

**Moriarty
Agency Office Specifications
Motor Vehicle Division – Customer Service Center**

QUALITY OF LEASE SPACE

- Class A: Commercial grade, professional office space.

CONTRACT FINISHES

- Flooring: Commercial grade “long wear” carpet is required in all hallways, offices and employee workstations. Tile (ceramic/porcelain) or stained concrete in the customer wait area. Linoleum, vinyl tile or stained concrete in the storage room, telecom/main equipment, break room and restrooms.
- Walls: Newly painted sheetrock.
- Ceilings: Suspended acoustic tile.

MECHANICAL SYSTEM

- Forced air heating and refrigerated cooling with economizer cycle.

ELECTRICAL/DATA/VOICE – SPECIAL SYSTEMS

- Please see the Telecommunications Standard for Building and Campus Distribution Systems (Attachment C) for requirements on computer network, file server/router, printers and so on. Individual dedicated 20-ampere circuits are required for multifunction copier / fax machine, Q-Matic queuing system, refrigerator, microwave.

Note: Agency requirements may supersede requirements as stated in Attachment C.

- Customer Wait Area: Duplex electrical outlets, utility common use (per code) are required in customer waiting area for televisions, electronic signage and miscellaneous equipment and so on. MVD will assist with location or placement.
- Employee Workstation(s), Driver License (DL) Photo Station: Each workstation and DL photo station requires one (1) dedicated 20-ampere circuit, outlets as follow:
Two (2) quad electric outlets and one (1) duplex electric outlet.
One (1) VoIP and three (3) data connections.

- Carrel/Kiosk Test Station(s): One (1) dedicated 20-ampere circuit for every two (2) stations. Each station requires one (1) duplex electric outlet and one (1) data outlet.
- Special Systems: The facility must have the flexibility/capacity to accommodate wiring for all systems, conduit, J-hooks, and so on, necessary for Q-Matic queuing system, security camera system, intrusion alarm system, fire alarm system, television power cords, TV Service cable, electronic signage and miscellaneous equipment.
- Each office/room (supervisor, manager, and hearing) requires one (1) dedicated 20-ampere circuit as follows: Four (4) duplex electrical outlets, two (2) VoIP and two (2) or three (3) data connections.
- The building data, telephone/voice wiring must be category 6 cable with RJ45 (8P8C) connectors.
- The offeror/lessor must deliver complete turnkey systems ready to perform functions as stated in this document.

LIGHTING

- Internal lamps: All lighting shall be full-spectrum lay in ceiling type, fluorescent T8 lamps or equivalent in light-emitting diode (LED).
Full spectrum lighting defined as having a color-rendering index of at least 90, and a color temperature of 4,000 to 5,000 degrees Kelvin.
- Ballasts: Utilize appropriate ballast for T8 lamps or LED lighting.
- Exit lighting: As required by applicable code(s). All exit lighting devices will utilize LED lamps.
- Interior Lighting: Infrared (IR) occupant sensor control in all restrooms, dedicated copy areas, storage, audit, conference rooms and similar spaces not constantly occupied during business hours.
- Exterior Lighting: Light sensing LED lamps on at dusk off at dawn. A minimum of five-foot candles emitted within twenty-five (25) feet of customer entrance and employee entrance at secured parking area.
- Natural Lighting: Office and customer areas via exterior windows, skylights, interior windows and so on.
Note: No windows or natural lighting (windows/skylights) in storage, audit or telecom/main equipment rooms.

OFFICE ACOUSTICS

- Soundproofing is required for all offices with a "sound transmission coefficient" factor of 40 (STC 40).
Sound absorbing or acoustic enhancing products/materials are required in and around customer waiting/service area to reduce or eliminate echo and reverberation.

SECURITY SYSTEMS

- Intrusion Alarm System: Offeror/lessor is required to install a complete turnkey system including all components, wiring, hardware, software and maintenance. Offeror/lessor must provide and maintain a dedicated mode of communication 24/7 (radio, cellular or landline) to service provider for local police or emergency services. System must include panic/duress buttons (double squeeze) placed in manager and supervisor office, workstations and DL photo station.
- Main Customer Entry/Egress: Vestibule/airlock with automatic doors assists with maintaining interior temperature, must meet all requirements, building code, A117.1 Accessibility Standards and ADA. Primary locking mechanism, exterior doors must be equipped with a manual double-cylinder keyed lock for security during non-business hours. Secondary, equip exterior doors with a self-locking mechanism (magnetic lock) controlled/activated by an adjustable timer to manage customer access when opening at 8 and closing at 4. The Magnetic Lock self-locking mechanism must include an uninterruptable power supply (UPS) with 1-hour rating in case of electric outage. NOTE: The Magnetic Lock is not intended or to be used to secure the facility after business hours.
- Employee Entry/Egress: Facility requires primarily, a double cylinder keyed lock for manager and supervisor, secondly an electric/mechanical cipher lock for employee access, combination for each employee to include combination changes and lock maintenance.
- Secure Area Employee Access: Federal and State mandate requires a barrier between customer service/waiting area and employee secure area. Depending on type of lock system installed, each employee must be equipped with a key, proximity card or combination. Lessor must include combination changes and lock maintenance.
- Internal Security: Key locks on all doors, offices, supply/storage, IT/telecom, main equipment and audit room.

SECURITY CAMERA SYSTEM REQUIREMENTS

- Complete turnkey system including all components, hardware, electric power supply, software, wiring (plenum/wet location), installation, surge protection and UPS. For security, mount this system on rack in IT room. MVD will assist with the placement/positioning of cameras throughout the facility.
- Color monitor: minimum size, twenty-one inch (21"), two (2) required, one (1) in IT room and one (1) in manager's office.
- 12 interior fixed, high-resolution dome cameras, infrared motion activated with day/night "auto iris". Minimum Specifications: Digital zoom, light sensitivity 0.04 lux, 3-megapixel CCD, 4-millimeter lens.
- 6 exterior fixed weatherproof, "high resolution" cameras. Four (4) millimeter lens, infrared motion activated with day/night "auto iris" and zoom capabilities.
- DVR must have ability to transfer video to a CD, USB flash drive, CD-R writer, or DVD burner.
- The system must have the flexibility to add cameras or other devices.
- One (1) backup electric source, (uninterruptable power supply) with surge protection to allow a minimum of 1 hour recording time in the event of an electric outage. NOTE: Lifespan of lead/acid batteries tends to be +/- 4 to 5 years. Replacement of UPS batteries is part of system maintenance.
- Security password protected. Create separate passwords for MVD manager / supervisor and lessor / property manager.
- Large internal storage with a 20 Terabyte drive or the equivalent to allow a 21-day recording loop. Calculation: total # of days to record, # of cameras, resolution 1080P, 30 frames per second, record on motion, # of hours location is expected to be busy (M-F 7AM to 6PM), version of encoder H264 or H265.
- Offeror/lessor must provide all components, system software and hardware upgrades as necessary including periodic system maintenance throughout the life of the lease.

SPECIAL REQUIREMENTS

- Complete elevated employee workstation build-out 2. ID/DL photo station¹ and ADA station 1 are not required to be elevated (chairs will be placed at those stations for customers, 4 total). Workstations will be elevated about two steps for employees to use. See diagrams for examples and details.
- Complete test carrel built out 3. Carrel(s) for Kiosk stations designed for driver testing will be located in customer waiting area. Carrel cluster bolted together as one unit.

