Agency Specific Requirements
Solicitation Number: 57-13275-23-FA

Thomas Co, Thomasville, GA

The Agency Specific Requirements (ASRs) do not reduce the minimum requirements contained within the Lease. These ASRs provides specific agency requirements, which may be complementary, more specific, or more stringent than those of the Lease minimum requirements. To the extent the contents of these ASRs conflict with the contents of the Lease, the more stringent requirement shall apply.

A. ROOM SCHEDULE

The following spaces in these approximate sizes shall be provided by the Lessor.

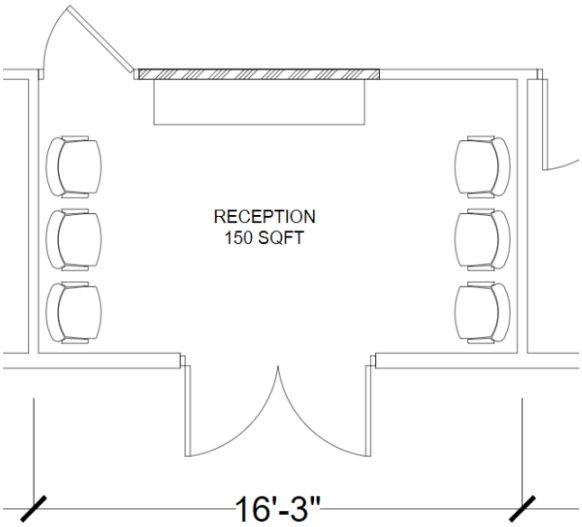
	FSA	NRCS	
SPACE TYPE			**SQUARE FOOTAGE NEEDED**
2 PRIVATE OFFICES (120 sf each +/-)	120	120	240
OPEN OFFICE AND CIRCULATION AREA (6 work stations/3 touch-down stations)	240	120	1152
CONFERENCE ROOM	196	104	300
BREAK ROOM	98	52	150
RECEPTION AREA	98	52	150
MAIL/COPY AREA	98	52	150
ADP ROOM	65	35	100
CONSULTATION/HUDDLE ROOM	52	28	80
MUD ROOM	0	150	150
Storage	300	0	300
MINIMUM ABOA (Space Used by USDA Only):			**2772**
MAXIMUM ABOA (Space Used by USDA Only):			**2911**
MAXIMUM RSF (Rentable Square Footage includes common areas such as bathrooms, utility rooms, vestibules, and other space shared with non-USDA tenants):			**3326**

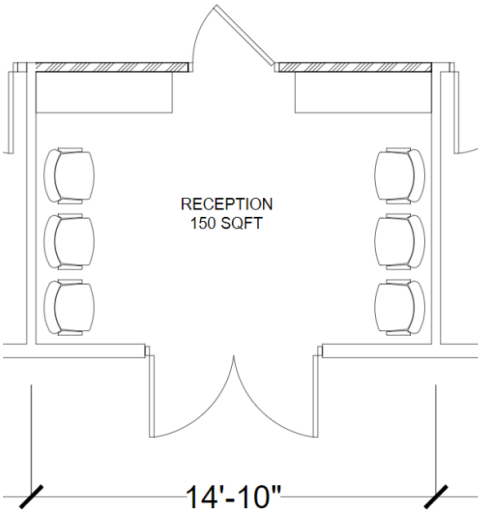
B. ROOM DESCRIPTIONS

Lobby/Reception Area – The lobby area is designed for customers to enter, check in, and wait to be seen by USDA staff.

1. Electrical outlets according to local code.
2. Flooring, wall coverings, and window coverings according to Lease.
3. See Physical Security requirements below for additional information.

Design Examples:

