

**EXHIBIT 5, PROPOSAL CHECKLIST** (Rev April 7, 2014)

The Proposal Submission must include this checklist and the following documents:

Check Mark	Document	If NOT Included, why not? (attach documentation if needed or appropriate)
	<b>Letter of interest</b> , describing company and experience	
	Signed <b>Lease Proposal Form</b> completed with Acknowledgements and Certifications (when appropriate)	
	<b>Proof of ability to control property</b> and/or of representation of owner	
	An <b>area map</b> that identifies the building location, major arterials and public transportation routes.	
	<p>A detailed <b>site layout</b> (to scale, 11" x 17" or 8.5" x 14" preferred) in visual schematic form, indicating true north.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Show potential areas for future expansion.</li> <li>• Show accessibility pathways to site, through site, and to building entrances</li> </ul>	
	<p>One scaled hard copy of the <b>shell and core plan</b> for each floor included in the proposed premises is required. Proposers are encouraged to also provide <b>one electronic version</b> (AutoCAD preferred.)</p> <p>At a minimum, the shell and core plan must include:</p> <ul style="list-style-type: none"> <li>• All structural elements and limitations (columns, load bearing walls, etc.)</li> <li>• All entrances and exits</li> <li>• All existing non-structural partitions</li> <li>• All existing windows</li> <li>• All existing restrooms</li> <li>• All elevators and stairwells</li> <li>• All mechanical, electrical, and telecommunications rooms</li> <li>• Display of building elevations (photos if an existing building) showing exterior materials, window treatment and sill and head height and spacing.</li> <li>• For existing facilities: Provide description 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.</li> </ul>	
	<p><b>For All facilities:</b> Documentation showing the current <b>zoning</b> and <b>appropriate use</b>.</p> <p><b>For Space Under Construction and Planned Space:</b> Documentation the current status of the proposer's <b>construction permit</b> or <b>site plan approval</b> and <b>SEPA determination</b>.</p>	
	<p><b>Building sections</b> showing:</p> <ul style="list-style-type: none"> <li>• Length and width of building,</li> <li>• Wall materials, thickness,</li> <li>• Floor-to-floor heights,</li> <li>• Ceiling heights and</li> <li>• Overall building heights.</li> </ul>	

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	<p>A detailed <b>HVAC system</b> narrative including (but not limited to):</p> <ul style="list-style-type: none"> <li>• HVAC Zoning</li> <li>• Energy conservation features</li> <li>• HVAC control system(s) used</li> <li>• Use of outside air and</li> <li>• Filtration system and efficiency.</li> </ul> <p>Attach additional documentation as necessary.</p>	
	<p>A detailed <b>electrical system</b> narrative including (but not limited to):</p> <ul style="list-style-type: none"> <li>• A narrative of the lighting system to include the age of the lighting system (if existing).</li> <li>• A verification of the electrical service capacity available in the proposed space</li> <li>• A description of the existing or planned data service to the proposed space</li> <li>• A description of any existing or planned cable management plan</li> </ul> <p>Attach additional documentation as necessary</p>	
	<p><b>For Existing Space: Energy Star® rating</b> or energy audit results for the previous 12 months.</p> <p><b>For Proposed Space or Space Under Construction:</b> A narrative describing the anticipated <b>Energy Star® rating</b> of the proposed space and a description of the methodology used to derive this anticipated Energy Star® rating.</p> <p>Attach additional documentation as necessary.</p>	
	<p>A description of any existing or planned building <b>access security system</b></p>	
	<p>Documentation of sustainable program certifications (LEED, Green Globe, SBA, etc.) included in the proposal (if any)</p>	
	<p><b>Alternatives (or exceptions to)</b> (if any) to Leased Space Requirements and/or agency addendum (when required) Addendum, and any other performance requirement (Using the form in Exhibit 4.)</p>	
	<p>Additional supporting attachments/documents if needed and / or appropriate.</p>	