- Security glass (1/4" Laminated) required at all employee workstations/DL photo stations to provide a safety barrier between employee work area and customer waiting area.
- Break room requires cupboards, counters a two-bowl sink with hot and cold water. The offeror/lessor will also provide a microwave oven and refrigerator (21.0 Cu. Ft.). The offeror/lessor must maintain these items through the life of the lease including replacement if necessary.
- Restrooms are required for customers and MVD employees. Customer restrooms constructed per code for capacity of the wait area must be located in the customer wait area, please see IPC 403.2.1 Family or Assisted-Use Toilet Facilities Serving as Separate Facilities; employee restrooms (male/female) must be located in the employee secured area. Touchless soap and paper towel dispensers. Door handles are required to be touchless. Baby changing stations required in both men and women's restrooms built to code.
- Drinking fountains installed per code A117.1 Accessibility Standards and ADA standard are required near restroom entrance. Filtered water bottle filler for both public and employee water fountains
- All exterior building windows must be tinted grey or amber 40% and equipped with blinds.
- Manager office requires a glass window four feet square (4'x 4') positioned to view employee workstations and customer wait area. Window(s) must be equipped with blinds.
- Exterior Building Signage: Eighteen-inch (18") minimum lettering is required, which reads "MOTOR VEHICLE DIVISION". The letter color must contrast with color of facility for visibility. If monument signage is available, the offeror/lessor must designate a space for MVD and provide a sign meeting MVD specifications. Area signage required for large vehicle VIN inspection area, employee parking, and so on. The agency will assist with design and color of all signage. Signage must meet local building code requirements.
- Interior Building Signage: Offeror/lessor must meet code, A117.1 Accessibility Standards and ADA requirements for signage, including operational signage.
- 5 steel storage lockers (double tier-12"Wx12"Dx30"H) must be placed in break room or designated area.
- Main Customer Entry/Egress: Vestibule/airlock with automatic doors assists with maintaining interior temperature, must meet all requirements, building code, A117.1 Accessibility Standards and ADA. Primary locking mechanism, exterior doors must be equipped with a manual double-cylinder keyed lock for security during non-business hours. Secondary, equip exterior doors with a self-locking mechanism (magnetic lock) controlled/activated by an adjustable timer to manage customer access when

opening at 8 and closing at 4. The Magnetic Lock self-locking mechanism must include an uninterruptable power supply (UPS) with 1-hour rating in case of electric outage. NOTE: The Magnetic Lock is not intended or to be used to secure the facility after business hours.

- Storage room must be equipped with durable adjustable shelving (floor to ceiling) on 4 walls. Shelving must be no less than fourteen-inches (14") wide.
- The offeror/lessor must provide stackable linkable chairs in customer waiting room; sufficient seating for 50 customers and accommodation for ADA required number of wheelchair spaces. An additional 4 single customer chairs are required at DL/ID photo workstation customer counters and kiosk test area.
- Occupant Load (Building):
Offeror/Lessor must coordinate with local Fire Marshal to acquire Occupant Load certificate. Customer lobby must accommodate 30 customers. Secure employee work area must accommodate 4 employees. Building (entry/egress) must comply with all codes, A117.1 Accessibility Standards, ADA, Fire and so on.
- Move/Relocation:
Offeror/Lessor is responsible for all relocation expenses to move furniture/equipment, supplies and so on from current/existing location to new location.
- Safe:
Minimum specifications: 20" x 20" x 20" installed/bolted to floor of audit or storage room. Three (3)-wheel combination lock protected by a drill resistant hard plate (UL listed group II combination). Fire protection of 1,200 degrees Fahrenheit for a period of 30 minutes. Designed to maintain an interior temperature of less than 350 degrees Fahrenheit. Theft defiant body (high strength 12 gauge solid steel). Door 1-1/8" recessed and 1/4" high strength steel plate with fire insulating material. Bolts, four-way bolt work, 1-1/4" diameter steel locking bolts.

PLUMBING FIXTURES

- Offeror/lessor must provide two (2) family assist restrooms for customers, male and female for staff. Offeror/lessor must install commercial grade water-efficient fixtures, which meet or exceed the following water saving standard. Water pressure regulated at 60 psi or less. Toilets 1.6 gallons per flush, urinals 0.5 gallon per flush and faucets 0.6 gallon per minute.

LANDSCAPING

- Utilize drought tolerant (xeriscape) vegetation and materials; minimize use of non-native grass and or plants.
- Erosion Control: Employ strategies and measures to prevent or minimize soil erosion by wind and/or water.

PARKING REQUIREMENTS

- (20) customer parking spaces and one (1) parking space for large commercial vehicles 18-wheeler, RVs, trailers and so on. The large vehicle parking space must have sufficient access and appropriate turning radius for a vehicle in excess of 69' feet long and 13' 6" feet high.
- (4) designated/secured parking spaces for employees within a 6' high fenced/gated chain link fence with automatic locking gates and either card or keypad for entry. Gate must have an Uninterruptable Power Supply (UPS) backup system in the event of an electric outage and a manual opening system. Building must have direct access to the secured parking area.
- (25) total parking spaces.

LEASE TERM

- 10-year with two 5-year options to renew.

GEOGRAPHIC PREFERENCE

- Boundaries: Within Moriarty City Limits
 - North – City Limits
 - South – City Limits
 - East – City Limits
 - West – City Limits

UTILITIES AND SPECIAL SERVICES

- Janitorial Offeror/Lessor
- Utilities Offeror/Lessor
- Snow Removal Offeror/Lessor
- Security Systems Maintenance Offeror/Lessor
- Pest Control Offeror/Lessor

JANITORIAL SERVICES SCHEDULE

- Daily:
 - Interior/exterior - refuse pick-up, interior/exterior trash cans, and exterior cigarette receptacles
 - Flooring - (Interior) spot clean soiled areas, vacuum all carpeted areas, and sweep/mop all interior flooring. Exterior: Sweep sidewalks, walkways and so on.
 - Dust all work surfaces, countertops and horizontal surfaces.
 - Restrooms - clean and sanitize toilets, urinals and lavatories. Floors: sweep and sanitize/mop. Refill/supply toilet paper, soap and paper towel dispensers. Clean and maintain all related accessories such as mirrors. Empty sanitary receptacles, clean walls and stall partitions. Drinking fountains, clean and sanitize.
 - Break room – clean and sanitize sink, countertop, table and chairs. Floor, sweep and mop.
 - Clean both sides of security glass at all workstations and camera stations.
- Monthly: Wash/clean windows (interior/exterior).
- Quarterly: Clean blinds, window coverings, clean HVAC registers, diffusers, return air vents and light fixtures, spot treat and steam clean or shampoo all carpeting.
- Yearly: Walls: Repair visible damage if any and spot paint.
Lighting: Replace burnt light bulbs. Inspect plumbing fixtures repair leaks.
- Service provider must provide a schedule of services and be bonded.

SPECIAL MAINTENANCE SERVICES

- Required periodic maintenance of all building systems and equipment.
- 3-Year Cycle: Paint interior, walls as needed to cover unsightly marks and so on to match original/existing color.
- 5-Year Cycle: Replace carpet in high use carpeted areas as needed with high quality (long-wear) carpeting. Paint areas not touched in the 3-year cycle.
- On an “as needed” basis: Snow and debris removal including the parking lot, and all access points to the building.

DETAILED OFFICE SPACE REQUIREMENTS

	SPACE REQUIRED / TYPE Private, Semi-Private & Open	No. of Positions	USF EACH	TOTAL USF
1	Manager - Private	1	120	120
2				0
3	Clarial (Workstations) - Semi-private	3	80	240
4	DL Photo Station - Semi-private	1	80	80
5				0
6	Employee Break Room - Private	1	180	180
7				0
8	Employee Restrooms - Private	2	90	180
9				0
10	Storage / Supply Room - Private	1	200	200
11	Janitorial Storage Room	1	60	60
12	Hearing Room	1	120	120
13	Copy Room/Area	1	60	60
14				0
15				0
16	Test Carrells - Semi Private	3	16	48
17				0
18				0
19				0
20				0
21				0
23				0
24				0
25				0
26				0
34	Customer Wait Area and Restrooms	1	930	930
	The wait area must accommodate the projected peak period number of customers at fifteen (15) square feet per person. The area must include (male/female) restrooms and drinking fountains per code and ADA.			
35	CONFERENCE ROOMS (15 Sq Ft per person)			
	Indicate the number of people to accommodate along with an estimate of usable square feet. Selected offeror will demonstrate the ability to accommodate the number of people indicated in this section.			
36	MAIN EQUIPMENT ROOM (HVAC)	1	0	0
37	TELECOMMUNICATIONS ROOM (MCER)	1	60	60
	TOTAL SQUARE FEET			2278
	Circulation 25%			455.6
	TOTAL LEASABLE/RENTABLE SQUARE FEET			2733.6

Workstation Detail and Drawings (Conceptual)

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WORKSTATION DETAIL (CONCEPTUAL)

The purpose of this document is to provide MVD's vision of the basic workstation, camera station and test carrel(s) design/build-out. MVD representative(s) will assist the lessor/architect with final design/development including dimensions, layout and so on as necessary.