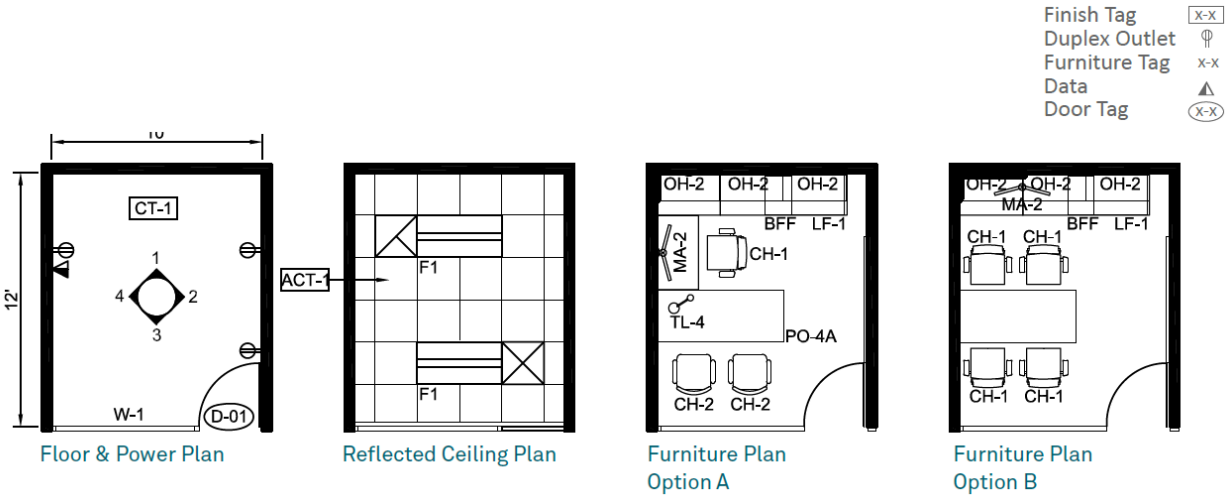




Private Offices- Private offices shall be designed to accommodate (1) one individual seated at a desk, with space for (2) two additional guests. These spaces are to be utilized by individuals who require acoustic and visual privacy for meetings and phone calls or tele/video conferencing. Interior glass window with blinds to provide visibility to the open office and allow daylight to penetrate through.

1. Sound Transmission Class rating as specified in Lease.
2. Greater of three (3) double electrical outlets or local code.
3. Two (2) telecommunication outlet.
4. Three (3) coat hooks on the wall next to the door.
5. Flooring, wall coverings, and window coverings according to Lease.

Design Example:

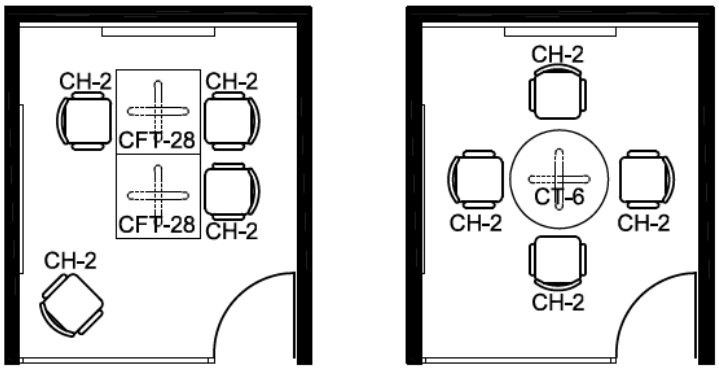


Floor & Power Plan | Reflected Ceiling Plan | Furniture Plan Option A | Furniture Plan Option B

Consult Room – Consult rooms shall be designed to seat up to 4 individuals for hosting small meetings, phone calls, tele/video conferencing, or for individual working. Locate adjacent to workstation clusters and in close proximity to enclosed offices. When possible, provide access to natural daylight. Interior glass window with blinds to provide visibility to the open office and allow daylight to penetrate through. Provide film at seated height for partial privacy.

1. Sound Transmission Class rating as specified in Lease.
2. Greater of five (5) double electrical outlets or local code.
3. Two (2) telecommunication outlet.
4. Three (3) coat hooks on the wall next to the door.
5. Flooring, wall coverings, and window coverings according to Lease.

Design Example:

