

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Safety and Homeland Security
Principal Use Office/Warehouse/Other	Office
Employee Headcount at Premises	27
Transaction Number	20-05-900

	Desired	Alternates Accepted
Service Area and Boundary Requirements	Within Montgomery County with preference to Clarksville City limits Access to bus line preferred.	NO
Parking Requirements	90-100+ free, paved, lighted & striped spaces requested. 3-4 parking space will need to be reserved for troopers near the Trooper Hardwall Suite and 3-4 spaces shall be reserved for driver's testing The parking provided shall include handicap parking to meet the relevant code requirements. The parking lot shall have multiple ingress and egress to the main road	Yes
Usable & Rentable Contiguous Square Footage	7,500 – 8,400 USF* 8,400 – 9,300 RSF *Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules.* Proposals submitted outside the squarefootage range are considered "Alternates" and may be rejected. The State intends "contiguous" to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.	Yes
Special Buildout and Other Specifications	Turnkey buildout and other requirements in accordance and in conjunction with Schedule 1, 2, 3 & 4 and Pro Forma Lease Template including, Exhibit D. All final design work is subject to State and Agency approval after lease is executed.	No

	Schedule 1: Special Build-out Requirement Schedule 2: Space Needs Analysis Schedule 3: DOS and THP Concept Plans Schedule 4: Lease Commission Agreement All State leased offices are required to obtain State Fire Marshall	
Term Length	Seven (7) years with one 3-year renewal option	Yes
Commencement Date	Within 18 months of lease execution or sooner in accordance with Lease, Exhibit A, 19 & 20	Yes
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	Yes
Terms and Conditions	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found by visiting www.tn/pr.gov . Any comments to the Lease Template is required with submission of the lease Proposal Quotation Form.	Yes
Utility, Services and Other Costs	Preference is for FULL Service with no pass through. However, MODIFIED GROSS basis may be proposed with Tenant responsible for payment of utilities and/or janitorial only. <i>NOTE: Utilities must be separately metered for consideration of modified gross lease.</i>	Yes

Communications:

Interested parties must direct all communications regarding this procurement to the _____ RFP Coordinator who is the State’s official point of contact. Email is the preferred form of communication.

Name: Cristina Johnstone
Phone Number: 615-939-3108
Email: RFP.Coordinator@tn.gov

Submittal Deadline and Format:

The completed “Lease Proposal Quotation Form” must be submitted as follows:

No later than 3:00 PM CST on Thursday, July 2, 2020:

Submittals must be received via:

Email: rfp.coordinator@tn.gov

(It is recommended that any email submission be sent “returned receipt requested” and confirm email is received)

Or

Printed copy to:
Department of General Services/STREAM Attn:
Stephen J. Lusk, Esq., Assistant Director of Compliance

William R. Snodgrass Tennessee Tower, 24th floor
312 Rosa L. Parks Avenue, Nashville, TN 37243

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:

www.tnlpr.gov.

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

SCHEDULE 1

Agency Specific Special Build Out Specifications:

Facility should have separate public and staff restrooms; THP will need access to the staff restrooms Building should have multiple public entrance/exits

Building should have multiple staff entrance/exits

Parking lot should have multiple entrances/exits.

THP must have separate keypad building access; they operate 24/7

THP to have separate, reserved parking adjacent to the building for wireless video downloading

Schedule 2

Space Needs Analysis Report

SNA Number: 34901-63-01

Agency: Safety & Homeland Security

County: MONTGOMERY City: Clarksville

Employees: 27

SNA Date: 04-23-2020

Prepared By: FMG

Checked By:

Area Needed: **5,004**

Major Circulation: 50% **2,502**

Total Net Usable Needed: **7,506**

SNA Note: DL&THP. Report created from information supplied and approved by Rachel. 2