Work Surface (Workstation)

Surface and Elevation - The work surface shall be smooth for writing and durable, elevation no less than thirty inches (30") above finished floor (AFF).
Front work surface width shall be twenty-two inches (22") from security glass frame.
Side work surface width shall be twenty inches (20") from privacy wall.
Corner work surface shall have a twelve inch (12"), forty-five (45°) degree angle for a keyboard, mouse, computer monitor and so on.
All employee work surfaces require a minimum of three (3), two-inch (2") diameter holes with grommets for cable/wiring pass-through. Coordinate with MVD advisor.
See diagrams on pages 12, 14, 15 and 17.

Work Surface (Photo Station)

Surface and Elevation - The work surface shall be smooth for writing and durable, elevation no less than thirty inches (30") above finished floor (AFF).
Front work surface width shall be twenty-two inches (22") from security glass frame.
Photo Station – work surface requires a minimum of three (3), two inch (2") diameter holes with grommets for cable/wiring pass-through. Coordinate with MVD.
See diagrams on pages 17, 18, and 19.

Customer Counter

Surface and Elevation - The work surface shall be smooth for writing and durable, elevation no less than thirty inches (30") above finished floor (AFF).
Customer Counter - The standard width shall be no less than seventeen-inches (17") from security glass frame to meet ADA standards for knee and toe clearance.
See diagrams on pages 12, 14, 15, 16 and 17.

Customer Counter View (Perspective)

Privacy walls (customer counter).
Q-Matic number display mount, above workstation on aluminum frame or on header.
Coordinate with MVD. See diagram on page 16.

Privacy (semi) Walls

All workstation customer counters shall be equipped with privacy walls (2"X4" frame).
Elevation shall be as high as six-feet six-inches (6'-6"), but no lower than four-feet six-inches (4'-6") AFF.
See diagrams on pages 12, 13, 14, 15, 16, 17, 18 and 19.

Cabinetry (All Workstations)

Three (3) drawer locking file cabinet – Large bottom drawer must be twelve inches (12") wide internally for hanging files, twenty-seven and one-half inches (27½") high and twenty inches (20") deep. See diagrams pages 12, 15, 17 and 19. Must fit under counter

Forms cabinet with locking door - Twelve (12) slots, nine inches (9") wide, three inches (3") high, twelve inches (12") deep.
See diagrams on pages 12 and 15. (This cabinet is not required at photo station).

License plate cabinet with locking door - Nine (9) slots, three inches (3") wide, seven inches (7") high, twelve and one-half inches (12½") deep.
See diagrams pages 12 and 14. (This cabinet is not required at photo station).

Computer Pedestal, Laminated - Nine inches (9") wide, six inches (6") high and twenty-two inches (22") long. See diagrams pages 12, 14, 15, 17 and 19.

Security Glass (All Workstations)

One-fourth inch (¼") laminated glass supported by aluminum storefront frame. The top of aluminum storefront frame shall be no lower than six-feet-six inches (6'-6") AFF.

Q-Matic LED sign mounted to top of window frame or wall header, if mounted to top of window, the window frame will serve as a wire conduit for the Q-Matic Display Sign.

Document Pass Through: All workstations require a two and one-half inch (2½") document pass through spanning the width of the workstation.

See diagrams pages 12, 13, 14, 15, 16, 17, 18 and 19.

Communication - Employees and customers shall communicate via a four inch (4") diameter speak hole. The hole positioned at the horizontal center of security glass sixteen inches (16") above the work surface measured from work surface to top of hole. See diagrams pages 13, 14 and 16.

Photo Workstation – This workstation requires quarter inch (1/4") laminated glass supported with aluminum store front frame; however, in place of a four-inch (4") diameter speak hole, this workstation shall have a twelve-inch (12") horizontal opening spanning the width of the workstation for placement of a camera. The bottom of the twelve inch opening shall be twenty-two inches (22") above work surface. This workstation requires a (2" X 4" frame) standalone backdrop wall in customer wait area painted with Sherwin Williams Sky Fall or equivalent, Flat Non-Reflective Latex, Zero VOC and Low Odor., Number SW 9049 (RGB formula: R137 G198 B223). See diagrams on pages 17, 18 and 19 of this attachment.

Test Carrel

Dimensions – Thirty-six inches (36") wide, forty-eight inches (48") high and twenty-four inches (24") deep.

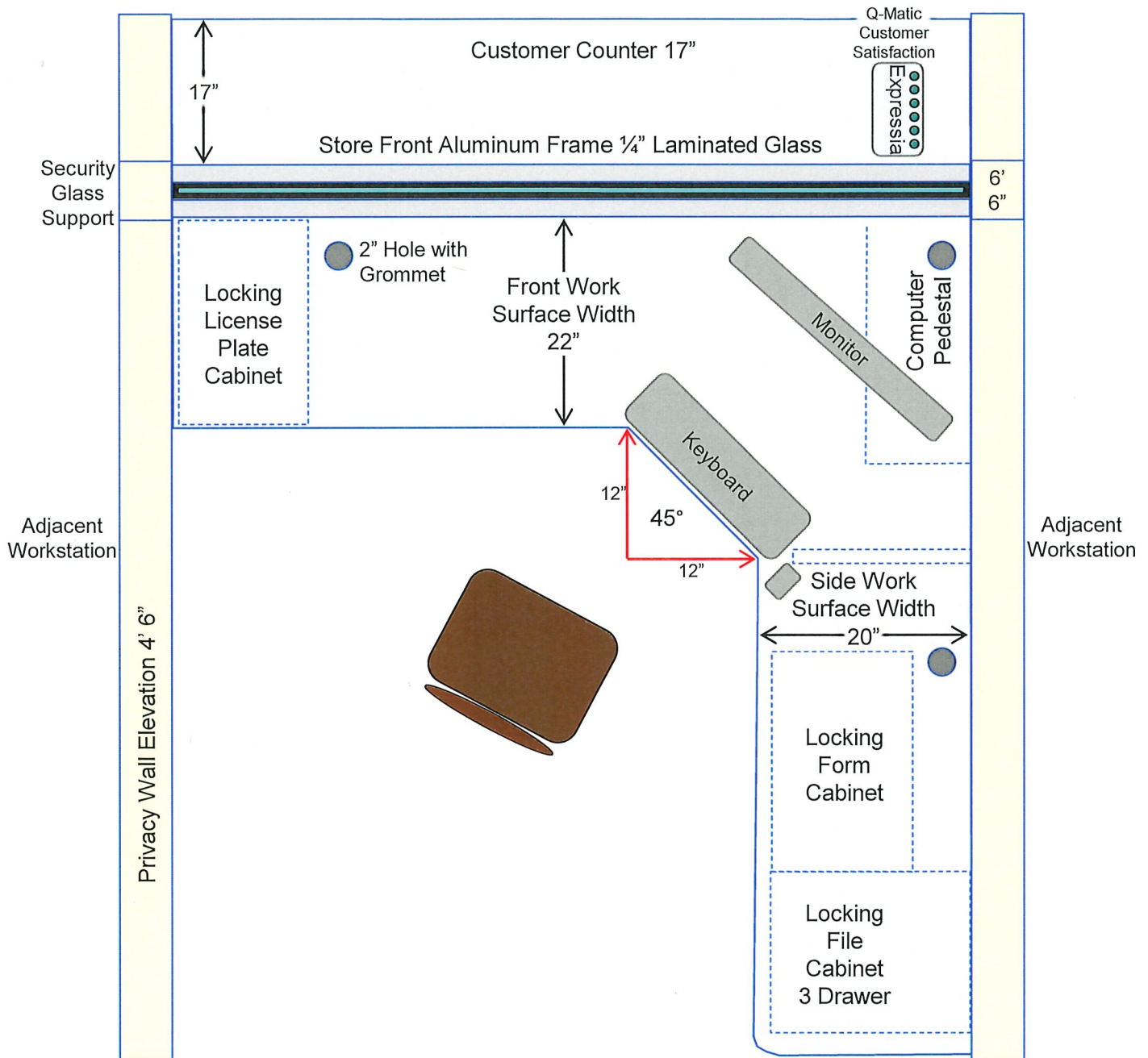
Laminated Surface – Thirty-four and one-half inches (34½") by eighteen inches (18").