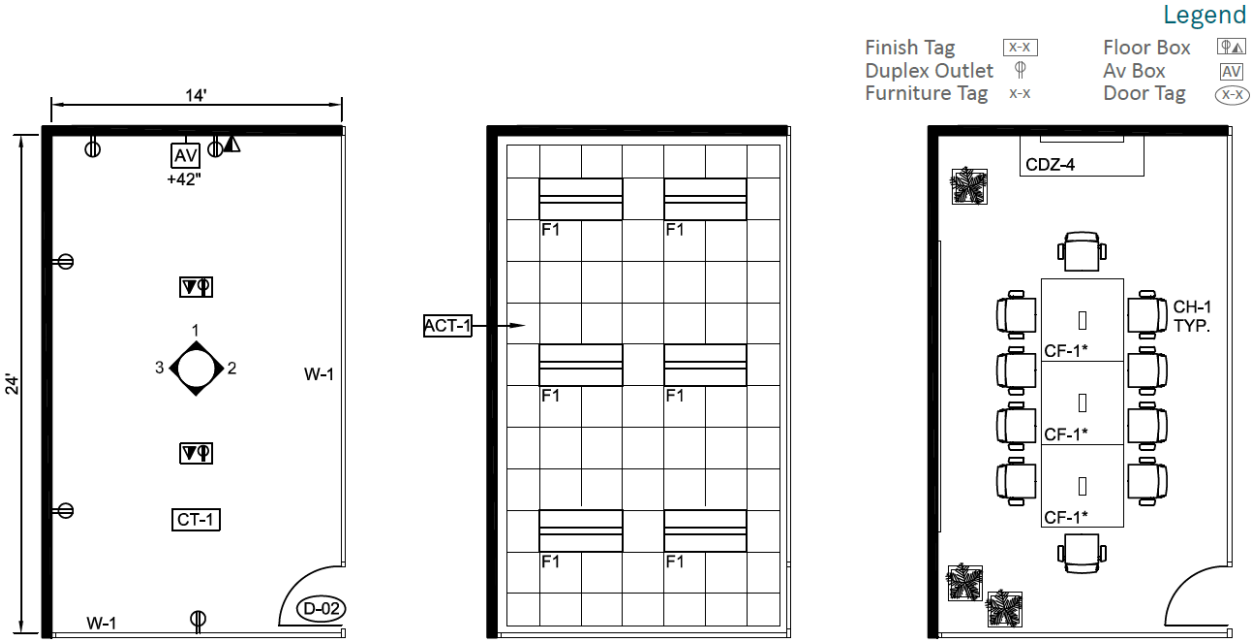


Furniture Plan Option A | Furniture Plan Option B

<u>Conference Room</u> - Meeting rooms for 10-12 people for large meetings, tele/video-conferencing, as well as presentations. Locate centrally within the office and adjacent to the reception/service desk in order to provide immediate access for invited guests. Ideally, locate close to the break area for convenience for invited guests. Consider locating doors off of the open office area for acoustic privacy. Provide access to daylight when possible.

1. Sound Transmission Class rating as specified in Lease.
2. Greater of five (5) double electrical outlets or local code.
3. One (1) or Two (2) telecommunication floor boxes.
4. Lessor to provide data jack and audio-visual (A/V) connection for installation of a wall mounted television to use for presentations. Lessor is responsible for maintenance of connections/wiring and data jack, but television is the property of USDA and is to be installed and maintained by USDA.
5. Six (6) coat hooks on the wall next to the door.
6. Flooring, wall coverings, and window coverings according to Lease.

Design Example



Break Room - An enclosed or semi-enclosed space to serve as a destination for refreshment. The space is provisioned to support food preparation and storage, coffee machines and recycle bins. Depending on size of office this may be an area for socialization, so seating area should be provided. Locate adjacent to conference room. Some enclosure is necessary to reduce transmission of noise and smells into the workplace.

1. Sound Transmission Class rating as specified in Lease.

2. Greater of four (4) double electrical outlets or local code, in addition to the outlets required for refrigerator/freezer and microwave. Outlets provided at counter per local code.

3. Six (6) coat hooks on the wall next to the door.

4. Flooring, wall coverings, and window coverings according to Lease.

5. Lessor to provide and maintain, as part of operations and maintenance of the Premises, a breakroom refrigerator with freezer (at least 18 cu ft in size) and countertop microwave oven. The Lessor shall retain ownership of these items, and associated costs shall be included in Operating Expenses on the Form 1217.

6. Minimum of ten (10) feet of counter with base and overhead cabinets and double compartment sink.

Design Example:

Secure Storage – This room is for equipment or other content that needs to be securely stored, but easily accessible within the office. Size and type of storage units will vary depending on content requirements.

1. Room shall not be accessible through the ceiling to prevent “up and over” access. Utilize slab-to-slab walls or installation of steel mesh to prevent intrusion.

