

ALASKA COURT SYSTEM

ADDENDUM #1

Invitation to Bid #COR-L-15-0005

For LEASE CONTRACT

Addendum Issue Date: **March 23, 2015**

Lease Location: **Cordova, Alaska**

To All Bid Package Holders:

The following changes, additions, and/or deletions are hereby made a part of the Invitation to Bid (ITB) for the above lease as fully and completely as if the same were fully contained therein.

Please acknowledge this addendum under Item #III on the Bid Schedule. All other terms, conditions, and specifications of the original ITB remain unchanged.

Response Due Date is UNCHANGED from that specified in ITB.

The modifications directed by this Addendum No.1 are described in this page and the following attachments:

- | | | |
|----|----------------|---|
| 1. | Addendum Text: | Three (3) pages |
| 2. | Attachments: | Revised Bid Schedule—Two (2) pages |
| | | Revised Section C—Twenty-three (23) pages |
| | | Revised Appendix B—One (1) sheet |

A. The following Document(s) are revised:

1. Bid Schedule
 - a. Paragraph Bid item A Base Bid Amount: **REVISE** to read:
“Approximately 2000, net usable square feet, to include: Superior Court Courtroom, Jury Suite, Clerk’s Office, Judge Office, Staff Toilet, Attorney Conference, and Communications Room.”
2. Section C, Paragraph 9 CONFIGURATION OF SPACES, item 3 Spectator Seating Area: **REVISE** first sentence to read:
“Shall be configured to provide seating for a minimum of Twenty-five (25) persons including one (1) space for wheelchair seating for Superior Courtroom.”
3. Appendix B Typical Courtroom Layout – Superior (Small): **DELETE** Appendix B and **REPLACE** with attached Appendix B Revised – Addendum #1.

END OF ADDENDUM #1

ALASKA COURT SYSTEM (ACS)

BID SCHEDULE

LEASE CONTRACT

Procurement per ACS Procurement Guidelines

Type of Service: Court and Office Lease

Property/Facility: Cordova Courthouse

Date of Issuance: March 20, 2015

Submittal Deadline: April 17, 2015, 2 PM

Location(s): Cordova, Alaska

Contracting Agency: Alaska Court System

Facilities Department

820 W. 4th Ave.

Anchorage, AK 99501

Contracting Officer: Lesa Hall, Facilities Mgr.

Contract Manager: Dawn Molina,

Leasing & Contracts Mgr.

ITB Number: COR-L-15-0005

Phone: 907-264-8284 Fax: 907-264-8296

I. BID SCHEDULE and ITEMS: *Bidders should carefully read all Bid Documents attached to this schedule!*

Bid Documents include Instruction to Bidders, General Lease Conditions, Supplemental Lease Conditions, General Lease Requirements, Supplementary Lease Requirements, Building Questionnaire and Appendices.

Bidder Please Note:

The bidder must enter a fixed monthly price for space lease. Failure to enter a monthly price on Item A will result in the bid being declared non-responsive. The ACS reserves the right to reject all bids. If a Contract is awarded, it will be awarded to the lowest responsible and responsive bidder offering premises that, in the sole judgment of the ACS, meet the minimum project criteria. The Contract will be awarded for the total Base Bid plus additive alternates as selected by the Alaska Court System. If bid alternates are included in the bid documents, the Alaska Court System reserves the right to award some, none, or all of the alternates. Alternates may be awarded in any order in the best interest of the Alaska Court System.

BID ITEMS:

A. BASE BID AMOUNT: Approximately 2,000 net usable square feet, to include: Superior Court Courtroom, Jury Suite, Clerks Office, Judge Office, Staff Toilet, Attorney Conference, and Communications Room.

- | | | |
|---|---|----------|
| 1. MONTHLY FIXED PRICE FOR SPACE LEASE: | = | \$ _____ |
| 2. ANNUALIZED BASE BID AMOUNT (Bid Item A.1 x 12mos.) | = | \$ _____ |
| 3. TERM AMOUNT for 15-YEAR TERM (Bid Item A.2 x 15 yrs) | = | \$ _____ |

Check Preference if applicable-See Instructions to Bidders and attach required proof and paperwork:

- ☐ A. Alaskan Bidders
- ☐ B. Alaskan Bidder with Disabilities *(requires pre-certification)*
- ☐ C. Disabled Alaskan Employment Program *(requires pre-certification)*
- ☐ D. Alaskan Employer of 50% People with Disabilities *(requires pre-certification)*
- ☐ E. Alaska Products *(must be pre-qualified prior to bid)*
- ☐ F. Alaska Veteran *(must be pre-qualified prior to bid)*

ALASKA COURT SYSTEM (ACS)
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II. REFERENCES (Must list at least 1 company with whom bidder has had a Lease contract for at least 1 full year in the last 5 years):

1. _____
Company Contact Name Daytime Telephone
2. _____
Company Contact Name Daytime Telephone
3. _____
Company Contact Name Daytime Telephone

III. ADDENDA ACKNOWLEDGEMENT:

The Bidder acknowledges receipt of the following addenda to the original Bid Documents (*note number and date of each*) and that associated costs are included in this bid.

Addenda #, Date Issued

Addenda #, Date Issued

Addenda #, Date Issued

No other alternates or substitutions allowed on this Bid Form.

IV. AGREEMENT:

By completing, signing and submitting this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, if awarded this contract, I agree to furnish for the above Bid Amounts – which were arrived at independently and without collusion – necessary labor, materials, and equipment in full compliance with the Contract and each of its incorporated terms and conditions. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer.

Bidder Name: _____ Contact Name: _____

Mailing Address: _____

Business License #: _____ EIN or SSN: _____

Phone: _____ Fax: _____ E-Mail: _____

Check one of the following to indicate type of business entity for your company:

Sole Proprietor: _____ Partnership: _____ Corporation: _____ LLC: _____ Other (Specify): _____

Bidder Signature: _____ **Date:** _____

ALASKA COURT SYSTEM (ACS)

GENERAL LEASE REQUIREMENTS

LEASE CONTRACT

Procurement per ACS Procurement Guidelines

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22. Accessibility (ADA Compliant)
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26. Specialty Code Compliance
27. Parking
28. Flagpole
29. Energy Conservation Requirements

The following requirements describe the minimum acceptable requirements and shall govern unless expressly modified by the Supplementary Lease Requirements. All costs, including labor and materials associated with the following items to be provided and maintained by the Landlord are at the Landlord's expense except where noted that ACS shall provide and/or maintain

1. DEFINITIONS:

- A. "Net usable square footage" is a term meaning the square footage of the area to be leased for occupancy by ACS personnel and/or equipment. It is determined by computing:
 - 1) The area of each space by measuring from the normal inside finish of each wall and;
 - 2) Adding internal circulation factor (i.e. hallways utilized within ACS space), which is the space the Landlord will need to provide for the full utilization of the ACS leased space.

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- B. "ADA Compliant" means with respect to a facility that the facility complies in all respects with the current issue of Americans with Disabilities Act Accessibility Guidelines ("ADAAG").
- C. "Accessible or Accessibility" means easy to enter or reach physically.
2. **AREA LOCATION:** Building offered for lease must be within the limits of the location noted on the Cover Sheet of this ITB and located on or with direct access to a state maintained, paved road (unless the State does not provide paved roads in or near the location). Property must be zoned for commercial office use at the time of bid opening if local zoning regulations apply. The ACS may reject any proposed space that is, in the sole judgment of the ACS, unacceptably proximate to sources of noise, odors, dust, or other similar or dissimilar factors that may impair the functionality of the space for court purposes.
3. **LOCATION OF SPACE WITHIN BUILDING:** The proposed space must be contained within one building, on a single floor, within contiguous space.
4. **PLANS AND SPECIFICATIONS:** If either new construction or remodeling is necessary, complete plans, specifications and changes thereto shall be approved in writing by the ACS prior to beginning any construction. The descriptions of spaces in the General and Supplemental Lease Requirements are intended to guide the designer. Design meetings with ACS, and submittal of design for review by ACS, throughout the design and construction process will be required to obtain ACS approval of building plans and space configuration, equipment and systems, components, casework and finishes prior to occupancy. Upon completion of construction and prior to the signing of the lease, two (2) full sets of as-built drawings scaled no less than 1/8" including code occupancies and square footages for each room, a full set of as-built specifications, certificate of occupancy, and O & M Manuals will be provided to ACS.
5. **SPACE:** The Landlord shall provide net usable office space as defined above, and as described in the Supplemental Lease Requirements section of this Invitation to Bid.
6. **TYPE OF BUILDING:** The space offered should be in a building of sound and substantial construction that meets all applicable building codes and regulations. The building shall be properly protected against fire and other hazards in accordance with adopted building codes and is to be provided with good natural light, all utilities and services specified, and adequate ventilation as required. The exterior building appearance shall be attractive, in like-new condition, and in keeping with the dignity of the court. The building and the area in which it is located shall be clean and free from objectionable tenancy, odors, vermin, rodents, or other features which in the opinion of the ACS would be detrimental to its operation.
7. **ARRANGEMENT OF SPACE:** Floor Plans shall be arranged in accordance with functional and spatial relationships established by the ACS, as provided on Appendix A-Courthouse Floor Plan and in conformance with the following access and proximity requirements. Note that this paragraph describes the arrangement of all possible ACS spaces, and that some spaces included below may not be required in this ITB. For specific spaces required for this ITB reference Section D Supplementary Lease Requirements. Note additionally that some spaces are required to have both public and private access:

