

OFFICE OF THE ATTORNEY GENERAL

ADDENDUM #1

The following addenda items are supplementary revisions to the July 2005 edition of “Leased Space Requirements”, and have been compiled and prepared by the Office of the Attorney General. They are incorporated herein as part of the drawing & specification approval package for this project, and the Lessor is required to comply with all requirements and directives delineated in its content. Cost allowances or additions based on these requirements are to be separately itemized by the Lessor on the Construction Bid Cost Breakdown Form and submitted to DSS as part of the package of submittals pertaining to this project. Specific items supersede the referenced or corresponding sections of Leased Space Requirements.

1) **SECTION A1**
DEFINITIONS

A1.1 ADDITIONAL TENANT IMPROVEMENTS, add the following:

Tenant improvement costs not covered by the lease that may require supplemental funding by the Attorney General must be identified along with appropriate cost backup a minimum of 30 days prior to the anticipated start of construction of tenant improvements. The Attorney General will approve all plans and specifications and must authorize required additional funding prior to initiation of construction.

The Attorney General reserves the right to request that additional bids to be taken by landlord from three or more subcontractors if the unit prices provided for additional work are not acceptable. Unit prices for additional or reduced quantities for standard tenant improvements (doors, sidelights, electrical outlets, etc.) should be provided along with additional cost data.

A1.6 PUNCHLIST, add the following:

The walk through of the space will be attended by a representative of the Attorney General office scheduled to occupy the space plus a representative of the Attorney General's Facilities Office.

2) **SECTION A2** **PROPOSAL**
INFORMATION

A2.2 PREPARATION OF PLANS AND SPECIFICATIONS, revise to read as follows:

Lessor to provide as-built drawings of existing buildings to BGRES Architect. Lease exhibit Plans and Performance Specifications will be approved and released by BGRES for each State leased space requiring build-outs. Plans will be provided to the Attorney General a minimum of 60 days prior to the time that the BGRES project architect requires final approved space plans from the Attorney General and the Attorney General's Facilities Office. As-built plans will be provided in reproducible, 1/8" scale and in software that is compatible with AUTO CAD. No changes in such documents are permitted without

written approval from the BGRES Architect. The lessor is responsible for preparing construction documents, which include plans and specifications by a licensed architect and/or engineer, as required by the governing building department for permits and construction.

3) **SECTION A5 SUMMARY OF BASIC REQUIREMENTS FOR THE BUILDING**

A5.3 PARTITIONS, revise to read as follows:

Provide walls and partitions for restrooms, stairs, elevator and elevator machine rooms, mechanical shafts, and mechanical, electrical, telephone and data systems rooms. Partitions will be in accordance with space plans provided by the Attorney General. All central reproduction rooms, reception area walls bordering on conference, deposition or private offices, and all conference rooms or deposition rooms larger than 200 SF, shall have soundproof partitions from floor to ceiling. Doors and glazing elements in these walls shall not reduce the STC value from that provided by the slab to slab walls. Slab to slab walls shall be provided around all above mentioned rooms plus private offices larger than 14'x 14' (196 NSF).

Floor to suspended ceiling partitions shall be provided as required by the plans which will generally include all deposition rooms, conference rooms, workrooms, file rooms and private offices for attorneys. The ratio of partitioning per square foot will generally fall within a range of 75 lineal feet of partitions per 1,000 NSF of space but may, on other applications, be as high as 120 lineal feet of partitions per 1,000 NSF of space leased. See Section 09250.

A5.4 INTERIOR DOORS, add the following:

In some instances, larger rooms may require two doors. Doors will be provided per plans provided by the Attorney General. Double doors will be provided at the main reception area leading from the public hallway or elevator lobby.

A5.5 RELIGHTS, revise to read as follows:

All offices and conference rooms and other rooms generally occupied by individuals during the majority of the day, shall be provided with a minimum of one wall-mounted relight. Wall-mounted relights will generally be 16 to 18" W, starting at floor level to the top of adjacent doors. Glazing will be rain glass, reed glass, frosted glass or other as directed by the Attorney General's Facility Office.