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Administrative Assistant	0	56	1	
P	36923	DL Branch Supervisor	H	150	1	120 sq.ft. Office to have an observation window to view the Application Processing Area. Also includes 30 sq.ft. secure storage closet for storing safe.
P	36922	DL Examiner	0	75	13	Application Processing Area. DL Examiner will serve the public in this area. Also includes space for shared equipment (camera, eye machine, photo digitizer and printer) placed between examiners. Each Examiner will have a computer terminal with cash drawer (mounted below work surface).
P	38633	Lieutenant	H	120	1	Locate next to Trooper Hardwall Suite.
P	38632	THP Sergeant	H	120	1	Locate next to Trooper Hardwall Suite.
P	38631	THP Trooper	None	0	10	Space included in Trooper Hardwall Suite.
S	JCBR	Break Room	H	160	1	With base and wall cabinets, countertop with sink. Shared by DL/THP.
S	E	Enclave	H	110	2	Used by DL.
S	ES	Evidence Storage	H	60	1	Used by THP.
S	HS	Hoteling Station	0	15	1	Accounting closeout station
S	IR	Interview Room	H	120	1	Used by THP.
S	KS	Kiosk Station	0	4	4	Includes space for 4 stations.
S	MA	Mail Area	0	48	1	
S	MFP	Multi Function Printer	0	50	1	Used by DL.
S	RR	Reconciliation Room	H	120	1	
S	SLA	Staff Locker Area	0	14	1	Includes space for Lockers used by DL Examiners.
S	SSR	Supply/ Storage Room	H	240	1	Used by DL.
S	TC	Telecom. Closet	H	80	1	For telephone and computer equipment. Room must be temperature controlled. Shared by DL/THP.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	TR	Testing Room DL	H	360	1	With observation window to Application Processing Area. Includes space for 8 - computer testing machines and 4 - tablet arm chairs. Lessor to provide a minimum of 4 - 120V/20amp. dedicated circuits with isolated neutrals for agency supplied testing machines.
S	THS	Trooper Hardwall Suite	H	580	1	Suite includes space for 10 - Trooper Hoteling Stations (150sq.ft.) 1 - Multi-Function Printer (30 sq.ft.) 1 - Collaboration Area (100 sq.ft.) 2 - Uniform Locker Units (14 sq.ft.) 4 - Lateral File Cabinets (32 sq.ft.) 1 - Supply Area (60 sq.ft.) including circulation.
S	WA	Waiting Area DL	0	1,500	1	Seating for up to 100. Will need direct access to client restrooms. Client and staff restrooms will be separate and will not share the same plumbing wall.

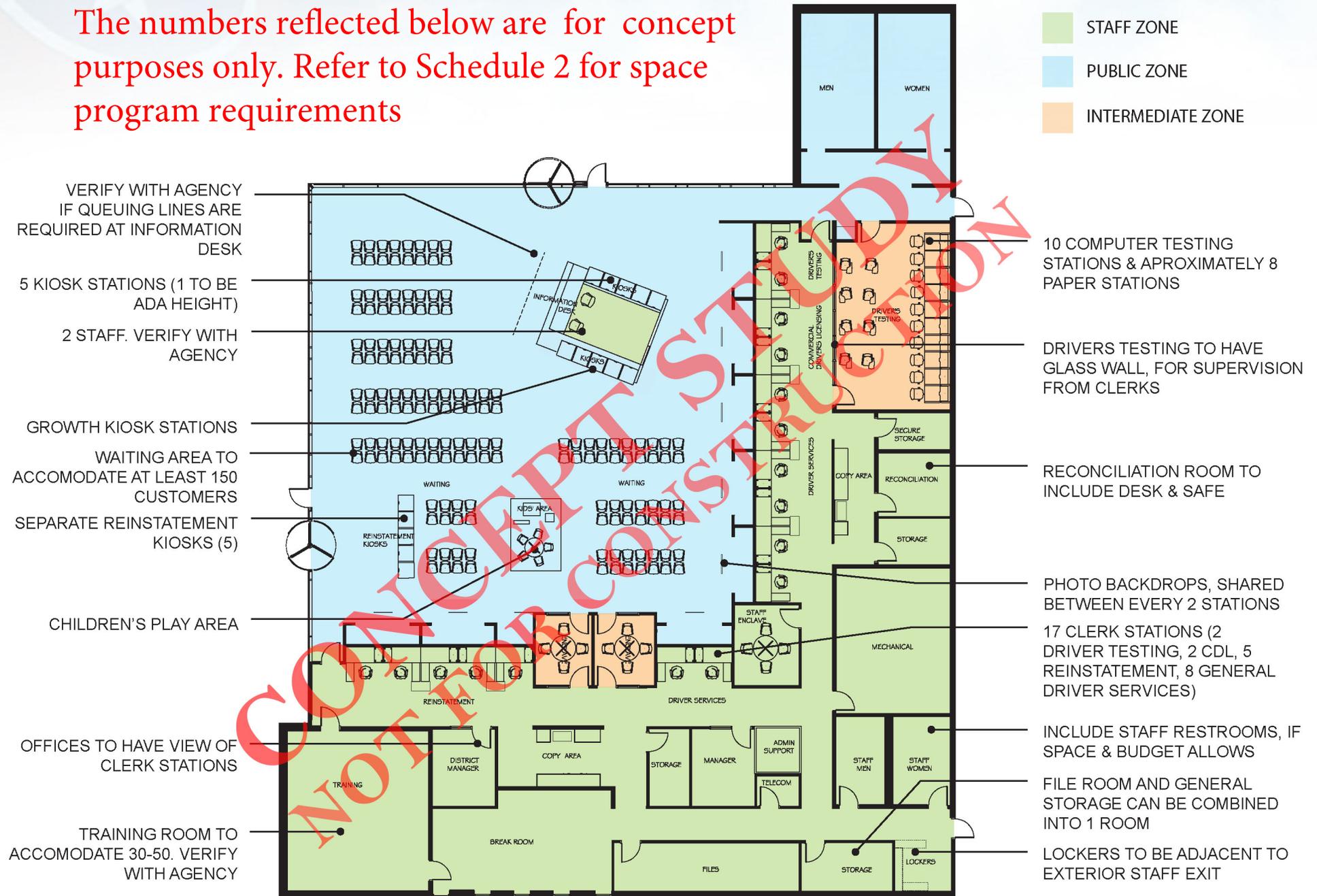
Suggested Range:	Min.	Max.
Usable:	7,500	8,400
Rentable:	8,400	9,300