Elevation – The worktop shall be thirty-two inches (32") AFF.

Multiple Carrels shall be fastened together to form a cluster.

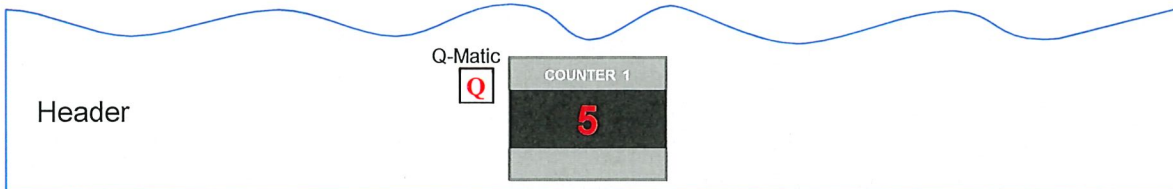
See diagrams pages 20 and 21.

Workstation Top View



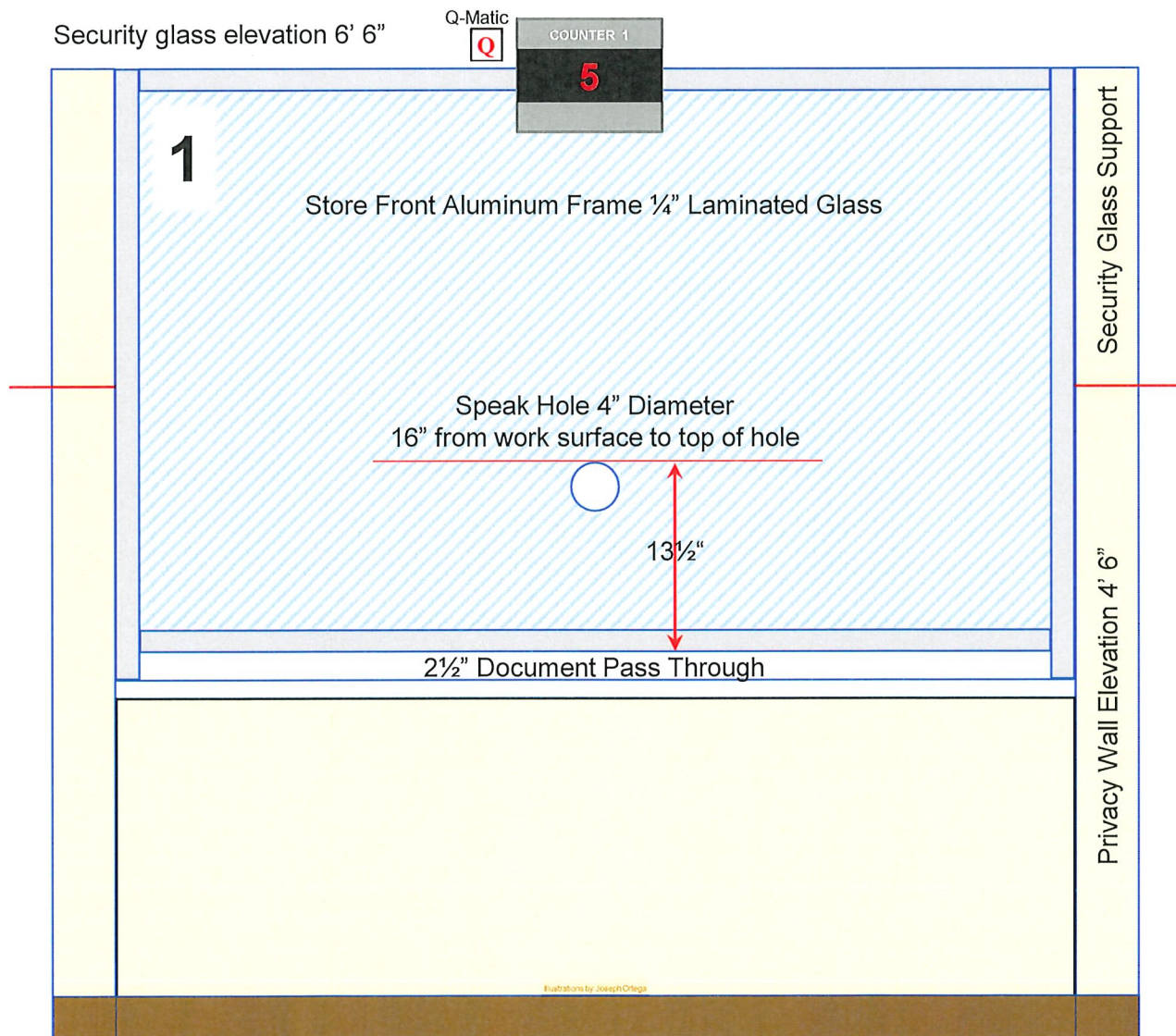
Conceptual Drawing

Workstation Customer View



Q-Matic Number Panel

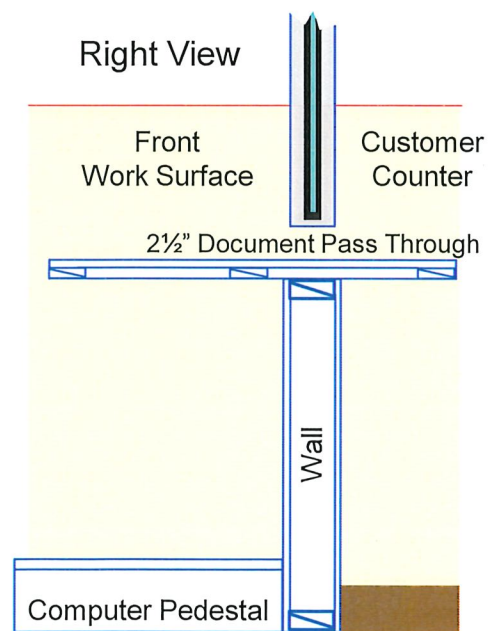
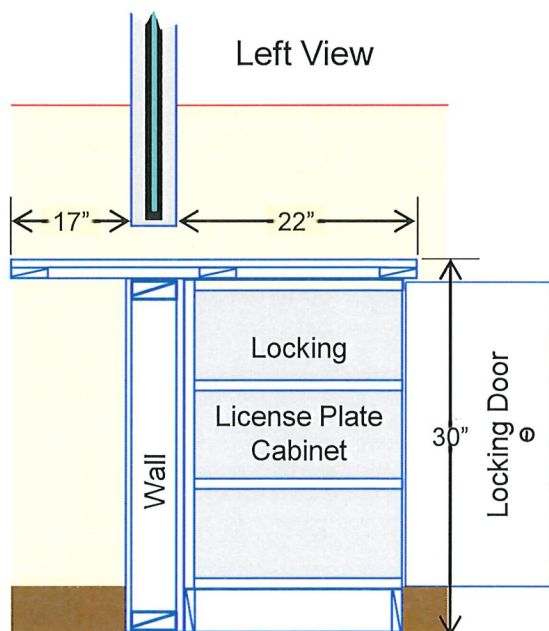
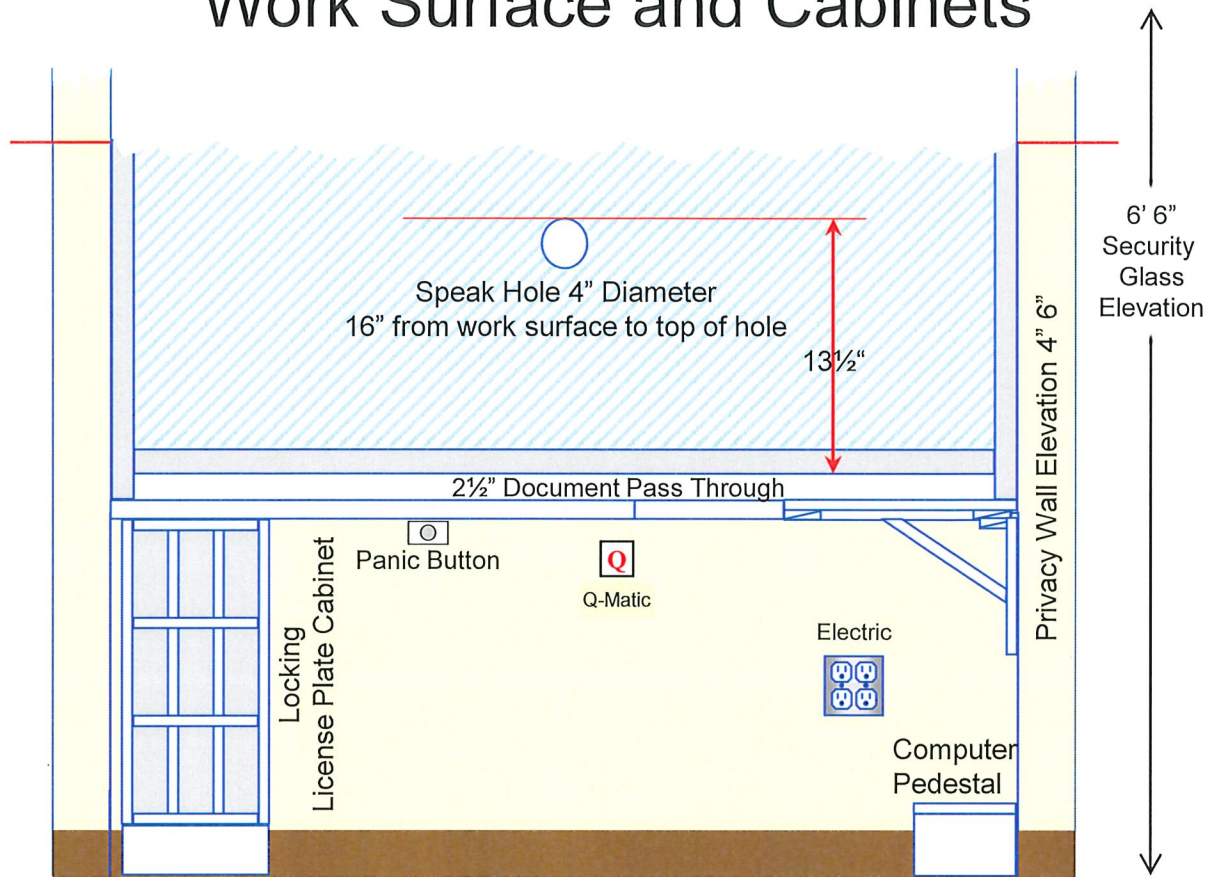
Prepare to mount either at top of workstation window, or on header above workstation, for increased visibility.