In offices that are between 10 feet wide and up to 20 feet wide (as measured parallel to the perimeter) two relights may be required. All relights shall be the same width.

Door relights if used should be 2'-0" x 3'-0". See Section 08100 and 08200.

A5.7 COFFEE BARS, revise the third sentence to read as follows:

Each coffee bar shall be 48" to 96" long, including self-rimming stainless steel sink with instant hot water dispenser and disposal. A full height refrigerator shall also be provided.

A5.9 SIGNS, add the following:

Provide sign to indicate function of each room and/or office occupant. Signs generally to be 6 1/2" x 6 1/2" mounted 68" AFF. Signage material to be Rowmark Plastic 1/32" x 6"

x 6" Signage frame: Kroy Low Profile or comparable; ADA Braille/Tactile Plate. See Section 10400.

A5.11 HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS, revise
to read as follows:

Provide complete mechanical heating, ventilation and air conditioning (HVAC) system sized to 120% of calculated requirements, fully ducted supply and fully ducted return, 1,000 square foot average zones, and utilizing the most economical energy source available to the project site. Air conditioning return vents shall be provided directly over copy machines in central copy areas (not be applied in open plan areas). Each corner office shall be on a separate zone with the control in the corner office. Office zones, whether interior or exterior shall not include more than four offices per control zone. All equipment filters will be required to be changed at the end of construction, then "flush" entire space with outside air for ten (10) days prior to tenant occupancy. See additional requirements in Section 15500.

A5.14 ELECTRICAL RECEPTACLES, revise to read as follows:

Provide circuitry and one (1) standard power duplex receptacle for each 75 leased square feet or as required to meet all of the following conditions. If fewer than one duplex outlet per 75 leased square feet is required by the following, the lesser condition shall govern. Each workstation or office shall be provided with two circuits (one for general equipment and lights and the other for computer equipment). Each workstation or office shall have the capability of installing two pieces of computer equipment (one duplex) and four pieces of equipment (two duplexes) for the unconditioned power.

A maximum of six workstations may be powered from the same circuit as long as all other conditions of this section of the specification are met.

All circuits shall have a minimum capacity of 20 amps each. Up to fifty percent (50%) of all required duplex receptacles shall be BGRES-approved durable flush-floor receptacles. Five percent (5%) of the required receptacles may be dedicated (20 amp) receptacles. Provide a maximum of six (6) duplex receptacles on each non-dedicated circuit; a four-plex receptacle will be calculated as 1.5 duplex receptacles. Additional circuits, isolated ground circuits and receptacles, and special receptacles (30 amp and above) are Additional Tenant Improvements when shown on DSS approved drawings or change order. See additional requirements in Division 16.

More technical information to be provided by Attorney General during project planning when needed.

A5.16 TELEPHONES AND COMPUTERS (VOICE/DATA CABLES AND RECEPTACLES), revise to read as follows:

Provide a minimum of one (1) combined-use rough-in outlet (1" conduit with J-Box) for each 150 leased square feet. As long as the following conditions are also met: each office and/or room shall have a minimum of two outlets to allow connection of one telephone and one data cable. Each workstation shall have the capability of having one telephone and one data cable connection. A maximum of eight workstations shall be connected to the same low voltage cable outlet. Cable, installation, and trim-out to be by state ate agency's vendor, or as an Additional Tenant Improvement. Also provide adequate plywood telephone board for tenant agency. See Section 06200.

A5.18 PLUMBING ACCESSORIES & SPECIALTY HARDWARE, revise to read as follows:

Each facility accommodating over 20 employees shall be provided with one handicapped equipped shower and dressing room. Installations providing accommodations for more than 50 staff shall be provided with separate men's and women's, handicapped equipped shower design and dressing rooms. Basic requirements include: grab bars, toilet paper dispensers, seat cover dispensers, sanitary napkin disposal, soap dispensers, towel dispensers (or hand dryers), one 24" wide shelf, waste receptacles, and mirrors and 10 full height lockers. See Section 10800.