Section C

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- A. Public Access Required: Courtrooms and Hearing Rooms (via a Soundlock), Customer Service Counter, Jury Assembly, Grand Jury, and Attorney Conference Rooms shall be accessible from the Public Lobby. Law Library/Meeting Rooms and Public Restrooms shall be accessible from the Public Lobby or from other public access areas.
- B. Private Access for Staff Required: With the exception of the Library and Conference Rooms, all spaces shall be accessible from a corridor with restricted public access; except that in small Magistrate Judge Courts, the Magistrate Judge Office, Communications Room, and Staff Restroom may be accessible from the Clerk's Office and the Communications Room may be accessible from the public lobby only. The Clerk of Court Office shall be accessible from the Clerk's Area. The Courtroom and Hearing Room shall be accessible from the Prisoner Delivery area
- C. Circulation patterns within the facility shall provide separation between the public areas, the private areas and secure prisoner (Holding Cell) circulation.
- D. Prisoner Delivery Entrance: an exterior secure prisoner delivery entrance is required. Entrances should open on to the Arena area of the Courtrooms, or lead to Holding Vestibule (if required). Additionally, Prisoner Delivery Entrance must be separated from both Private and Public access routes. If leased premises are not on the first level of the building, there must be a separate, secure elevator for prisoner transportation. Exterior Prisoner Delivery entrance must be located so as to be visually separated from the public and staff entrances, accessible by vehicle, and must include an adjacent area for parking for one vehicle.
- E. If there is only one Staff Restroom, it should be adjacent to Clerk's Area and Magistrate Judge and Judge Offices.
- F. Jury Deliberation Room(s) should have proximity to the Courtrooms.
- G. Holding Cell(s) and Holding Vestibule(s): The Holding Cell must be immediately adjacent and opening on to the Holding Vestibule, and the Holding Vestibule must be immediately adjacent and opening on the Arena area of the Courtroom or Hearing Room. Additionally, Holding Vestibule must be separated from both Private and Public access routes.
- H. Storage Room shall be adjacent to the Clerk's Area.
- I. Secured Storage Room shall be adjacent to the Courtrooms or Hearing Rooms.
- J. Attorney Conference Room: If an Ante Room is required, and the bidder wishes to have the Attorney Conference Room double as the Ante Room, then it shall have direct access to the Courtroom Arena space in addition to Public Lobby access.

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- K. Judge's Chambers: should have direct access from Judicial Assistant Office, in addition to private hallway access.
8. **INGRESS AND EGRESS**: Elevator service, if required or available, must operate 24 hours a day, 7 days a week, unless ACS requests closure. Access to the leased space shall be by public lobby(s) and by exterior arctic entry(s). The ACS shall have the exclusive right to the leased space.
9. **CONFIGURATION OF SPACES**:
- A. Courtroom, Hearing Room and associated Sound Lock(s): Reference **Appendix B-Typical Courtroom Layout**. The minimum ceiling height of courtrooms and hearing rooms must be 9'6", however, over the judge's bench and arena area 11' - 12' is preferred. Courtrooms and Hearing Rooms shall not have any windows or relites other than described below at Sound Lock. Each Courtroom and Hearing Room shall be divided into four (4) functional areas consisting of Soundlock, Spectator Seating, Judicial Arena and Secured Storage. In addition, Courtrooms shall include a fifth functional area, Jury Seating. Requirements for each area follows:
- 1) **Sound Lock**: Bidder shall provide a Sound Lock for public entry/exit with two sets of sound doors meeting ADA clearance requirements. The interior set of the Sound Lock doors should have relites, approximately 4"W x 24"H. Interior soundlock doors shall open directly into the Spectator Seating area.
 - 2) **Judicial Arena**: Bidder shall provide Judicial Arena area to accommodate the Judge's Bench, In-Court Clerk's Station, and the Witness Stand casework as described in General Lease Requirements, Casework and Finish Carpentry paragraphs. Reference **Appendix B.6-Jury & Judge's Casework Platform Construction** for construction of platforms to elevate the Judge's Bench 18" above Finished Floor 3 steps. Court Clerk shall be at floor level and shall be ADA Compliant. Witness stand shall be a moveable piece of furniture (on glides), and shall include a separate 6" high moveable platform on casters of a size to accommodate the witness stand. Reference Appendix B.3 Typical Mobile Witness Stand for both the Witness Stand and Platform. Unless the exit path is shielded by a full height wall (Reference Appendix A & B.1) separate doors beside or behind the judge's bench must be provided for both the Judge and the In-Court Clerk to allow exit directly from their respective benches to a secured corridor, or to the Clerk's office and the Judge's chambers. NOTE: Providing only one door which requires that the Judge pass behind the In-court Clerk or vice versa, is not acceptable. Judge's bench and In-Court Clerk must also have an access route to arena. There must be a separate entrance for prisoner delivery, directly into the Judicial Arena area, with an un-obscured pathway directly to the litigant table seating. The jury box must be shielded from the prisoner entry by a full height wall. Judicial Arena area must also accommodate two (2) litigant tables (each 6' wide x 30"deep) and a podium (2'wide) between them. Location of litigant tables must provide a good sightline to the front of the jury box, witness stand, and judge's bench. Tables, chairs, and podium will be provided by ACS. Spectator seating area, jury box, and litigant table seating shall face judge's bench. Reference **Appendix B-Typical Courtroom Layout** for Judicial Arena area

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layout. Judicial Arena area ceiling shall be separated in a visible way from the spectator and jury seating areas by soffits, an elevation change, and a change in ceiling materials and type of light fixture.

- 3) **Spectator Seating area:** Shall be configured to provide seating for a minimum of Twenty-five (25) persons including one (1) space for wheelchair seating for Superior Courtroom. Each seat shall be allowed a minimum of 24 inches wide and 20 inches deep. Bidder shall provide theater seating or bench seating – reference “Furniture Fixtures and Equipment” paragraph. As a divider between this area and the Judicial Arena, provide a railing as described in the General Lease Requirements Casework and Finish Carpentry paragraphs and constructed similar to **Appendix B.4-Fixed Courtroom Railing**. The public entry through the Sound Lock shall open directly into the spectator seating area.
 - 4) **Jury Seating area:** Bidder shall provide Jury Seating area to accommodate fourteen (14) swivel/tilt chairs in two (2) rows, including one ADA compliant space on the front row for wheelchair seating. The second row of seating shall be on a platform raised 6” above the first row. ACS shall provide the swivel/tilt chairs. Platform and front row shall each accommodate 30” per chair in total width, and be 4’-0” deep. Platform shall be constructed similar to that in **Appendix B.6- Jury & Judge’s Casework Platform Construction** with walls at both ends no less than 36” high above platform height and angled to maintain visibility of everything in the Judicial Arena. The floor underneath the platform seating area shall be constructed of a minimum of ¾” plywood. As a divider between the Jury Seating area and the Judicial Arena, provide a Jury Railing, extending the length of the jury seating area less 42” at one end to accommodate wheelchair space, and an opening on the other end, for exiting. Construct railing as described in General Lease Requirements Casework and Finish Carpentry paragraphs and similar to **Appendix B.4-Fixed Courtroom Railing**. Provide a door from the Jury Seating area to allow jury to exit from Courtroom directly into a Jury Deliberation Room or a secured staff corridor.
 - 5) **Secure Storage:** This room or rooms shall be within the courtroom, easily accessible to be the In-Court Clerk to be used for evidence storage. Bidder has the option of providing one or two rooms as long as the total minimum square foot requirement is met. Placement of storage room shall not obstruct sightlines, nor infringe on the arena area. Room shall be constructed to secure against unwanted entry. This room shall have a solid core door swinging out, with hidden hinges and shall be furnished with a deadbolt lock. The secure storage room shall have walls that go from floor to underside of structure constructed of 5/8” gypsum wallboard applied over 5/8” MDP plywood on the interior face of all walls. The ceiling shall be a “hard” ceiling constructed of 5/8” gypsum wallboard applied over 5/8” plywood which has been attached to structural members. **Suspended ceilings are not acceptable.**
- B. **Attorney Conference Room/Ante Room:** This area shall be directly accessible from the Lobby, and if specified to double as an Ante Room, it shall also be accessible from the Courtroom or Hearing Room. If it doubles as an Ante Room the access must be directly into the arena area of the Courtroom, with easy access from the spectator seating and the judge’s bench. Room space must be a minimum of 6’ wide, and must accommodate a small table and two chairs, clear of the door swings.