Conceptual Drawing

Workstation Front View

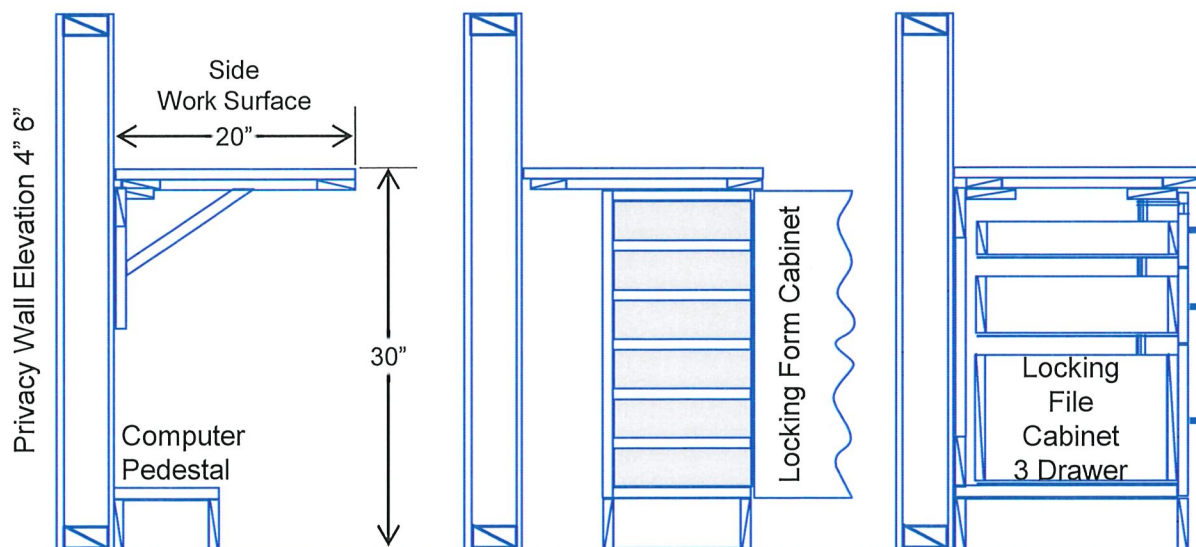
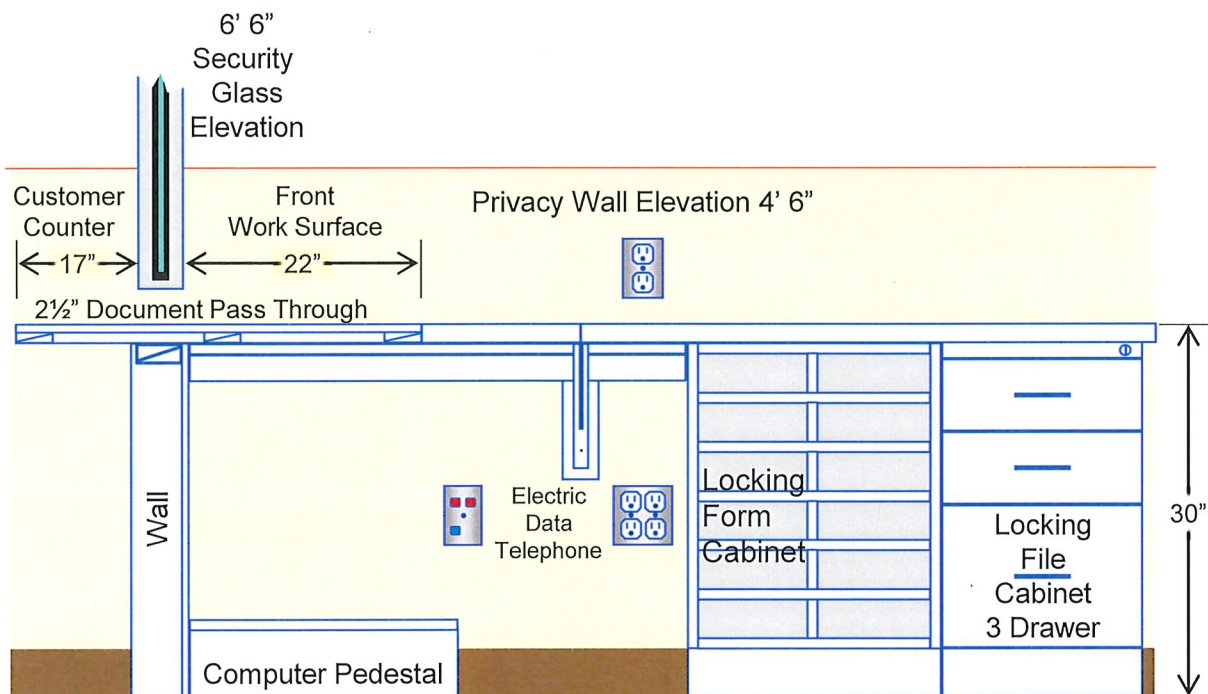
Work Surface and Cabinets



