

### EXHIBIT 3 – PROPOSAL CHECKLIST

Proposer is encouraged to use this list to gather proposal documents for the proposal packet submittal.

INCLUDE	DOCUMENT	REFERENCE
<input type="checkbox"/>	<b>LETTER OF INTEREST</b> describing company and experience	
<input type="checkbox"/>	Signed <b>LEASE PROPOSAL FORM</b> , completed with Acknowledgements and Certifications, where applicable.	<b>Exhibit 1</b> ; see also Part B, <b>Appendices A and B</b> , and <b>SPACE REQUIREMENTS</b>
<input type="checkbox"/>	<b>PROOF OF CONTROL OF PROPERTY</b> , and/or representation of Owner	<b>Appendix A</b>
<input type="checkbox"/>	<b>AREA MAP</b> identifying the building location, major arterials and public transportation routes.	<b>Part B, Appendix A</b>
<input type="checkbox"/>	<p><b>SITE PLAN:</b> A detailed site layout drawn to scale, 11x17 or 8.5x14 format, in schematic form indicating true north. Include:</p> <ul style="list-style-type: none"> <li>- 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; loading/service area; and location of exterior lights and signage.</li> <li>- Potential areas for future expansion, if applicable.</li> <li>- Accessible route to and through site to building entrances.</li> </ul>	<b>Part B, Appendix A, and SPACE REQUIREMENTS</b>
<input type="checkbox"/>	Provide documentation showing current <b>ZONING</b> and appropriate use.	<b>Appendix A</b>
<input type="checkbox"/>	For <b>SPACE UNDER CONSTRUCTION</b> and <b>PLANNED SPACE</b> , document the status of any <b>SEPA determination, site plan approval, or building construction permit</b> .	<b>Part B, Definitions, and Appendix A</b>
<input type="checkbox"/>	<p><b>DRAWING AND PHOTOGRAPHS</b></p> <p><b>BUILDING PLAN:</b> One hard copy of the shell and core floor plan for each floor included in the proposal for the premises, drawn to scale, indicating true north, is required. Proposers are encouraged to also provide an electronic version of the plan in CAD (AutoCAD preferred). Include:</p> <ul style="list-style-type: none"> <li>- Structural elements and limitations (columns, load-bearing walls, exposed bracing, etc.</li> </ul>	<b>Appendix A and SPACE REQUIREMENTS</b>

	<ul style="list-style-type: none"> <li>- All entrances and exits</li> <li>- Non-structural partitions</li> <li>- Existing windows</li> <li>- Mechanical, Electrical, and Telecommunications Rooms</li> <li>- Elevators and Stairwells</li> <li>- Rest Rooms</li> <li>- Common Areas</li> </ul> <p><b>BUILDING ELEVATIONS:</b> Include one hard copy of the building elevations drawn to scale, keyed to the building plan, with key entrances and building materials indicated. Photographs may be provided of existing buildings in lieu of building elevations.</p> <p><b>BUILDING SECTIONS:</b> Include one hard copy of the building sections drawn to scale, keyed to the building plan and elevations, indicating:</p> <ul style="list-style-type: none"> <li>- Height of building, floor-to-floor dimension, and ceiling heights.</li> </ul>	
<input type="checkbox"/>	<p>For EXISTING facilities: provide a description of the type and age of existing roof assemblies, indicating the most recent replacement date, and a history of repairs made since the most recent replacement.</p>	<p><b>SPACE REQUIREMENTS</b></p>
<input type="checkbox"/>	<p>Documentation of sustainable program certifications, if any, such as <b>LEED, SBA, Green Globe, etc.</b> Include any proposals for obtaining such certifications as part of proposed improvements to the property.</p>	<p><b>Appendix A and SPACE REQUIREMENTS</b></p>
<input type="checkbox"/>	<p>A detailed narrative describing the existing or proposed <b>HEATING, VENTILATING and AIR CONDITIONING SYSTEM</b></p> <p>Include descriptions of the following features:</p> <ul style="list-style-type: none"> <li>- HVAC Zoning</li> <li>- Energy conservation features</li> <li>- HVAC controls system/Energy Management System</li> <li>- Outside air supply</li> <li>- Filtrations system and efficiency</li> </ul>	<p><b>Appendix A and SPACE REQUIREMENTS</b></p>
<input type="checkbox"/>	<p>A detailed narrative describing the existing or proposed <b>ELECTRICAL SYSTEM</b></p> <p>Include descriptions of the following features:</p> <ul style="list-style-type: none"> <li>- Lighting, including the age of the system and type of fixtures (i.e. T8, direct/indirect), daylighting features, etc.</li> </ul>	<p><b>Part B, Appendix A, and SPACE REQUIREMENTS</b></p>

	<ul style="list-style-type: none"> <li>- Electrical service capacity available in the proposed space</li> <li>- Existing or planned data service to the proposed space</li> <li>- Existing or planned cable management system</li> <li>- Existing or planned security system, including access controls</li> </ul>	
<input type="checkbox"/>	<p>For EXISTING space, provide the building <b>Energy Star®</b> rating, or energy audit results for the previous 12 months.</p> <p>For SPACE UNDER CONSTRUCTION and PLANNED SPACE, provide a narrative describing the anticipated <b>Energy Star®</b> rating, and a description of the methodology used to achieve that proposed rating. Attach additional documentation as necessary.</p>	<b>Part B, Appendix A, and SPACE REQUIREMENTS</b>
<input type="checkbox"/>	<p><b>ALTERNATIVES TO THE SPACE REQUIREMENTS</b> or exceptions to the specifications.</p>	<b>Exhibit 2; see also Appendix A and SPACE REQUIREMENTS</b>
<input type="checkbox"/>	<p>Additional supporting documents as needed.</p>	