Section C

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- C. Public Lobby: This area shall be directly accessible to the main entrance of the space offered and shall be adjacent to the Public Restrooms, Jury Assembly, Clerk's Area and Courtrooms, Hearing Rooms, Attorney Conference Rooms and Grand Jury. Doors shall be provided between the Public Lobby and Clerk's Area, Sound Locks, Restrooms. Attorney Conference Rooms and Grand Jury. **Note: Jury Assembly is not required as a dedicated space; however, space for 80 people needs to be available in the building and adjacent to the lobby for Jury Assembly. For example; public lobby could function as Jury Assembly.** Where Entry Scanning Equipment is required, Public Lobby shall include adequate space to accommodate this procedure and equipment. Adjacent to the Clerk's Counter described below opening into the Lobby, provide a 30"H x 24"D x a minimum of 48"W work surface to be used as a public work area. Provide electrical and data outlet below the worksurface for the public PC.
- D. Clerk's Area: Provide office space with a minimum 12' dimension, adjacent to the Public Lobby area described above. Office space shall be open area without projecting walls or rooms which would restrict flexibility in furniture layout. Provide minimum of (2) 4'x4' operable windows at each exterior wall, or if no exterior walls are available, provide a minimum of 100sf of ambient light from other exterior windows directly into the Clerk's Area. Bidder shall provide the following in the Clerk's Area as further defined in the Supplementary Lease Requirements, Appendix F
- 1) Built-in Customer Service Counter to separate the public area and the Clerk's Area.
 - 2) Customer Service counter shall have a section that is at an ADA accessible height. See Appendix C. Unless customer service counter opens up to a secure customer service room, provide locking, sliding glass door above Customer Service Counter for afterhours security. Counter shall have ballistic shielding from floor to underside of counter for full length of countertop, as well as on underside of counter. Ballistic shielding shall be of sufficient thickness to stop a 44-magnum handgun, but not less than 7/16" thick.
 - 3) Coat hooks.
 - 4) Coffee Preparation Area with Sink. This area to be out of the line of sight from the Customer Service Counter.
- E. Jury Deliberation Room: Jury Deliberation Room shall consist of a room having a minimum dimension as specified in the Supplementary Lease Requirements. Jury Deliberation Room must have non-operable windows which are high enough to block visibility into the room by pedestrians and vehicles. The Jury Deliberation Room must incorporate the following features within the space:
- 1) Sound Lock between corridor or Courtroom access and deliberation room.
 - 2) Coffee preparation casework as specified in Supplementary Lease Requirements, Appendix F.
 - 3) Coat hooks as specified in Supplementary Lease Requirements, Appendix F.
 - 4) One ADA Compliant Restroom if required.
 - 5) Standard Restroom (s) as required.

Reference **Appendix D—Typical 7 or 12 Person Jury Room** for layout.

Section C

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- F. Grand Jury Room: It is preferable that the Grand Jury Room does not have windows or relites. This room shall have a minimum dimension of 12' and the following features:
- 1) Sound Lock between public corridor and deliberation room.
 - 2) Coffee preparation casework as specified in Supplementary Lease Requirements
 - 3) Coat hooks.
 - 4) Second entry from the Clerk's workspace to allow exiting directly into secured staff corridor. Sufficient space to accommodate 18 jurors seated at tables, an in-court clerk seated at a desk, and a witness stand and litigant table facing jurors.
 - 5) Access to an ADA compliant restroom and a second standard private restroom.
- G. Magistrate Judge and Judge's Chambers: shall have a minimum 11' dimension and a coat shelf and rod for hanging robes as specified in Supplementary Lease Requirements, Appendix F. Provide a minimum of (1) 4'x4' operable window at each exterior wall, and an additional 4'x4' window for exterior walls over 8' in length.
- H. Communications Equipment Room: This room shall have a minimum dimension of 6' with ¾" fire rated painted plywood mounted on each wall for equipment backer boards. The plywood shall extend from a minimum of 18" above finished floor to not less than 7' above the finished floor. This room shall not be a storage room or janitorial closet for building maintenance. If used to house electrical service panels, there shall be enough free wall and floor space to accommodate phone, duress, and audio panels, and floor mounted equipment rack. Reference Appendix A.1 for equipment, panels, and furniture typical room layout. Wall shall extend from the floor to structure above. There shall be no suspended ceilings. There shall be a minimum of one communications room per floor in a multiple floor building. Communications room shall be secure, keyed for Court System access, and shall have adequate ventilation/cooling - the typical communications room generates 10,000 BTUs, and the room must be kept at an ambient temperature not to exceed 75 degrees.
- I. Holding Cell: This room shall be constructed for maximum durability, safety and security. Doors shall be steel with 2'x2' vision lights and have detention type hardware. All fixtures must be detention rated. Walls and ceiling shall be finished with high-abuse surface, without any components that may be removed, pulled apart or otherwise modified by prisoner. Floor shall be epoxy painted concrete or VCT, no base, and ceiling shall be gypsum board. The Holding Cell door and frame must be 16 gauge hollow metal steel. All light fixtures shall be surface mounted, and all fixtures, switches, controls, venting, fire alarm or other exposed building system components shall have protective coverings or grills. This room must have a security type toilet/sink combination unit. The holding cell will have direct and secure access to the courtroom. A metal or concrete bench, appropriate for detention facilities, shall be provided along one wall of the room.
- J. Holding Vestibule: A Holding Vestibule is required at each Holding Cell, to provide passage from the exterior prisoner delivery entrance to the courtroom. Holding vestibule shall have same finishes, door hardware and detention components as Holding Cell, with exception of the toilet/sink combination unit. Doors shall be 16 gauge hollow metal for courtroom entry; minimum 16 gauge insulated steel for exterior entry, no door lites required at either door.

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10. COMPLIANCE WITH LAWS AND CODES: All existing structures or new construction and all appurtenances thereto shall conform to all applicable laws, codes, ordinances and regulations pertaining thereto. In the absence of local ordinances and regulations, state laws and codes shall apply. Minimum requirements established herein shall not be construed as lowering the standard established by local regulations and when such local regulations contain more stringent provisions, they shall govern. The Landlord shall be responsible for obtaining all required permits.

- A. All space offered in response to this bid must comply with applicable Federal and State laws and regulations pertaining to occupational health and safety.
- B. Floor loading shall comply with the current Live Load Table in the adopted edition of the International Building Code as applicable for the type of building and space. The court may have some spaces that require loads heavier than standard office loading. Reference Supplemental Lease Requirements for specific designations.
- C. By signature on this bid document, the Landlord acknowledges that the Landlord will be responsible for the accomplishment and cost of any building alterations, which may be required to correct violations of applicable laws, codes, ordinances and regulations detected during the period of the ACS occupancy.

11. GENERAL ELECTRICAL REQUIREMENTS:

- A. Electric Wiring Standards: All electrical work performed under this specification shall comply with the most recent edition of the following codes or rules:
 - 1) The National Electric Code of the National Board of Fire Underwriters.
 - 2) The rules, regulations and codes of the Federal, State, City or other local entity.
 - 3) The standardized rules of the National Electrical Manufacturer's Association.
 - 4) Reference paragraph 29, Energy Conservation Requirements for additional requirements

The above minimum requirements shall not preclude the use of higher-grade materials or better workmanship.