Add the following subsection:

A5.21 SPECIAL CONDITIONS FOR RENOVATED FACILITIES

In leases where existing space is being expanded and/or renovated, care shall be taken to match existing conditions where those existing conditions are to be retained and used as a design feature. This shall apply to materials, finishes, levelness, alignment, elevations of door frames and relights, location of special interior improvements matching of ceiling tile grid and light layout, etc.

4) DIVISION 1, SECTION 01010 SUMMARY OF WORK AND PROCEDURES

1.2 CONTRACT DOCUMENTS, revise the second paragraph to read as follows:

Drawings will be limited to one sheet per floor whenever possible. Drawings will include scale plan, electrical receptacles, switches and casework. BGRES and tenant agency approval signatures, and BOMA square footage area(s) will be indicated in the lower right hand corner of the sheet.

1.4 CHANGES AND REVISIONS; CHANGE ORDERS, add the following after the second sentence:

The Attorney General's Office will be copied on all change order requests if funding may be required from the Attorney General.

1.7 ENVIRONMENTAL CONTROLS, add the following paragraph:

E. In all projects, whether new or renovated tenant improvements are required, general conditions provided for the landlord and/or landlord's contractor shall require the contractor performing the interior improvements work to provide a high standard of care in preventing odors generated by construction activity to permeate into any space that is concurrently be occupied by state agencies. A positive ventilation plan shall be provided to remove odors, dust and other offensive elements from the environment during all phases of construction when portions of the building are being occupied by state agencies.

5) DIVISION 1, SECTION 01060 REGULATORY REQUIREMENTS

1.2 LIFE CYCLE COST ANALYSIS, revise first sentence to read as follows:

Renovation or construction of publicly owned or leased buildings having 25,000 square feet or more of usable space: RCW 39.35 and 39.35B require BGRES to review lessor's LIFE CYCLE COST ANALYSIS.

Add the following subsection:

1.2 ENERGY SURVEY AND TECHNICAL ASSISTANCE STUDIES

For publicly owned or leased buildings exempt from RCW 39.35 (above), submit an energy walk-through survey. Lessor is required to have a walk-through survey and implement energy-conserving measures. Additionally, BGRES may require lessor to undertake a Technical Assistance Study. Responsibility for cost(s) shall be determined prior to beginning the study.

6) DIVISION 1, SECTION 01200 PROJECT MEETINGS

1.1 GENERAL COMMUNICATIONS, add the following after the second sentence:

Request the BGRES Architect notify the Attorney General of all meetings, the purpose of the meeting, timing and location sufficiently in advance of the meeting so the Attorney General representative may attend.

7) DIVISION 1, SECTION 01300 SUBMITTALS

1.1 PRODUCT SUBMITTALS, revise to read as follows:

Submit all material, color and finish samples to BGRES Architect for approval and selection. Allow ten (10) working days for submittals to be reviewed by BGRES. Provide a minimum of two (2) documents for review. One sample of these documents should be provided to the Attorney General for review and approval a minimum of one week prior to the date needed to transmit the approval of the BGRES Architect to the landlord or the landlord's contractors. AG samples shall be retained for use during punch list verification. Submit together all colors and materials that occur in the same room or rooms. Provide full range of manufacturer's color samples for each material color selection. Provide shop drawings where appropriate. Coordinate with agency's pre-approved color board.

8) DIVISION 1, SECTION 01700 PROJECT CLOSE-OUT

1.3 PROJECT RECORD/AS-BUILT DRAWINGS, add the following after the second sentence:

One set of the CADD disks, plus one reproducible hardcopy of the drawings at 1/8" inch scale shall be provided to the Attorney General when the project is closed out.

9) Add the following section:

DIVISION 2, SECTION 02050 DEMOLITION

The lessor/Contractor is responsible for the costs of demolition of existing construction in newly leased spaces.

10) DIVISION 6, SECTION 06200 FINISH CARPENTRY

1.2 ADJUSTABLE SHELVING, revise to read as follows:

Adjustable shelving is generally not required by the Attorney General. Movable furniture, provided by the Attorney General, is more flexible. However, should the occasion arise, the following specification will govern the quality of adjustable shelving. For pricing purposes, it should be assumed that no adjustable shelving is required. Provide 12" deep x 3/4" thick self-edged overlay plywood shelves capable of supporting 25 pounds per lineal foot. Provide five (5) shelves, or as noted, adjustable in 1" increments with metal standards and adjustable brackets, securely anchored, maximum 32" o.c. into studs. See Section 09250 for blocking and bracing requirements.