Conceptual Drawing

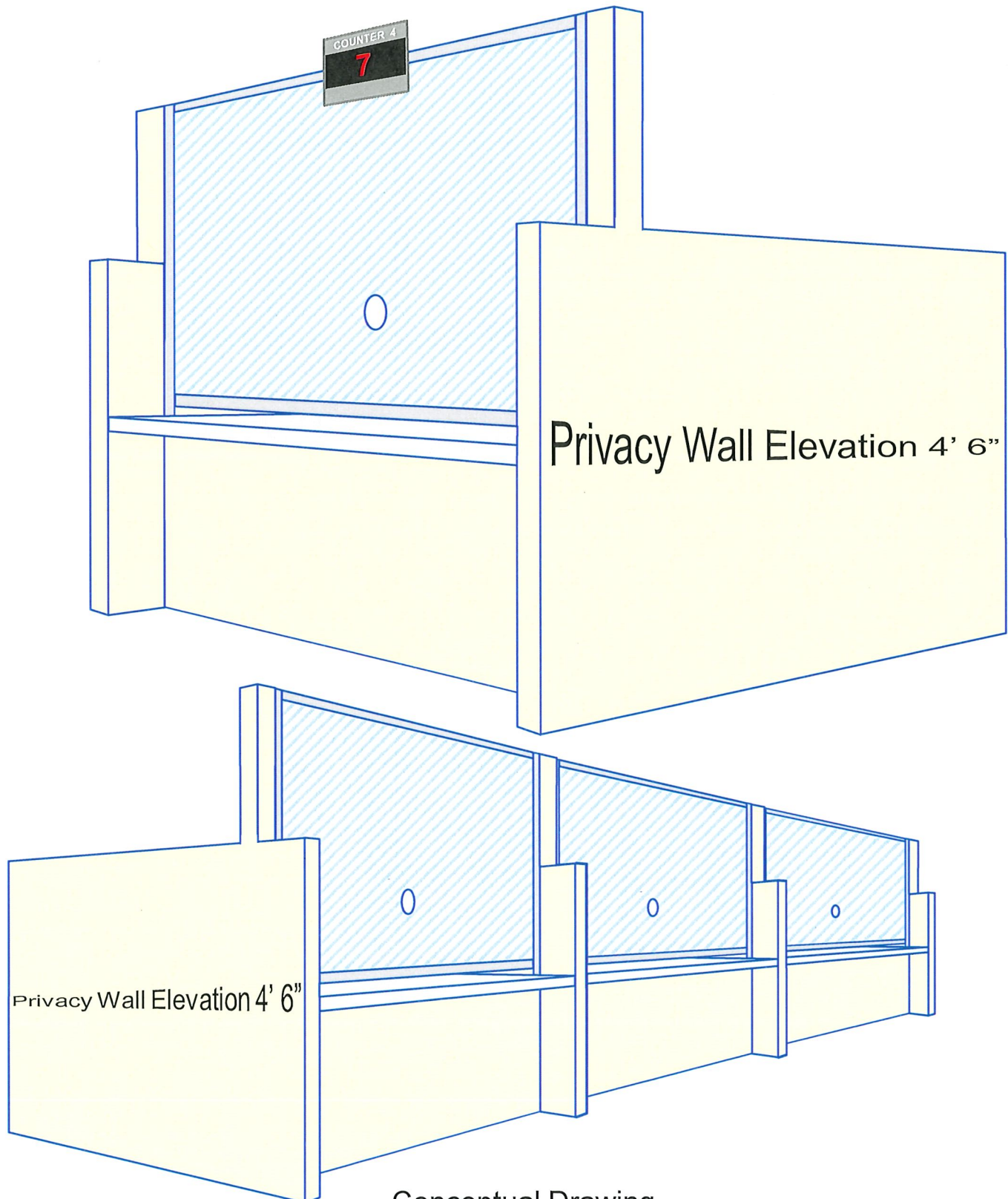
Workstation Side View

Work Surface and Cabinets



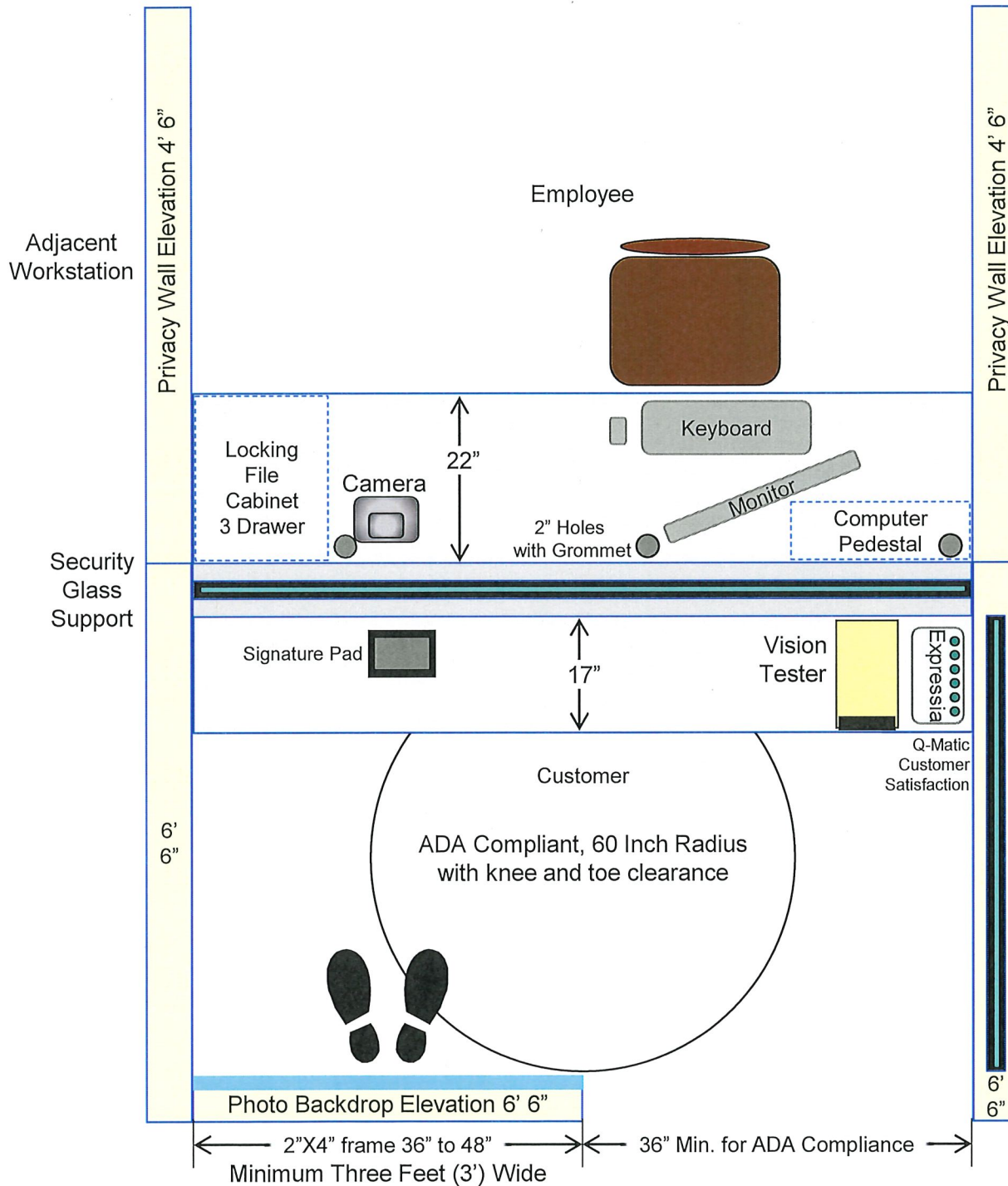
Conceptual Drawing

Workstation Customer Perspective



Conceptual Drawing

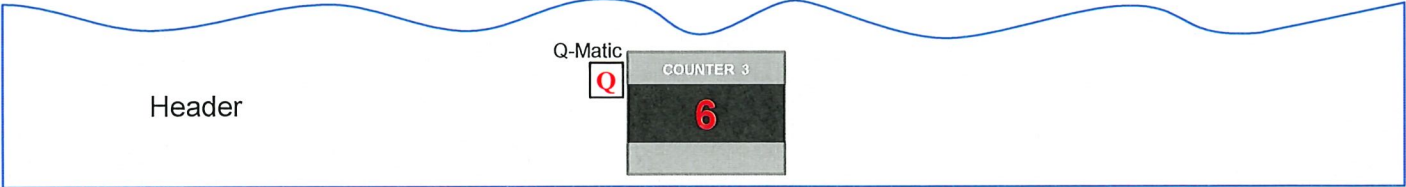