- B. Main Service Facilities: The main service facilities and meter panel shall be adequate to provide for the electrical load that will be required. This service shall be enclosed in a suitable enclosure, which is readily accessible for inspection. Single phase, 60 cycles, 120/240V services shall be supplied at a minimum Electrical service for the portion of the property leased by the Court system shall be independently metered.
- C. Lighting: Light fixtures must be provided which are capable of producing well-diffused artificial illumination at the work surface of not less than 50 FC average in the Attorney Conference Room, Courtroom/Hearing Room spectator seating areas, Courtroom jury seating areas, office and Courtroom/Hearing Room Arena areas. Lobbies and restrooms shall have 20 FC average on the floor. Fixtures must be recessed or provided with suitable diffusers approved by the ACS. Bare lamp fixtures will not be acceptable, except for mechanical/electrical rooms, or other support areas approved by the ACS. Appropriate

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wall switches shall control general office space lighting fixtures. In addition to the above requirements, provide the following:

- 1) Courtrooms and Hearing Rooms: Lighting for Courtrooms and Hearing Rooms shall have dimming capacity at spectator seating area and jury seating area. Lighting for spectator seating, jury seating, arena area and Judges Bench area shall all be separately switched. Judge's bench and arena light fixtures shall be visually differentiated from the jury and spectator seating areas by size, layout and type of light fixture. A room lighting control system with these areas controlled from a single control station is acceptable in lieu of separate switching.
- 2) Fluorescent Lamps at Courtrooms, Hearing Rooms Grand Jury Rooms, offices, jury deliberation rooms, and clerical areas: T8 4100K, tri-phosphor lamps with a minimum CRI of 86, and a minimum rated life of 36,000 hours, based on 3 hours per start using programmed start ballasts. Compact fluorescent lamps shall utilize amalgam technology, shall match the color temperature of the T8 lamps, shall have a minimum CRI of 82 and shall be provided with a 4 pin base when used with electronic ballasts and a 2 pin base when used with magnetic ballasts. All 4-foot T8 fluorescent lamps shall be low-mercury type that passes the Toxicity Characteristic Leaching Procedure (TCLP) test at end of life. GE "Starcoat Ecolux XL Extra-Life", Osram/Sylvania "Octron 800XP Ecologic", Philips "Alto Plus T8", or approved equal.
- 3) LED Luminaires, Interior: Wherever LED is provided instead of fluorescent, fixtures shall be 4000K, minimum 82 CRI, with minimum rated life of 50,000 hours at 75°F average indoor ambient temperature. LED shall be provided for all recessed downlight locations, unless prior approval is obtained by the ACS.
- 4) Exterior Luminaires: Provide exterior LED lighting as required to safely illuminate the pathway from property line or parking area to building entrances. Exterior egress lighting shall meet IBC requirements. Provide UL 1572 outdoor salt water marine rating within 100 miles of coastlines; Complete with gaskets to form weatherproof assembly. Provide low temperature LED drivers, with reliable starting to -40° F. Exterior LED luminaires shall be 4000K, minimum 70CRI, with minimum rated life of 50,000 hours at 40° F average outdoor ambient temperature.
- 5) Emergency Lighting: Emergency ballasts/drivers must be provided at open clerical areas, courtrooms, hearing rooms, grand jury room, meeting rooms, libraries, jury deliberation rooms, jury assembly, holding cells, corridors, restrooms, public lobbies and other public places in compliance with current code. In addition, provide one (1) fixture in each courtroom as a night light. Coordinate with the ACS for the location of this fixture, but it will generally be located near the public entrance.
- 6) Switching:
 - i. Lighting in all office and clerical areas, grand jury rooms, jury assembly, jury deliberation rooms, conference rooms and libraries shall be supplied with multi-level switching. For fluorescent fixtures, this may be provided via dimming, step-dimming, or inboard/outboard switching. For LED fixtures, it is assumed this will be accomplished via dimming fixtures.
 - ii. Switching at courtrooms hearing rooms and grand jury room shall be located at the clerk's entrance away from public access, and shall control vestibules as well as the courtroom or hearing room.
 - iii. Switching for both the clerk's area and customer service counter area shall be located at the clerk's entrance, away from public access.

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- iv. Motion sensor switches are required at offices, clerical areas, jury rooms, conference rooms, and libraries.**

D. Electrical Outlets: Unless otherwise specified, office and similar space shall be provided with not less than one (1) quad convenience outlet for each 100 square feet of area. Additionally, there must be at least one (1) duplex outlet on each wall in any private office, storage, communication and meeting rooms or waiting areas. Unless specifically indicated, all electrical outlets shall be located 18" (to center) above finished floor level. Outlet strips and wire mold may be provided only at walls in a building constructed prior to the original issue date of this ITB and where specifically allowed in the Supplementary Lease Requirements. These outlets and wire mold must be similar to Wiremold Company's pre-finished surface raceway system appropriate for use with power wiring and approved for use in dry interior locations only as covered in the National Electrical Code and are UL rated. All other areas shall have conduit concealed behind building finishes. **Floor outlets in all areas except for Courtrooms shall be Wiremold RFB4, recessed types, flush mounted with appropriate plate for floor covering – no plastic adaptors.** Courtrooms shall use Wiremold "Evolution" series floor boxes. In addition to the above requirements, provide the all items shown on **Appendix E–Electrical and Low Voltage Outlet Requirements**. Additional placement specifications include:

1) Courtroom and Hearing Rooms:

- i. At courtrooms and hearing rooms with built in Judge's bench casework: Provide quad outlets at inside face of judge's bench and in-court station casework (at both ends of each counter), and a duplex outlet on the outside face of the Judge's casework facing the witness stand placement. Additionally provide outlets at floor below podium and litigant tables, and at spectator seating area wall and jury box walls.
- ii. At courtrooms and hearing rooms with moveable furnishings for the Judge's bench allowed specifically in the Supplementary Lease Requirements: Provide outlets at the wall immediately adjacent or behind the In-Court Clerk's and Judge's furnishings.
- iii. There will be one (1) wall-mounted outlet for a video arraignment monitor. Location shall be coordinated with the ACS prior to rough-in.

2) Lobby

- i. At lobby under or adjacent to ADA Customer Service Counter.
- ii. At lobby entrance – wall and floor outlets for security screening station.
- iii. Floor outlets shall be **Wiremold RFB4, recessed types, flush mounted with appropriate plate for floor covering – no plastic adaptors.**

3) Parking

- i. Provide a minimum of (4) [change as needed] headbolt heater outlets. [Note to ACS: remove this requirement in locations not applicable, such as Southeast]

E. Box Placement: Outlet boxes and physical location may vary according to millwork, flooring and ceiling finishes, and casework and furniture layout, and shall be approved by the ACS.

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- F. Clocks: Large faced (min. 12" diameter) wall clocks shall be provided at each Courtroom, Hearing Room, Grand Jury Room, Jury Deliberation Room, Clerk's Office and Magistrate Judge and Judge Offices installed approximately 80" above finished floor surface. Coordinate installation location with the ACS. Provide electrical outlet if electrical type of clock is specified. See Supplementary Lease Requirements for type of power-hardwired, battery or infrared.

12. LOW VOLTAGE SYSTEMS:

- A. Provide all outlets for phone, data, duress, sound system, and video arraignment systems shown on **Appendix E–Electrical and Low Voltage Outlet Requirements**. Additional specifications are below.
- B. Telephones: Adequate telephone service must be installed in accordance with requirements set forth below. All conduit and other features necessary to satisfy the telephone company's requirements shall be included in the building by the Landlord.
- 1) Unless otherwise specified, telephone ports will be included in the digital network communications outlets specified below. Outlet, cable, conduit and routing for phone outlets are identical to, and incorporated into the digital network communications requirements.
 - 2) The ACS will be responsible only for the actual connection of telephone and communications equipment required by ACS.
- C. Digital Network Communications: Adequate network service must be installed in accordance with requirements set forth below. All conduit and other features necessary to satisfy ACS requirements shall be included in the building as part of this project.
- 1) Unless otherwise specified, offices, clerical areas, courtrooms, hearing rooms, conference rooms, jury rooms, law library, and similar space shall be provided with the necessary conduits – sized at ¾" minimum – and boxes to allow for the installation of one 4-port digital outlet box per each 100 square feet of area or on 3 of the 4 walls of the room, whichever is greater.
 - 2) The quad outlet shall provide for 4 Cat 6 lines terminating in Cat 6 RJ-45 female connections. The ACS will use ports for data, phones or duress at their discretion. Provide standard duplex sized deep back boxes, approximately 2 ½" X 4-11/16" at walls, and Wiremold RFP A/V 9 or A/V11 (or appropriate for installation) recessed flush mounted boxes and flush covers at floors – no plastic adaptors. Provide network cables and connectors installed by project certified communication technicians unless otherwise noted in these documents. Certified communications technicians to install, terminate and test all cabling and connections. Provide test reports to the ACS.
 - 3) Network cabling shall be homeruns from outlet to a patch panel in the communications room. The length of the horizontal cabling from the communication room to any quad outlet shall not exceed 250'.
 - 4) Communication Room shall be provided with a patch panel and telecom rack. Both shall be installed on walls with ample adjacent space for other racks or panel boards to be provided by ACS, including duress panel if used. The patch panel and telecom rack shall be adequately sized for the quantity of cables, and an expansion

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capacity of 10%. Provide patch cords of adequate length to connect patch panel to ACS-furnished network equipment. The equipment rack requires 120VAC on two 30 amp isolated circuits. The telecom rack will be: *Chatsworth Rack #46353-703 (1 each), with cable management #30161-703 (2 each)*, or equivalent.