1.3 TELEPHONE BOARDS, revise to read as follows:

Provide 3/4" fire-resistant plywood on all walls of telephone and computer rooms. Mount bottom just above wall electrical outlets, top no lower than eighty-four inches (84") above floor. Alternate design may be indicated on BGRES drawing or specified by BGRES Architect. Mount on wallboard, masonry, or concrete. Existing plywood may remain if treated with flame-retardant paint.

11) DIVISION 6, SECTION 06400 CASEWORK

1.3 MODULAR SHELVING UNITS, revise to read as follows:

Modular shelving units are generally not required by the Attorney General as freestanding metal and movable equipment is more cost-effective. However, if modular shelving units are required, they shall conform to the following specification. For purposes of pricing, assume that modular shelving units are not required. Provide 12" deep (or as indicated on plans), 3/4" thick construction. Self-edged plastic laminate plywood or melamine-surfaced high-density particle board with vinyl "T-molding" in full seven feet (7') height by three feet (3') maximum width modular units. Shelves capable of supporting 25 pounds per lineal foot. Provide five (5) shelves, adjustable in 1" increments with metal adjustable end brackets. Anchor units securely to wall framing with screws. See Section 09250 for blocking and bracing requirements.

Add the following subsection:

1.4 WORKCOUNTERS

Workcounters shall be provided in all central copy rooms and a central mail room if provided. Each shall be 12 lineal feet in length where possible and have shelving below and from 18" above the counter in 12 inch increments to the ceiling doors are required on all shelving. Copy rooms are generally provided on the basis of one per division or one per floor but not less than one per 10,000 useable SF. Other governing criteria will be to provide one copy room per floor such that copy rooms are available within 120 feet of all workstations measured in a rectilinear (path of travel) direction. Counters shall be of the same quality, style and level of finish as provided for coffee bars in item 1.2 above.

12) DIVISION 8, SECTION 08100 METAL DOORS, FRAMES AND RELIGHTS

1.1 SIZE AND CONSTRUCTION, revise third sentence to read as follows:

7'-0" minimum height interior strongly preferred or a height to match existing if current space to be retained.

13) **DIVISION 8, SECTION 08200 WOOD DOORS, FRAMES AND RELIGHTS**

Add the following subsection:

1.6 ENTRY DOORS

A pair of 3'-0" x 7'-0" solid wood, with wood frame entry doors shall be provided at the main entry on each floor to Attorney General's space. Multiple floor installations shall have one entry per floor. Each pair of doors shall be flanked by glass sidelights, a minimum of 18" wide. Sidelights shall extend from floor level to the height of the doorframe. Generally, this entrance shall be centered on the elevator lobby or entrance hallway. The room shall be a minimum of 12' wide.

Add the following subsection:

1.7 INTERIOR FIRE SEPARATION DOORS

If required, based on layout and for fire separation, a pair of doors, whether swinging in the same or alternate directions, that are provided in a corridor to provide a fire separation, shall have coordinating devices (if available and allowed by code) to avoid having a center mullion in the middle of an aisle. These doors shall be on magnetic hold-opens, slightly recessed into the walls of the corridor so the doors are as unobtrusive as possible when in the open position.

14) **DIVISION 9, SECTION 09000**
FINISHES

1.3.2 WALLS, add the following paragraphs:

Public Area Walls

Walls in public areas, leading to or within Attorney General's space, and within tenant demised spaces surrounding lobbies, hallways, and adjacent to reception and high public use areas, shall have a durable, washable wall fabric finish. In some instances, a natural wood finish or wood wainscot shall replace the vinyl wall covering.

One conference room and deposition room adjacent to each lobby that is visually exposed to the lobby shall have either wood paneling or possibly wood wainscot on one wall. All other surfaces shall receive wall fabric or may have an accent paint color.

