

EXHIBIT 3 – PROPOSAL CHECKLIST

The RFP submittal practice must include this checklist and the following documents:

ITEM	DOCUMENT	INCLUDED? (YES/NO)	If NOT included, briefly explain why below or attach additional documents necessary.
1	Letter of interest , describing company and experience.		
2	Signed Exhibit 1 Lease Proposal Form completed with Acknowledgements and Certifications (as appropriate).		
3	Proof of ability to control property and/or of representation of owner.		
4	An area map that identifies the building location, major arterials and public transportation routes.		
5	<p>A detailed site layout (to scale, 11" x 17" or 8.5" x 14" preferred) in visual schematic form, indicating true north.</p> <ol style="list-style-type: none"> 1. Show building orientation and relationship to the site; ingress and egress for autos and pedestrians; access and traffic flow; parking and number of stalls; vehicle and pedestrian circulation pattern and loading/service area; and location of exterior lights and signage. 2. Show potential areas for future expansion. 3. Show accessibility pathways to site, through site, and to building entrances 		
6	<p>One scaled hard copy of the shell and core plan for each floor included in the proposed premises is required.</p> <p>Proposers are encouraged to also provide one electronic version (AutoCAD preferred.) At a minimum, the shell and core plan must include:</p> <ol style="list-style-type: none"> 1. All structural elements and limitations (columns, load bearing walls, etc.) 2. All entrances and exits 3. All existing non-structural partitions 4. All existing windows 5. All existing restrooms 6. All elevators and stairwells 7. All mechanical, electrical, and telecommunications rooms 8. Display of building elevations (photos if an existing building) showing exterior materials, window treatment and sill and head height and spacing. 9. For existing facilities: Provide description 		

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	of the roof type and construction, date of the most recent roof replacement and a history of the repairs made since the most recent replacement.		
7	<p>For All Facilities: Documentation showing the current zoning and appropriate use.</p> <p>For Space Under Construction and Planned Space: Documentation the current status of the proposer's construction permit or site plan approval and SEPA determination.</p>		
8	<p>Building sections showing:</p> <ul style="list-style-type: none"> • Length and width of building, • Wall materials, thickness, • Floor-to-floor heights, • Ceiling heights and • Overall building heights. 		
9	<p>A detailed HVAC system narrative including (but not limited to):</p> <ul style="list-style-type: none"> • HVAC Zoning • Energy conservation features • HVAC control system(s) used • Use of outside air and • Filtration system and efficiency. <p>Attach additional documentation as necessary.</p>		
10	<p>A detailed electrical system narrative including (but not limited to):</p> <ul style="list-style-type: none"> • A narrative of the lighting system to include the age of the lighting system (if existing). • A verification of the electrical service capacity available in the proposed space • A description of the existing or planned data service to the proposed space • A description of any existing or planned cable management plan <p>Attach additional documentation as necessary</p>		
11	<p>For Existing Space: Energy Star® rating or energy audit results for the previous 12 months.</p> <p>For Proposed Space or Space Under Construction: A narrative describing the anticipated Energy Star® rating of the proposed space and a description of the methodology used to derive this anticipated Energy Star® rating.</p>		

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	Attach additional documentation as necessary.		
12	A description of any existing or planned building access security system		
13	Documentation of sustainable program certifications (LEED, Green Globe, SBA, etc.) included in the proposal (if any)		
14	Alternatives (or exceptions to) (if any) to Leased Space Requirements and/or agency addendum (when required) Addendum, and any other performance requirement (Using the form in Exhibit 2.)		
15	Additional supporting attachments/documents if needed and / or appropriate.		