- 5) In addition to the above requirements, provide the following:
 - i. At courtrooms and hearing rooms with built in Judge's bench casework: Provide outlets at inside face of at the Judicial Bench casework below countertop.
 - ii. At courtrooms and hearing rooms with moveable furnishings for the Judge's bench: Provide outlets at the wall immediately adjacent or behind the In-Court Clerk's and Judge's furnishings.
 - iii. At Lobby adjacent to or below ADA Customer Service Counter.

D. Audio System: The ACS shall provide audio recording equipment for each courtroom, hearing room, and grand jury room, and a public announcement system for each jury assembly room or area. Provide conduit, junction boxes, supports, cover plates, and other necessary items to accommodate the ACS supplied audio and PA equipment, cabling, and attachments.

- 1) Microphones: Provide wall, ceiling or floor boxes with appropriate cover plates to accommodate microphones. Additional placement specifications include:
 - i. Courtrooms and Hearing Rooms:
 - a. At Judge's Bench: Where there is built-in Judicial bench casework: Provide outlets at inside face of the Judicial Bench casework below judge and clerk's countertop. Where there are moveable furnishings for the Judge's bench: Provide outlets at the in the platform floor below the In-Court Clerk's and Judge's furniture countertops or at the wall immediately adjacent or behind the In-Court Clerk's and Judge's furnishings.
 - b. At Witness: Place outlet at floor below, and wall behind mobile witness stand placement. If the judge's bench is built-in casework, place an outlet on the outside face of the Judge's casework facing the witness stand in lieu of placement on the wall behind.
 - c. Jury Box: Provide outlets at center top or inside face of the jury box rail, unless rail is moveable, and then in floor below rail. Provide additional outlets at each side wall of the jury box.
 - d. Spectator Seating: Provide outlets at center top or inside face of each end of the spectator rail, unless rail is moveable, and then in floor below rail.
 - e. Litigant Tables: Place one outlet in the floor below each litigant table and between the tables for a podium.
 - f. If Ante Room is scheduled: Place one outlet in ceiling.
 - ii. At Grand Jury:
 - a. Place one outlet in the wall adjacent to clerk's desk
 - b. Place one outlet below witness stand, and below litigant table
 - c. Place up to three floor outlets throughout the juror seating area, and two on each wall.
 - iii. At Jury Assembly: Provide outlets on wall near Court Clerk's desk.
- 2) Speakers: Provide junction boxes in the ceiling to accommodate speakers as follows (exact locations within rooms to be determined by the ACS).

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- i. At Courtrooms and Hearing Rooms: There are to be six (6) to eight (8) speaker locations: One (1) behind the judge, one (1) behind the witness, two (2) above the jury seating, and two (2) or four (4) speakers above the public seating area as appropriate. Provide three separate junction boxes for jury box, spectator seating and judge/witness.
 - ii. At Grand Jury Room: There are to be two (2) to three (3) speaker locations: one (1) behind the witness and one (1) or two (2) above the juror seating.
 - iii. At Public Lobby or Jury Assembly: There are to be two (2) - four (4) speaker locations (depending on size of space), for announcements from the microphone in the Clerk of Court Area or Clerk's desk in Jury Assembly.
- 3) Junction Boxes:
- i. Clerk's Junction Box (CJB): Provide one (1) 18"High x 12"Wide x 4"Deep flush mounted junction box with screw on cover in the following locations:
 - a. At Courtrooms and Hearing Rooms: In accessible location in side modesty wall of casework beneath the In-Court Clerk's work surface. If this is a Magistrate Judge courtroom, locate CJB so that it can be accessed by Magistrate Judge from judge's bench. If no casework, then at wall adjacent to or behind In-Court Clerk's furnishings.
 - b. At Grand Jury Room: At wall behind or adjacent to Clerk's desk
- 4) Conduits: **No junction boxes are permitted in the microphone runs without express approval of the ACS.** No more than 270 degrees total bends are allowed in any one conduit run. In addition to other requirements provide conduit at the following locations for audio connections:
- i. Provide ½" conduit from Clerk's Junction Box (CJB) to each of four microphone areas (jury, judge's bench, spectator and podium/litigant tables), and to each speaker junction boxes within the room.
 - ii. Provide ¾" conduit from CJB in each courtroom or hearing room to microphone outlet in corresponding ante room (if applicable), or other room adjoining courtroom.
 - iii. Provide two (2) 1" conduits from each CJB to the Communication Room, and one (1) 2" conduit from CJB into accessible ceiling outside courtroom.
 - iv. Provide ¾" conduit from microphone outlet in Jury Assembly Area to speakers in same area.
- E. Duress Alarm System: Duress alarm wiring and equipment will be installed by ACS. Communication outlets, conduit and wiring may be used for duress alarm as noted in Paragraph C above.
- F. Video Arraignment/Conferencing System: Provide 1 ¼" conduit from Clerk's Junction Box (CJB) to video equipment. ACS will install video wiring and equipment. Provide all necessary conduits and outlet boxes to install equipment at the locations noted on **Appendix E.**

13. PLUMBING:

- A. Drinking Water: Water suitable for drinking purposes shall be provided in public areas as well as for staff. Bar sinks with goose necked faucet and drinking water shall be provided

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as specifically identified in Supplementary Lease Requirements, Appendix F. Typical locations include jury deliberation rooms, grand jury rooms, clerk's office and jury assembly rooms in coffee preparation cabinets.

- B. Restrooms: Restrooms shall be provided as specified in Supplementary Requirements for jury rooms and staff areas. Adequate public restrooms shall be provided at Landlord's expense on each floor in compliance with all applicable codes and the State's safety regulations. Provisions shall be made for ADA Compliance in accordance with applicable codes. Each restroom shall have hot and cold running water. All piping for plumbing and heating must be concealed.

14. HEATING AND COOLING:

- A. Heating: A central heating system shall be provided to maintain a uniform temperature between 68 degrees F and 75 degrees F in the comfort zone throughout the building and office space, or as required by Federal or State regulations. Heating system for the portion of the property leased by the Court system shall be independently controlled and metered. The comfort zone is defined as the area that is between the floor to a height of eight (8) feet from the floor. Reference paragraph 29, Energy Conservation Requirements for additional requirements
- 1) If the temperature is not maintained within the 68 degrees F - 75 degrees F range for a period of more than two consecutive working days, the Landlord shall, upon receipt of a written notice from the ACS, provide, as appropriate, suitable temporary auxiliary heating or cooling equipment to maintain the temperature in the specified range.
 - 2) If temporary auxiliary equipment is necessary to meet normal weather contingencies for more than Twenty One (21) consecutive working days, the Landlord shall initiate a continuing and diligently applied effort to rectify the deficiency causing the failure and to uniformly maintain the temperature range required.
 - 3) If after Thirty (30) consecutive working days the temporary auxiliary equipment is still necessary to meet normal weather contingencies, the ACS may repair the heating and/or ventilation at Landlord's expense or may terminate the lease. "Working days" for the purposes of this section shall be defined as days normally scheduled by the ACS as open for the conduct of its normal business.
- B. Ventilation: The building must be served by a mechanical system designed in compliance with IMC 2009 and ASHRAE standards 55-10 and 62-10, which provides a uniform temperature of 68 degrees F and a minimum Cubic Feet per Minute (CFM) per occupant load). The design shall provide a control system allowing varying amounts up to 100% of outside air to be used for economizer cooling at times when heating is not required. All restrooms must be adequately ventilated. Ventilation may depend on opening windows in areas other than courtrooms, hearing rooms, jury deliberation and grand jury rooms; as long as the open windows are screened and do not unacceptably increase the noise level or security risk, or bring noxious fumes into the building. Ventilation by opening windows is not acceptable during inclement or cold weather.