DL Photo Station Top View



Conceptual Drawing

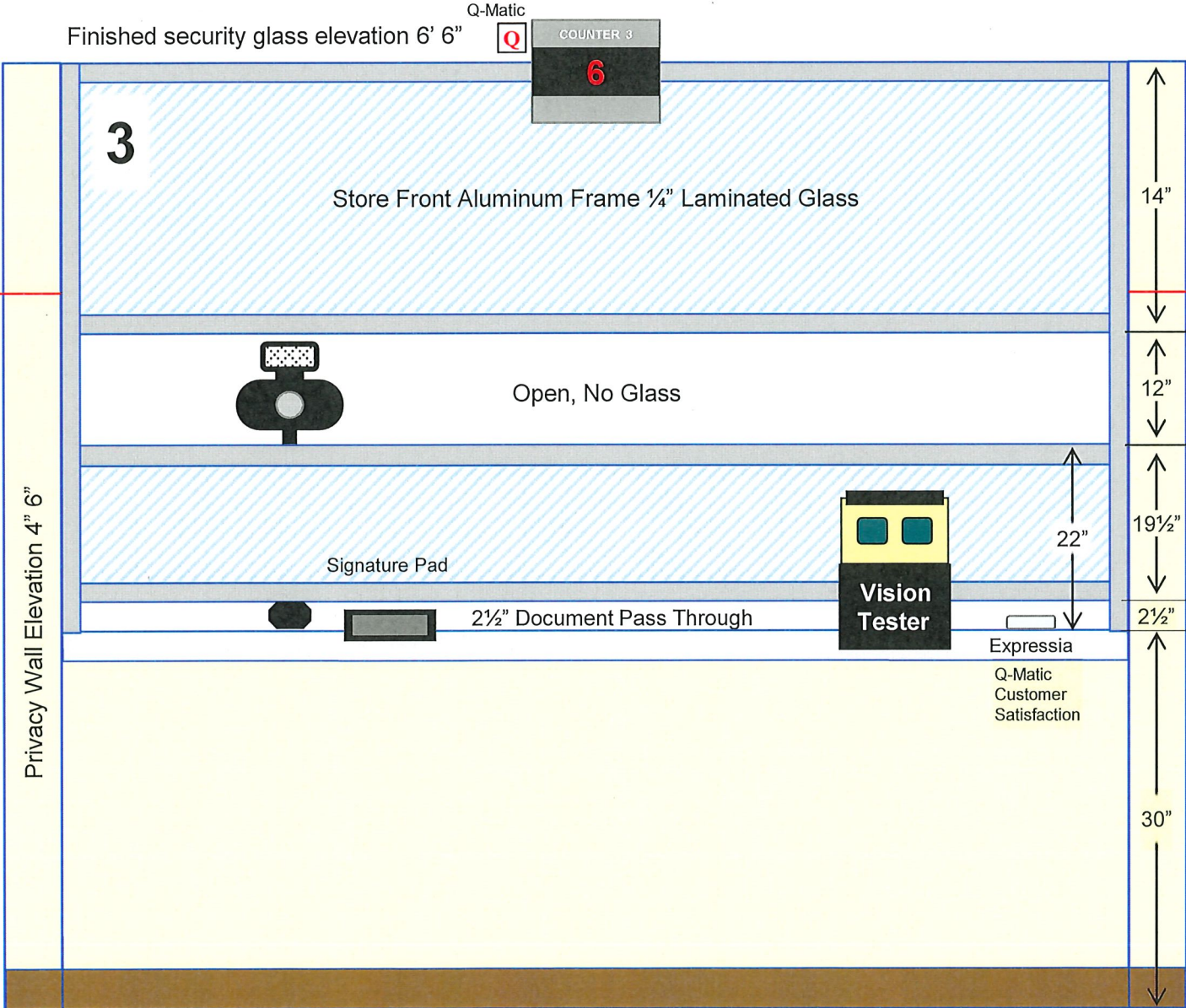
DL Photo Station

Customer View

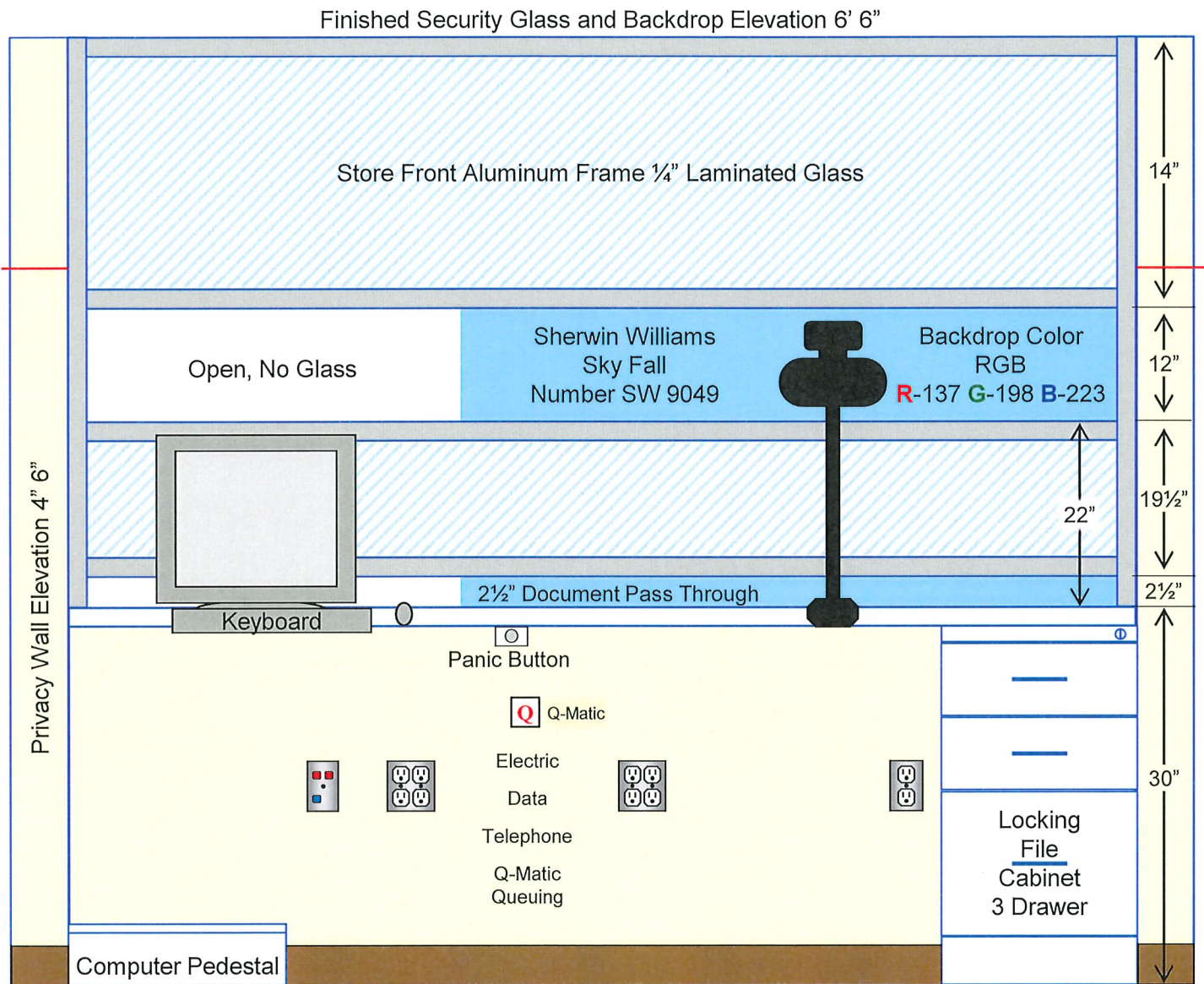


Q-Matic Number Panel

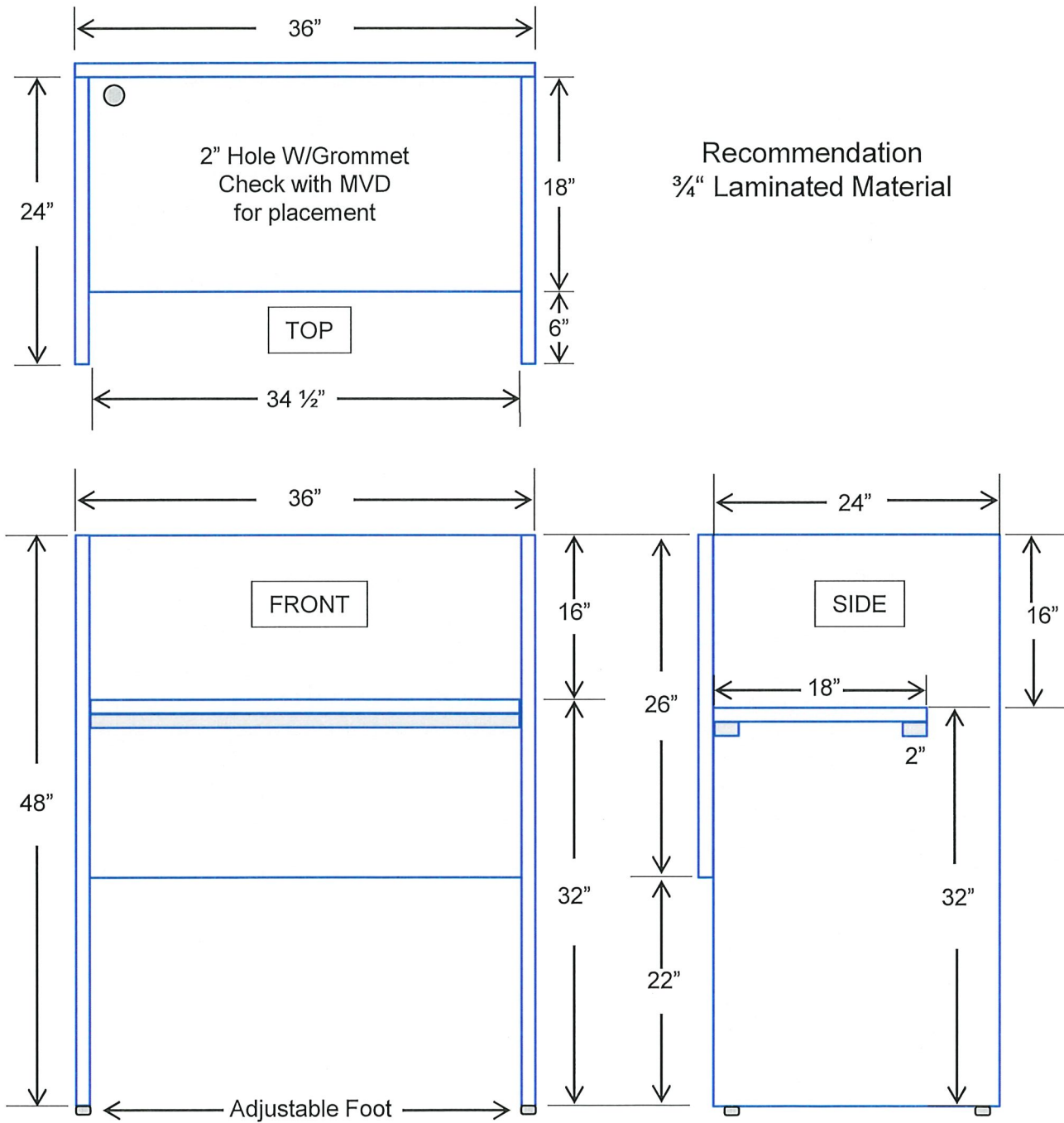