1.3.3 CEILINGS, add the following paragraph:

Ceilings in large conference rooms (generally over 250 square feet) but limited to one conference room per floor and the central reception area on each floor shall be at a height to match existing if existing space is being renovated. Finish to be partial coffered drywall, with possibly an inset 10' ceiling height for acoustical treatment.

15) **DIVISION 9, SECTION 09250 GYPSUM BOARD AND WALL FRAMING**

Add the following subsection:

1.3 DRYWALL CEILING

Drywall ceilings shall be provided if required to provide continuity of existing space if existing space is being remodeled to provide lease space for the Attorney General. Drywall ceilings may be provided in a new installation in the main lobby on each floor occupied by the Attorney General, and in all or a portion of the major conference room on those floors if adjacent to the reception lobby. Drywall ceilings may be coffered with the center portion fitted for acoustical tile to a preferred height of 10' AFF.

16) DIVISION 9, SECTION 09500 ACOUSTICAL CEILING

1.4 ACOUSTICAL TILE PANELS, add the following paragraph:

Open area acoustical tile

In large open areas, defined as over 1,000 NSF or accommodating 10 workstations in a relatively continuous area. Acoustical tiles must have a minimum NRC level of 90 through sound absorbing rather than sound penetration.

Add the following subsection:

1.5 MATCH EXISTING

In existing space to be retained and renovated, all ceiling tile shall be replaced if otherwise scarred or damaged. Ceiling tile shall match existing and existing tile shall be replaced where stained or faded. Ceiling grid systems shall be aligned to match existing and shall allow for placement of light fixtures in a rectilinear position, and aligned relative to surrounding walls. Ceiling heights shall be the same for existing and new space. Ceiling lights and air diffusers shall be aligned in a rectilinear pattern within the ceiling grid system. Painting of the existing grid and/or ceiling tiles to attempt to match new ceiling tiles is generally not allowed and must be approved by the Attorney General.

17) DIVISION 9, SECTION 09680 CARPET

1.3 CARPET, revise type to read as follows:

All carpeting to be minimum 32 ounces (tufted face weight) solution-dyed nylon.

Add the following subsection:

1.8 SPECIAL CARPETING

Carpeting in the reception areas and large conference rooms of over 250 SF (but not more than one per floor) shall be provided with a 12" wide carpet border. Carpet tiles may be used in these applications if more economical than roll carpeting.

18) DIVISION 10, SECTION 10800 TOILET AND BATH ACCESSORIES

1.9 SANITARY NAPKIN DISPOSALS WITH UTILITY SHELF, revise to read as follows:

Provide one (1) for each Women's restroom stall. Bobrick B-271 or approved equal.

Add the following subsection:

The heating system shall be designed to bring a building up to 75°F. within two (2) hours at lowest winter design temperature without light, people, and equipment loads.

All HVAC systems shall be sized for a minimum capacity of 120% of design calculated load to accommodate future growth. Minimum acceptable capacity shall be 35 BTU/h per square foot for cooling, and 75 BTU/h per square foot for heating, unless approved otherwise by DSS.

The ventilation system shall be of adequate capacity to provide twelve (12) air changes per hour in all restrooms, janitor's, conference, training and staff lunch rooms. All areas shall have a minimum of 1 CFM per square foot continuous air circulation. Outside air quantities shall be based on ASHRAE 62-1989 standard, and shall be not less than 20 CFM per person at full occupancy.

1.3 SYSTEM DESIGN, revise to read as follows:

The HVAC system shall provide fully ducted supply and fully ducted air returns (minimum of two returns per zone - 1,000 square feet average) evenly spaced. Where possible they should be Energy Star certified. Provide fully ducted return air in all areas except restrooms, showers, mechanical, electrical, janitor's rooms and copy/work rooms. These rooms shall receive supply only and be exhausted separately to exterior of the building to prevent air from being re-circulated to other rooms. Rigid fibrous glass duct-board shall not be used for supply or return duct systems. System shall provide outside air ducted directly to the air handling units or other approved means of supplying the minimum outside air requirements at all times during occupancy. The heating system shall maintain an inside temperature in comfort zone of 70 degrees (70°) F. during normal working hours (7:00 a.m. to 6:00 p.m.) and have a non-occupied setback between fifty (50°) to sixty degrees (60°) F.