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- C. Communication Rooms: Provide adequate mechanical ventilation in the communication room as needed to exhaust away the heat from communications equipment, and to provide a uniform temperature of 68 degrees F. The communications rooms will house the server and other equipment for the computer and audio systems, duress system and the phone switch. Cooling system for room must exhaust away the 10,000 BTUs per hour of heat produced by the ACS's typical communications equipment and keep the communication room at the uniform temperature of 68 degrees F. Note that Landlord is responsible for equipment damaged by excessive heat, if cooling systems fail to cool adequately up to the quantity of BTUs specified.
- D. Controls: Controls for the adjustment of heat and/or ventilation in the offices and Jury Assembly, Courtrooms, Hearing Rooms, Grand Jury Rooms, and Jury Deliberation Rooms must be positioned in a convenient and unobtrusive place. Individual temperature controls shall be provided at each jury room, grand jury, jury assembly room, meeting room, courtroom, and hearing room. Courtroom/hearing room controls shall be located outside the courtroom, next to the entrance dedicated for use by the court or at the In-Court Clerk's station. Controls for Clerk's Area may include Clerk of Court office, storage and Customer Service counter areas, and controls for Magistrate Judge, Judge, Administrative Assistant, and Law Clerk Offices may be grouped if the spaces are located together along only one side of a building.
- E. Commissioning, Operations and Testing: Landlord shall perform the following operations and testing of existing and new building systems prior to Lease Commencement Date.
- 1) At unoccupied buildings: Operate the building ventilation system as necessary to flush building of construction product air borne contaminants from new materials.
 - 2) If Landlord proposes to use a building with existing ductwork: Clean supply air ventilation system throughout all spaces to be leased.
 - 3) Balance and adjust the facility's existing and new mechanical systems to obtain a fully functional and properly operating system. An experienced and certified balancing contractor shall be used to perform this work, and shall **provide a copy of the balancing report to ACS upon completion.**

15. CASEWORK AND FINISH CARPENTRY: All casework required shall have exposed surfaces finished with hardwood trim, hardwood veneer, solid surface or stone materials, or plastic laminate as applicable. Semi-exposed surfaces must be finished with melamine or better. Provide plastic laminate at countertops, self-edged, or with wood trim. Post-formed rolled edges are not acceptable. Provide 4" High backsplash at wet countertop areas. Provide minimum ¾" plywood substrate for countertops and casework with suitable structural support. All countertops shall have 2 3/8" grommets above electrical outlets. Wood trim throughout facility shall be hardwood of consistent type and finish. Reference Supplementary Lease Requirement for exact casework locations, quantities, and specific dimensions and additional attributes:

- A. Courtroom and Hearing Room Casework: Built in casework or movable furnishings as determined in Supplementary Lease Requirements shall be provided for the Judge's bench, In-Court Clerk's station, witness stand and jury and spectator seating areas. This casework shall consist of countertops finished with plastic laminate, front and side modesty

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walls finished with wood veneer, hardwood trimmed top caps at modesty walls and railings and stone or solid surface finish at 9"-18" ledge in front of judge's bench and in-court clerk's station. All hardware veneers, trim, solid surface, stone, and plastic laminate finishes shall match and be approved by the ACS. Specific requirements for each areas are as follows:

- 1) Judge's Bench: This area shall be on a platform, a minimum of 18" high. Provide stairs from one side of bench which exits to private door opening as referenced in Supplementary Lease Requirements Section 2.C. Also provide access to courtroom arena. Provide minimum 18" wide pencil drawer – may be prefabricated type. Countertops shall be 30" above platform and 30" deep in front and 12" to 18" deep on sides. Minimize depth of countertop at side adjacent to in-court clerk. Modesty panel at front of bench should extend approximately 4" to 6" above countertop at front wall and a portion of the side walls – see Appendix B.1. A ledge approximately 9"-18" deep and 40" above floor level should extend around the front face of the judge's bench and continue on to the In-Court Clerk's bench. Ledge should be finished with solid surfacing or stone material. Provide ballistic shielding from floor to underside of countertop at front and outside return modesty wall of bench, and underneath judge and clerk countertop. Ballistic shielding shall be of sufficient thickness to stop a 44-magnum handgun, but not less than 7/16" thick.
- 2) In-Court Clerk's Station: This area shall be at floor level. Provide access to this area from both the courtroom arena and the private door opening noted above. Provide fully articulating keyboard tray with mouse tray at the front countertop, and a minimum 18" wide pencil drawer at a one end of the countertop. Pencil drawer may be prefabricated type. Countertops shall be 30" deep in front and 18" to 24" deep on sides if side countertops are provided. At side adjacent to Judge's Bench, minimize or delete countertop, allowing documents to be passed between the seated Judge and Clerk within arm's reach. This will require eliminating modesty panel above Judges countertop at this location. Modesty panel at front and outside return countertops should extend approximately 9" to 12" above countertop. Provide tackable surface at inside face of modesty panel above countertop. Provide a minimum of a 4'wide storage shelf, with adjustable shelving and concealing doors at front or side wall of in-court clerk's bench. Position In-Clerk's Station so that seated Clerk has vision line to Witness Stand. Provide ballistic shielding identical to that described above for Judge's Bench. Minimum length of workstation countertop (clearance between judge's side wall and exterior side countertop) is 6'-10".
When required in Supplemental Lease Requirements, extend in-court clerk's station to accommodate a second seated in-court, including a second pencil drawer, recessed monitor bracket and a cut-out in countertop with glass cover. The ACS will provide keyboard tray for second in-court clerk. Minimum length of workstation countertop (clearance between sidewalls and/or side countertops) with two in-court clerks is 10'-0"
- 3) Witness Stand: This unit shall be separate and moveable, with minimum dimensions of 60" wide x 30" deep. Provide an 18" Deep x 30" High countertop with a full modesty front and sides extending 3" to 4" above countertop. Witness stand shall have glides for moving on floor level and shall be ADA compliant. Provide Witness Stand Platform to accommodate the witness stand and seating, approximately 5'-6" wide by 6'-6" deep. Platform to be finished with wood trim and carpet, and to be movable with concealed casters. If there are floor outlets at witness stand location, provide grommets through

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platform for cables. Reference **Appendix B.3 Typical Witness Stand on Mobile Platform** for typical construction.

- 4) Spectator and Jury Seating: Railing wall, permanently affixed to floor structure, shall be provided in Courtrooms and Hearing Rooms in front of spectator seating and in Courtrooms in front of jury seating area. If seating areas are lacking end walls, then railing wall shall be provided on open ends. Railing walls shall be approximately 30" to 36" high, with wood veneer both sides, and have one (1) 3' wide opening to arena every 6'-12'. Additionally, jury rail front wall shall have (1) 42" wide opening for wheelchair access.
- B. Public and Staff Restroom Countertops: Minimum 3' long x 24" deep ADA compliant countertops are required at sink areas in Public and Staff Restrooms.
- C. Coffee Preparation Casework: Minimum 4' long at Clerk's Office, 7' long at Jury Deliberation Room, 9' long at Grand Jury Room, with built-in base cabinet with counter top. Provide at a minimum, one (1) 3-drawer base cabinet and one (1) adjustable shelf base cabinet with doors. Provide sink cabinet where sink is specified. Provide space for under counter refrigerator (provided by ACS) at jury room. Provide overhead cabinets at Grand Jury room. Countertop height to be 34" for ADA compliance at public areas, and 42" high at other areas. Reference Appendix E for Electrical Requirements at the coffee counters.
- D. Coat Shelf: Minimum 3' long by 12" deep shelf with rod for coat storage.
- E. Customer Service Counter: Minimum 5' long x 3' wide x 42" high counter top at opening in dividing wall with Lobby. Provide cash drawer with lock. A separate 4' long x 2' wide lower ADA Compliant/Self Help counter (See **Appendix C**) must be provided in Customer Service area at public side of 42" high countertop. Provide ballistic shielding from floor to underside of customer service countertop for full length of countertop, as well as on underside of customer service counter. Ballistic shielding shall be of sufficient thickness to stop a 44-magnum handgun, but not less than 7/16" thick. Provide locking, sliding glass doors to secure counter.

16. FURNISHINGS, FIXTURES AND EQUIPMENT:

- A. Window Coverings: All windows shall be equipped with horizontal blinds, or other opaque material approved by the ACS, and shall be installed and ready for use with all necessary hardware. Window coverings shall be clean, good quality, with appearance matching the decor of the space, and shall adequately reduce incoming heat and light to a comfortable level.
- B. Toilet Accessories: Provide ADA compliant toilet accessories at all restrooms. At minimum, each restroom shall be provided one mirror and one soap dispenser per sink, one paper towel dispenser/disposal, and one toilet paper dispenser at each toilet. Public restrooms shall also include baby changing stations, and at each toilet, one seat cover dispenser, and one sanitary napkin disposal (women's restrooms only). Staff restrooms and jury room shall also include stainless steel coat hooks, a minimum of 2 at restrooms, and 12 at jury room. Provide soap dispenser and paper towel dispenser/disposal unit at coffee counters.

