide detector, the Lessor shall provide, install, and maintain a minimum of (1) carbon monoxide detector on the premises.

13. Interior Office Doors: Interior doors to offices, conference rooms, restrooms, and break rooms shall not be hollow core wood or any other interior residential use door. Doors shall be solid core wood or equivalent. All doors to private offices shall have door locking mechanism (residential use internal locks are not permitted).

14. Landscaping: Landscaping shall be maintained and trimmed as needed to prevent it from creating areas of concealment around the facility and parking areas. Landscaping shall not be overgrown where it impacts lighting illumination, camera views (if applicable), and a clear line of sight.

15. Janitorial and Maintenance Staff Access. Any lessor provided maintenance/janitorial staff must undergo a Special Agreement Check (SAC) background investigation before being granted unescorted access. This check will be conducted by USDA-FPAC HSD. USDA-FPAC reserves the right to request daytime cleaning in USDA space. Due to the highly field-based nature of USDA's work at certain locations, background checks may be required even for janitorial staff who will be performing duties during daylight to ensure no disruptions to janitorial service where USDA staff may not be present for the day. SAC background checks shall be sent to the USDA local lease contact, which will then be requested by the State Office through ServiceNow, routing the ticket to Homeland Security Division.

F. CONSTRUCTION SUBMITTALS: (GLOBAL)

The following submittals are required to be provided during the construction of the Tenant Improvements:

1. Product Data Sheets with DID submission (Lease Paragraph 4.5)
2. Three Finish Options (Lease Paragraph 5.3)
3. Commissioning Plan prior to completion of CD's
4. Permit
5. Mailbox design and location
6. Security System (IDS) Submittal
7. Signage Submittal
8. Fire Alarm System Testing
9. Data Wiring Continuity (Network Cabling) Test Results
10. HVAC Test and Balance Results
11. Radon Testing Results

12. Schedule of Periodic Services
13. Staff training and manuals on:
    a. Security System
    b. Cipher Lock programming, use, & procedures
14. Final Commissioning Report
15. Lease Administration / Emergency Points of Contact and Procedures
16. Certificate of Occupancy
17. Warranties:
    a. Carpet (Lease Paragraph 5.12)