2. Solid core door with door hinges installed inside the room. No windows or other openings.

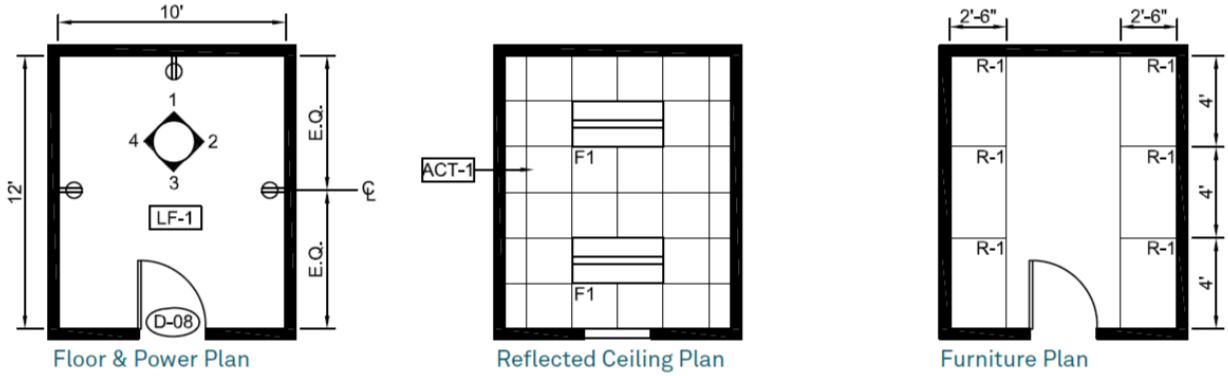
3. Fire extinguisher required.

4. Sound Transmission Class rating as specified in Lease.

5. Greater of three (3) double electrical outlets or local code.

6. Flooring and wall coverings according to Lease.

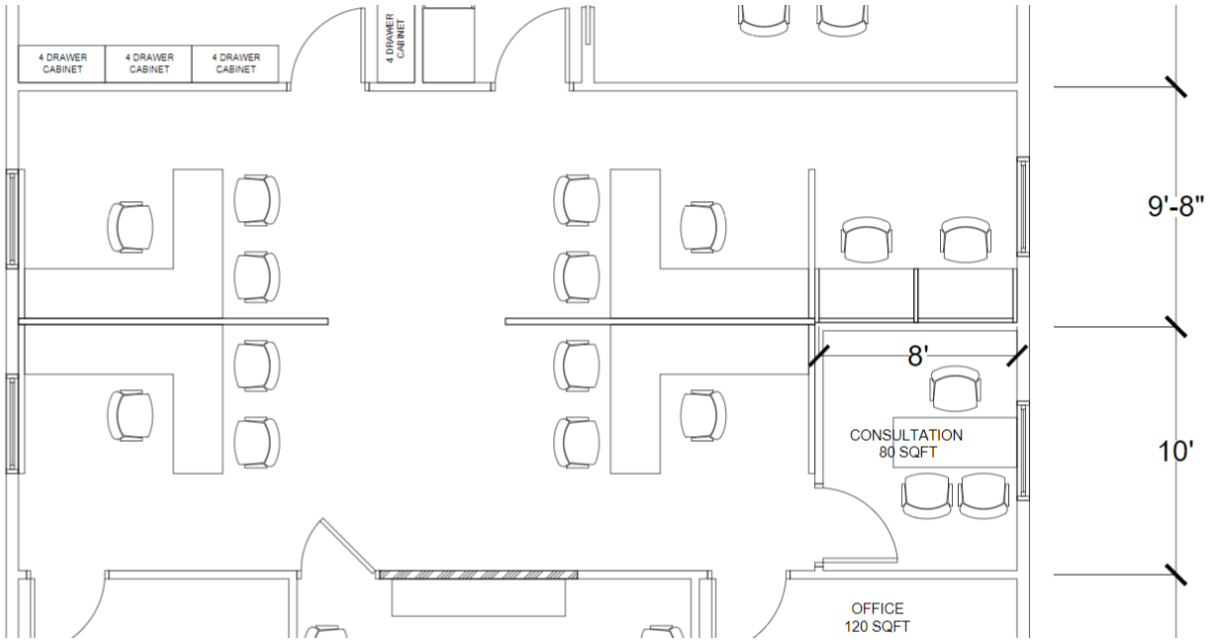
Design Example:



Open Office - A standard space for an individual to accomplish focused solo work and short-term collaborative work who spend most of their time at their desk. Individual workstations are provided in combination with easily accessible meeting spaces for group work and focus booths for concentration or private conversation. Place near floor perimeter to maximize access to natural light.