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- C. Toilet Partitions: Provide toilet partitions at multiple toilet fixture rooms, and at urinals. Partition doors shall have coat hooks. Provide ADA compliant toilet partition/stall as required by code.
- D. Spectator Seating: Provide theater seating or bench seating with back and seats fabric upholstered or finished hardwood (whichever is easier for Landlord to maintain). Seating must be secured to floor as recommended by manufacturer. All seating fabrics and finishes must be approved by ACS.
- E. Furnishings not attached to the wall or floor (not including movable witness stand) shall be provided by ACS
17. **FLOOR COVERINGS**: All floors shall be covered with materials of high quality and of long life and shall be free of defects. Floor coverings shall be installed in a skillful manner common to the trade. New floor covering shall be provided at all areas of an existing building proposed for this Contract. The ACS reserves the right to select a color from samples submitted by the Landlord.
- A. Carpet Minimum Requirements: Shall be high quality loop pile with stain resistance and the following Requirements:
- 1) Flame Spread: Carpeting shall achieve a flame spread rating of less than 75 (NFPA Class 1) when tested in accordance with ASTM - E 84B.
 - 2) Static control requirement: (AATC – 134) <3.0 KV
 - 3) Face Yarn and Minimum Weight: 100% Nylon, 26 oz. per square yard
 - 4) Pattern: Multi-Level and Multi-Color (similar to InterfaceFlor, Cubic)
- B. Other Flooring: Floors shall be carpeted, except as follows:
- 1) Arctic Entries and Screening Station area: Must be durable, easily maintainable, and of sufficient texture and fiber to remove dirt, snow and water from shoes and prevents any slipping hazard. Lobby floor may be finished with same material at Arctic Entries, with ACS's approval.
 - 2) Restrooms: Self-coved flooring shall be provided with a material that can be easily cleaned and maintained in a sanitary condition.
 - 3) Storage Room and Communication Room: Provide sheet vinyl or vinyl tile with rubber base. Concrete can be used in Communication Room.
 - 4) Holding Cell: Provide vinyl composite tile or concrete with epoxy paint.

18. **SOUND CONTROL/ACOUSTICAL REQUIREMENTS**:

- A. Partitions and door assemblies around the Courtroom, Hearing room, Grand Jury, Sound Locks, Jury Deliberation Room, Magistrate Judge and Judges offices, Clerk of Court, ACA offices, and Attorney Conference Room shall have a laboratory Sound Transmission Class (STC) rating of not less than 45 (Reference **Appendix B.5-Sound Isolation Wall**). Sound walls around these areas must penetrate suspended ceiling and extend from floor to underside of structure above with sound caulking at top and bottom. All offices and similar type space shall be equipped with a suspended acoustical ceiling capable of providing noise rate absorption of at least 60%. Acoustical control must be sufficient to permit

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conferences; waiting room noise and/or office work to progress simultaneously without distraction. Sound transmission between Jury Deliberation Room and any other area must be negligible. Normal speaking voices must not penetrate the Jury Suite perimeter.

- B. Sound Absorption Wall Panels: Provide wall mounted acoustical panels in courtrooms and hearing rooms surrounding spectator and jury seating areas (Reference **Appendix B-Typical Courtroom Layout**). Acoustical paneling to provide 60% wall coverage in these areas – paneling must extend from just above seat back height to the ceiling surrounding spectator and jury seating areas. Layout and finish of acoustical panels must be approved by ACS.

19. EXTERIOR/INTERIOR SIGNS:

- A. Building Signage: Landlord shall provide exterior and interior signs as necessary to identify, direct and guide the public and staff to all permanent rooms and spaces and to components of the building required to be ADA Compliant. Sign must be provided where required by fire code or building code. Signs must be ADA compliant, mechanically mounted, and of durable construction. Text must be permanently bonded to background, and contain at the minimum the room number or name. The ACS shall approve the color, size and character of signs. In addition to the above requirements, Landlord shall provide the following:
- 1) At Courtrooms and Hearing Rooms: Signs shall include a tackable surface or surface with a sturdy, commercial clip large enough for posting 8-1/2" wide x 11" long schedules.
 - 2) At Jury Deliberation Room, Grand Jury Room, and other Conference Rooms (if required): Signs shall include an "Occupied/Unoccupied" slider bar.
 - 3) At Offices: Signs shall include a tackable surface large enough for posting of 4" wide x 6" long message notes.
 - 4) At Restrooms: Signs shall include symbols which indicate they are ADA compliant if applicable, and indicate gender or unisex restroom.
 - 5) At staff exits from courtrooms, hearing rooms, grand jury rooms, jury assembly rooms, customer service counter and other areas occupied by the public: Provide a text only sign with "Staff Only".
 - 6) Provide mechanically attached architectural metal lettering above the entry to obviously identify for the public the following spaces: Clerk's Office, each Courtroom, and Jury Assembly. Lettering to be a minimum of 6" high.
- B. Building Directory: Landlord shall provide a building directory at the main public entrance, if main entrance is accessible by multiple tenants. If ACS facilities are not on the ground floor and the floor is multi-tenanted, Landlord must also provide directional signage on the floor to where the ACS premises are located. Directories shall include a title for "Alaska Court System" and have ACS days and hours of operation along with room name, number, and directional arrows if necessary, to guide the public to all areas directly accessed by the public. The ACS shall approve layout and type of directory.
- C. Exterior Building Signage: Provide permanent mechanically attached exterior sign at public entrance to building. Sign shall be cast metal lettering and shall read "ALASKA COURT

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SYSTEM" and be 14" high or larger as required to be highly visible to vehicle and pedestrian traffic. Below the 14" text, in smaller lettering, provide the name of building, if applicable, and the street address.

- D. Parking Signage: Landlord shall provide permanent signs indicating which spaces are reserved for ACS employee parking, and, if a multiple tenant building, which spaces are for Court System public parking.
- E. Evacuation/Fire Egress Plans: Landlord shall provide permanent floor plan signs which clearly identify location of sign in the building, primary and secondary paths of egress from that location, location of fire alarm pulls stations, fire extinguishers, fire hose, and other safety equipment, and all exits. Floor plans shall be provided at all corridors, "blind ends", entrances, courtrooms, hearing rooms, jury assembly rooms, grand jury room, public lobbies, and other high occupancy areas. Signs may be paper floor plans covered with Plexiglas, but must be permanently mounted to walls.
- 20. PAINTING**: All surfaces, which normally would be painted, shall be finished with a minimum of two (2) coats of interior latex paint on walls, unless otherwise specified, and suitable semi-gloss enamel on primed woodwork and metal. All painted surfaces of an existing building proposed for this contract shall be newly re-finished with one (1) coat of paint, or more, as necessary to provide a clean consistent finish acceptable to the ACS. The ACS shall select colors for newly painted surfaces. Landlord shall provide color chips that are complimentary with the general decor of the office.

- A. Restrooms shall have semi-gloss for all painted surfaces.
- B. Holding cells shall have epoxy paint on all painted surfaces.

21. DOORS, HARDWARE, AND KEYING:

- A. Fire rated openings to have rated door, frame and hardware as required by code.
- B. Finishes: Match existing building finishes for hardware and wood door finish.
- C. Doors & Frames:
- 1) Interior doors to all areas shall be solid core wood, except maintenance/mechanical and janitorial areas, and holding cells, which shall be steel. Frames shall be welded hollow metal, unless otherwise specified.
 - 2) At Sound Walls: All door assemblies within sound walls shall be minimum 2-¼" thick solid core, weighing not less than 8.5 pounds per square foot, and shall be certified to the required STC rating.
 - 3) Exterior doors shall be steel thermal type.
 - 4) Provide 4"wide x 24"high door relite at Courtroom sound lock doors, Judicial Assistant, Law Clerk, Jury Assembly, holding cells, attorney conference rooms, and library.
- D. Hardware:

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- 1) All doors shall be equipped with all necessary hardware and be ADA compliant. Hardware style and finish shall be approved by the ACS.
 - 2) Locksets and Security: Key systems, locks, doors and keys are to be provided to assure maximum security. All doors with the exception of interior vestibule doors and public restrooms shall have heavy duty commercial mortise type hardware, of one manufacturer and design, unless matching existing hardware. Acceptable manufacturers and design are Corbin Russwin ML2000 series, Sargent 8100, Best 35H, Rhodes Heavy Duty, Schlage L series or equivalent, with threaded cylinder enclosure with interchangeable key core, 7-pin tumbler. Locksets shall be cast lever handle with escutcheon, compliant with ADA requirements, 2 ¾" backset, ¾" latch throw typical except 1" dead bolt throw, with boxed strike having extended curved lip to fit jamb. Hardware shall be UL listed for fire-rated doors. Interior vestibule doors and public restroom doors shall have push pull hardware.
 - 3) At sound walls: An automated threshold closure system (drop seal and threshold) and adjustable sound seal at door frame are required. Sound seals must be adjusted for continuous contact with the door, and the threshold closure must completely seal at the bottom.
 - 4) Closers must be provided at jury and public restrooms, and all sound wall areas, except Magistrate Judge and Judge's offices.
 - 5) Wide angle viewer must be provided at staff entry doors into courtroom, hearing room, grand jury room, jury entrance to courtroom, and holding cell vestibule (if required).
 - 6) At Secured Storage (if required) and openings to all public spaces: Must have a Deadbolt lock. Deadbolts must disengage by pressing panic hardware at all assembly spaces.
 - 7) Holding Cell: Provide security type of hardware.
 - 8) All doors must have wall or overhead doorstops as appropriate for the application. Provide floor stops only where overhead or wall doorstops cannot be used.
- E. Keying: Main Building Entry and Secured Storage shall all be keyed separately from all other interior Court System door locks which shall be master keyed. Provide initial keys required by ACS staff at no charge. Tenant may add card reader system – provided and installed by Court System contractors.
22. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**: Landlord must certify that the design and construction of the offered space and any subsequent alterations of the offered space shall meet the specifications of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG, 28 CFR part 35) as published in the Federal Register on September 15, 2010 on the date of occupancy and throughout the entire occupancy of the ACS.
- A. The Americans with Disabilities Act of 1990 (42 U.S.C. 12131) defines the State of Alaska as a "public entity" subject to Title II of the ADA. The Landlord must provide ADA compliant space as it applies to a public entity. In providing space that meets the Title II requirements, the Landlord does not have and will not attain the right to direct how, when or where program services are delivered. The Landlord must provide ADA compliant space that would be required as if the offered space were in a newly constructed, State-owned, facility from which all program services are directly delivered to the public.