COMPILED SOLUTIONS

LARGE FACILITY

Schedule 3

The numbers reflected below are for concept purposes only. Refer to Schedule 2 for space program requirements



- VERIFY WITH AGENCY IF QUEUING LINES ARE REQUIRED AT INFORMATION DESK
- 5 KIOSK STATIONS (1 TO BE ADA HEIGHT)
- 2 STAFF. VERIFY WITH AGENCY
- GROWTH KIOSK STATIONS
- WAITING AREA TO ACCOMODATE AT LEAST 150 CUSTOMERS
- SEPARATE REINSTATEMENT KIOSKS (5)
- CHILDREN'S PLAY AREA
- OFFICES TO HAVE VIEW OF CLERK STATIONS
- TRAINING ROOM TO ACCOMODATE 30-50. VERIFY WITH AGENCY

- 10 COMPUTER TESTING STATIONS & APROXIMATELY 8 PAPER STATIONS
- DRIVERS TESTING TO HAVE GLASS WALL, FOR SUPERVISION FROM CLERKS
- RECONCILIATION ROOM TO INCLUDE DESK & SAFE
- PHOTO BACKDROPS, SHARED BETWEEN EVERY 2 STATIONS
- 17 CLERK STATIONS (2 DRIVER TESTING, 2 CDL, 5 REINSTATEMENT, 8 GENERAL DRIVER SERVICES)
- INCLUDE STAFF RESTROOMS, IF SPACE & BUDGET ALLOWS
- FILE ROOM AND GENERAL STORAGE CAN BE COMBINED INTO 1 ROOM
- LOCKERS TO BE ADJACENT TO EXTERIOR STAFF EXIT



Schedule 4



DATE

BY ELECTRONIC MAIL

BROKER NAME
TITLE
COMPANY
COMPANY ADDRESS

Re: *Lease Commission Agreement*
ADDRESS ("Property")

CBRE, Inc. ("CBRE") looks forward to working with you on this proposed lease transaction. This letter confirms the terms of our agreement ("Agreement"), which shall be effective during the period commencing _____, and ending midnight _____ (the "Term").

1. We hereby identify the prospective tenant as **STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES**, or its affiliate, subsidiary, successor or assignee ("Tenant").
2. You acknowledge that we represent only Tenant (notwithstanding the fact that you are paying our commission) and agree that this is not a listing Agreement. All negotiations with Tenant shall be through CBRE.
3. You agree to pay us a leasing commission of **2.75** percent (**2.75%**) of the total Rental Rate specified in Section 7 of the Lease Agreement titled "Monthly Rental Installment" to be paid by Tenant over the initial term of the lease and to pay an additional commission in accordance with the provisions set forth below, if the Property, or any portion thereof, is ever leased to Tenant. Half of the commission amount is due and payable from you to CBRE upon lease execution, and the second half is due and payable from you to CBRE upon Lease Agreement and rent Commencement.