The system shall contain heating coils if necessary to ensure a minimum coil discharge air temperature of 65 degrees (65°) F. during heating cycle and shall be designed for temperature variations no greater than 2° F. within any zone.

When economizers are used, controls shall be provided so that outside air may be gradually reduced to an absolute minimum of 20 CFM per person in the most extreme temperatures and gradually increased to the maximum of 100 percent (100%) outside air. The average air filtration efficiency shall not be less than 30 percent (30%) by NBS discoloration test method using atmospheric dust. The sound level from operation of the systems in any of the areas served shall not exceed 40 db; this shall include sound level from all exhaust fans.

1.3.1 ZONES, add the following sentences:

Provide average 1,000 square foot zones throughout the building. Spaces adjacent to building exterior shall be separately zoned from interior spaces. Provide separate temperature controls for each conference room larger than 250 square feet.

Provide 24-hour air conditioning with separate controls for all computer rooms.

1.3.3 BUILDING EXHAUST SYSTEM, revise the first sentence to read as follows:

Provide building exhaust system separate from the return air system in server restrooms, showers, coffee bars, photocopiers, and as shown.

1.3.4 DISTRIBUTION, add the following after the first sentence:

They shall be located in response to the final space plan/work station layout to minimize air blowing directly on individual work stations; but in all cases each supply diffuser shall have a serving area not exceeding 250 square feet and each return air grille shall have a serving area not exceeding 500 square feet.

Add the following subsection:

1.6 TELEPHONE AND DATA SYSTEMS ROOM COOLING

- Computer network rooms (LAN/WAN) require air conditioning 24 hours seven days per week.
- The environment should be maintained at an ambient 68 - 70 degrees Fahrenheit.
- Telephone system rooms housing telephone system switches and equipment (but not computer network equipment) can be maintained by the current section "1.6 Telephone and Data Systems Room Cooling" standard.

**22) DIVISION 16, SECTION 16400 POWER CIRCUITS
(DEFINITIONS)**

1.2 DEFINITIONS, revise the second sentence to read as follows:

The examples shown in parentheses are indicative of the power utilization typically required by that equipment for the specified electrical configuration described.

Revise the description to read as follows:

Isolated Dedicated Receptacle

Provides "clean" power from one circuit in either a separate panel, or grounded to a separate bus in the main panel. Run separate insulated ground wires from receptacle to grounding bus in panel. Only one duplex (or fourplex) receptacle allowed per circuit. Identify each receptacle with an orange plug and a red dot. (Computer mainframes, LANs, file servers)

**23) DIVISION 16, SECTION 16510 FIXTURE
TYPES**

Add the following subsections:

1.2 FIXTURE SIZE AND ALIGNMENT

Light fixtures that are 2'x 2' and 2'x 4' shall be used. Application shall be to form a consistent ceiling grid, with a highly rectilinear pattern, producing a uniform distribution of lighting. Where these objectives are better achieved, 2'x 2' light fixtures may be used. All lights should be installed in a rectilinear pattern, generally aligned and centered between parallel walls in narrow corridors or rooms and centered in a rectilinear pattern within offices or conference rooms that have slab to slab partitioning with a ceiling grid that is independent from surrounding open areas.

1.3 INCANDESCENT LIGHTS

A reasonable number of incandescent or can lights shall be provided in lobbies, and around the perimeter of conference rooms over 250 SF or wall sconces. Where provided,

incandescent lights shall be on a dimmer control. Each lobby and/or conference room over 250 SF is allowed to have two directional incandescent lights to be used for focusing on presentation boards or artwork.

24) **DIVISION 16, SECTION 16700** **TELEPHONE AND DATA SYSTEMS**

1.4 **TELEPHONE AND DATA SYSTEMS ROOMS**, add the following after the first sentence:

Provide 3/4" plywood backing as required for mounting telephone equipment in telephone and data systems room.

END OF ADDENDUM