Prepare to mount either at top of workstation window, or on header above workstation, for increased visibility.



DL Photo Station Employee View

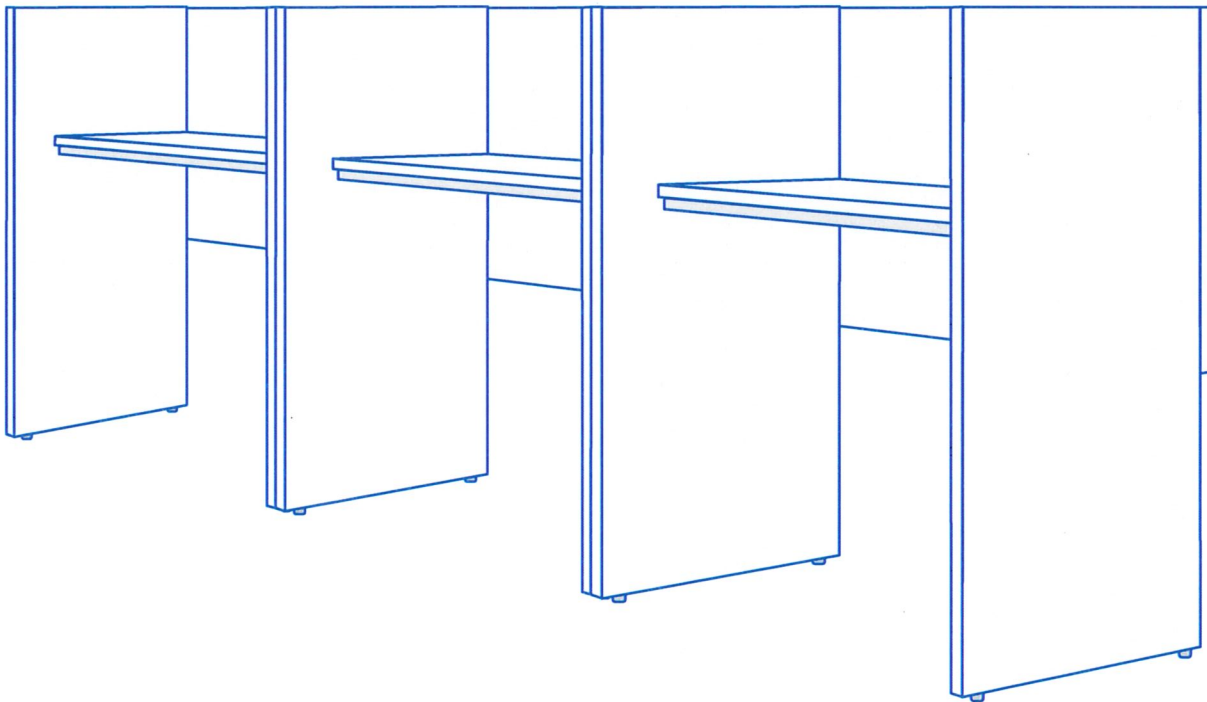
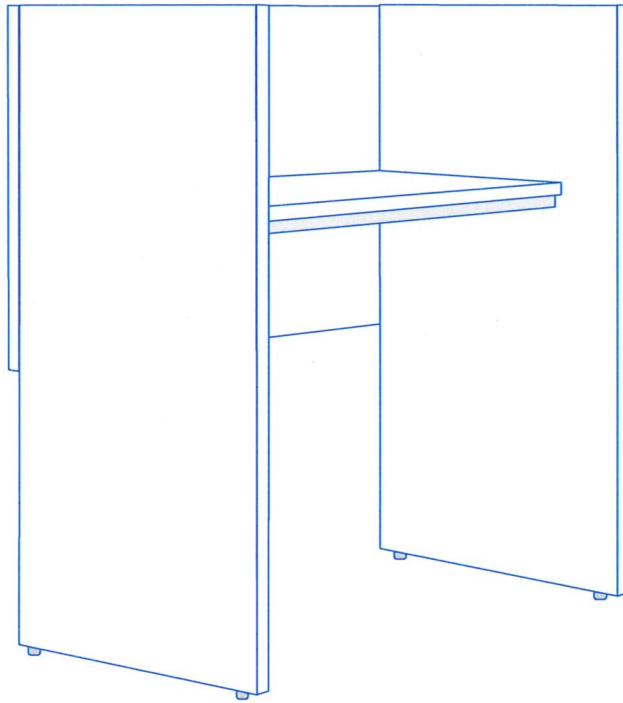


Test Carrel



Test Carrel

Customer Perspective



Conceptual Drawing