If the lease contemplated by this Agreement contains an express and described option(s) to add a specified period(s) of time to the initial term of the lease then you will pay a leasing commission of **1.375** percent (**1.375%**) of the Rental Rate per Section 7 of the Lease Agreement titled "Monthly Rental Installment" agreed to be paid by Tenant if the additional specified renewal option(s) are exercised by the parties to the Lease Agreement. The commission will be earned and payable at the time the additional option term(s) commence. No commission shall be paid upon any space in a subsequently leased addition to the original square footage or footprint of the initial Lease Agreement, nor shall any additional commission be paid on any lease holdover period the Tenant remains in the leased premises beyond the initial term or any renewal option period(s) of time specified in the Lease Agreement, nor shall any holdover language of any Lease Agreement be interpreted as an option for additional period of time specified in the Lease Agreement.

4. If you intend to sell, transfer or otherwise dispose of your interest in the Property while this Agreement is in effect, you agree to notify us in writing (including the name and address of the escrow or closing agent, if any) at least ten (10) days before that transaction closes. You agree to remain responsible for payment of commissions earned by us (or that may accrue in the future under this Agreement) unless the person or entity to whom you transfer the Property assumes your obligations in writing in a form reasonably acceptable to us. Earned but unpaid commissions will be automatically accelerated and paid at the closing of such transfer regardless of any other

installment payment timetable previously agreed upon. This Agreement is an irrevocable instruction to the escrow or closing agent to pay commissions owed to us from deposited funds at closing, unless you or CBRE have entered into a satisfactory written agreement with the transferee to assume the obligation.

5. You agree to disclose to us and allow us to disclose to Tenant everything you know (after reasonable inquiry by you) regarding present and future property issues including, but not limited to, structural, mechanical, hazardous materials, zoning and environmental matters affecting the Property and/or the Property's condition.
6. You represent that you either are the fee owner of or otherwise have control over the Property. You further represent that you have full authority to enter into this Agreement without violating anyone else's rights, or any other agreements or contractual obligations.
7. To the extent legally permissible, we are authorized to deduct our commissions from any security deposits or rental payments made by Tenant in connection with a transaction contemplated by this Agreement. You hereby irrevocably assign those deposits and rental payments to CBRE to the extent necessary to pay us our commissions. In the event you fail to pay us our commissions within ten (10) days after they are due, we are authorized to provide a copy of this Agreement to the Tenant of the subject lease, and that Tenant is hereby irrevocably instructed by you to pay our commissions from any deposits or rental payments. You will credit such Tenant for any payments made to us pursuant to this paragraph against any payments due under their lease. Further, you waive any claim, action or right, whether at law or in equity, against the Tenant arising or resulting from their payments to us pursuant to this paragraph in lieu of any payments to be paid by the Tenant to you under their lease.
8. In the event that either party institutes legal action against the other to enforce its rights under this Agreement, the prevailing party shall recover its reasonable attorneys' fees and costs so incurred from the non-prevailing party. **EACH PARTY WAIVES THE RIGHT TO A TRIAL BY JURY IN ANY ACTION ARISING UNDER THIS AGREEMENT.**
9. You and CBRE agree to comply with all applicable laws, regulations, codes, ordinances and administrative orders. Further, we both acknowledge that: (a) it is illegal to refuse to display, lease or sell to or from any person because of one's membership in a protected class, *e.g.*: race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status, or any other class protected by applicable law and (b) the Property will be offered in compliance with all applicable anti-discrimination laws.
10. This Agreement is our entire agreement and supersedes all prior understandings between us regarding this engagement and is governed by the laws of the state where the Property is located, without regard to its conflict of laws principles. This Agreement will be binding and inure to the benefit of our lawful representatives, heirs, successors, designees and assignees. It may not be altered or terminated except in a writing signed by both you and CBRE. Neither party's failure to exercise any of its rights under this Agreement will relieve the other party of its obligations hereunder. Nothing herein is or may be deemed a waiver or full statement of any of our rights or remedies, whether at law or in equity, all of which are expressly reserved. If any provision of this Agreement is unenforceable or void under applicable law, the remaining provisions will continue to be binding. This Agreement and the rights, interests or obligations created hereunder will not be assigned by either of the parties without the prior written consent of the other party. We each agree that we have both participated in the negotiation and drafting of this Agreement. You acknowledge that the person signing this Agreement on your behalf has your full authority to execute it. This Agreement will be binding whether signatures are exchanged electronically or by hand, by mail, by fax, by electronic transfer or image, by photocopy or in counterparts.

We look forward to working with you on this transaction.

Very truly yours,

CBRE, Inc.
Licensed Real Estate Broker

By: _____
Steve Kulinski

AGREED:
COMPANY NAME**

By: _____
Name: _____
Title: _____

DRAFT