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- B. **Prior to occupancy by the ACS, the Landlord must furnish an ADA Facility Audit Report from an architect registered to practice in the State of Alaska.** The report must be prepared after the completion of any new construction or any alteration of the existing space undertaken, to respond to the Invitation to Bid. The ADA Facility Audit Report must indicate that the offered space complies with all the requirements of ADAAG and this Invitation to Bid.
- C. **ACS's inspection and acceptance** of the Landlord's space and alterations does not relieve the Landlord of responsibility for continuing ADA compliance. The Landlord further agrees to pay the cost of any corrections, which may be needed during the period of ACS's occupancy for purposes of correcting deficiencies to meet the above prescribed ADA compliance.
- D. **In the event the Landlord fails to correct deficiencies** within a period of thirty (30) days from receipt of written notification, the ACS will have the right to terminate the lease; or, the ACS will have the option of correcting deficiencies by hiring competent workers, with the Landlord bearing the cost of all labor and materials. The ACS will have the right to deduct all of the costs incurred, including administrative costs, from the lease payment. The Landlord further agrees that deficiency corrections performed by the ACS will not be construed to constitute a breach of this lease.
23. **ELEVATORS:** If space is provided on floor not on street level, an elevator must be available. All elevators shall be ADA compliant and have a minimum depth of 5½' and a removable false ceiling to allow the movement and transfer of ACS furnishings. There must be a separate, private, secure elevator for prisoner transportation.
24. **WINDOWS:** At a minimum, public lobby, all offices, clerical areas, Jury Assembly and Jury Deliberation Rooms must have at least one (1) window measuring 16sf (4'x4' is the preferred minimum size). Above spaces which are larger than 150SF shall have at least (2) windows. Courtrooms, Hearing and Grand Jury Rooms should not have windows. All windows shall have installed new adjustable horizontal blinds, ready for use with all hardware.
25. **INDOOR AIR QUALITY:** The ACS is concerned about indoor air quality (IAQ) and chemical emissions. The Landlord shall control selection of materials and process used in project construction in order to attain acceptable IAQ. Where feasible, products with low VOC content shall be used in construction.
26. **SPECIALTY CODE COMPLIANCE:** The building shall also conform to the thermal and lighting energy standards established by ASHREA 90-75 and to OSHA codes.
27. **PARKING:** The Public and Staff Parking requirements are defined in the Supplementary Lease Requirements.
28. **FLAGPOLE:** Landlord shall provide One (1) exterior flagpole at a location approved by the ACS. This pole shall include lighting for illumination of flags at night and shall be capable of displaying 5' wide x 8' long U.S. and State flags (to be provided by ACS). If two (2) poles are

ALASKA COURT SYSTEM (ACS)
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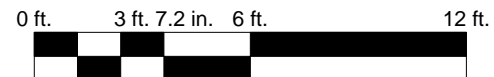
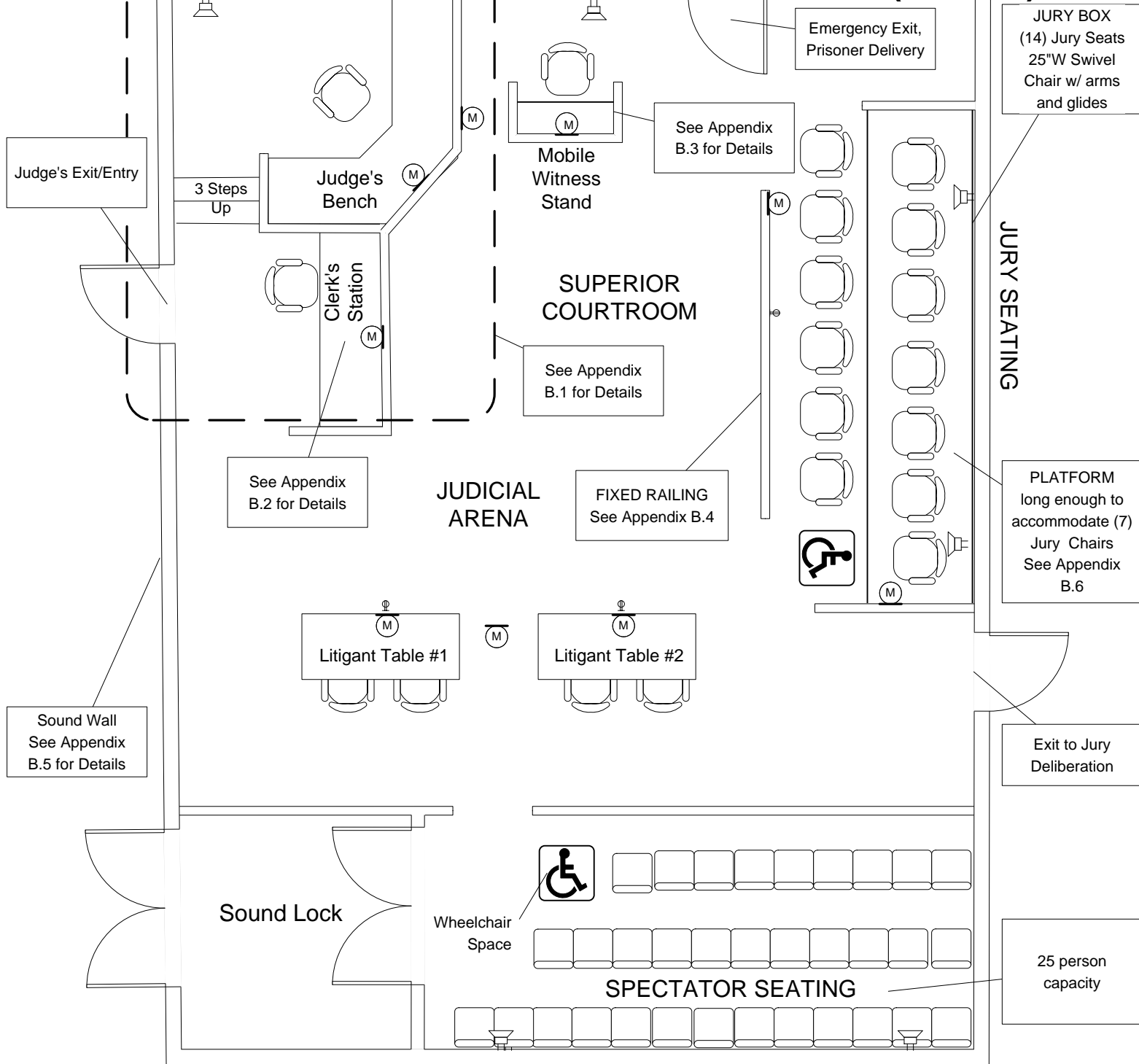
Procurement per ACS Procurement Guidelines

needed to support these two (2) flags, Landlord shall provide the extra pole. These poles should provide the means to conveniently raise and lower the flags, with controls that are lockable. The responsibility of raising and lowering the flags shall rest with ACS. If the Landlord elects to assume the responsibility of raising and lowering the flags at the beginning and ending of every day, then the lighting requirements may be deleted.

- 29. ENERGY CONSERVATION REQUIREMENTS:** The leased premises must comply fully with the Alaska Building Energy Efficiency Standard (BEES), effective April, 2007 and the 2006 International Energy Conservation Code with state or local adopted amendments as appropriate. ***Copies of the International Energy Conservation Code 2006 can be purchased via bookstores on the Web. Copies of BEES are available at www.ahfc.state.ak.us/ric.cfm***

Electric heating is not permitted unless engineering calculations demonstrate that it is cost effective in comparison to other fuel sources.

TYPICAL COURTROOM LAYOUT - SUPERIOR (SMALL)



Scale: 3/16" = 1'-0"

DATE

3/6/2015

APPENDIX B