Generally, this is open space where systems (cubicle) furniture will be installed by USDA. Lessor must ensure electrical and data connections are available to hard wire the installed furniture, and Lessor is responsible for providing an electrician to undertake or assist with the furniture installation. Data and electrical can be provided via ceiling drops or wall connections.

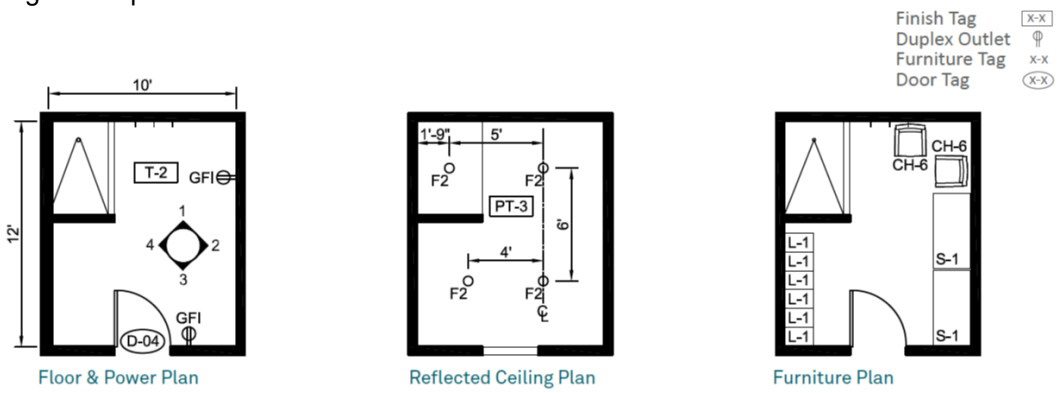
Design Example:



<u>Mud Room</u> - The Mud Room includes a shower area of approximately 120sf for cleaning and washing field equipment. The room should provide complete visual and acoustic privacy and shall be located away from open offices areas. Recommend locating adjacent to a point of entry, to limit path of travel through office. Locate near lavatories or existing plumbing.

1. Sound Transmission Class rating as specified in Lease.
2. Electrical outlets per local code.
3. Three (3) coat hooks on the wall next to the door.
4. Flooring, wall coverings, and window coverings according to Lease.

Design Example:



C. REQUIRED FEATURES NOT INCLUDED IN SHELL COSTS: For all of these items, purchase and installation should be included in the Lessor's Tenant Improvement costs and ongoing maintenance should be an Operating Cost included on GSA Form 1217.

1. Lessor to install and maintain all Telecommunication Requirements (development of ADP Room, CAT wiring, etc.) as outline in Lease Exhibit G.

2. If the US Postal Service will not deliver and pick up mail from each USDA agency inside the Premises, then the Lessor is required to provide and maintain separate mailboxes for each USDA agency in the Premises. The mailboxes must be lockable and acceptable to both USDA and USPS. The incoming mailboxes must be of sufficient size to accept a single package of 9" wide x 11 ½" deep x 12" high, or a separate common oversized mailbox of that minimum size must be provided. A separate outgoing mailbox capable of holding outgoing parcel of a minimum of 9" wide x 11 ½" deep x 12" high must also be provided by Lessor. Location and design must be approved by LCO or designated representative.

3. Lessor to install and maintain a through-the-wall locking depository drop box. Drop box should be secure and provide the ability for receipt of documents from exterior of building without entering interior areas of the building. Location and design must be approved by LCO or designated representative.

4. Lessor to provide and maintain signage as outlined in USDA Facility Signage Guide as furnished by the Government.

    i. The monument sign must be such that the sign is visible from both directions of traffic.

    ii. Sign locations and design must be approved by LCO or designated representative.

    iii. Should the location of the leased Premises not be evident to customers parking in the parking lot, the Lessor shall install and maintain directional or wayfinding signage from the parking area to the Premises.

5. Lessor to Install and maintain fire extinguishers, smoke detectors, carbon monoxide detectors, and automated external defibrillator (AED).

6. Lessor to provide and maintain approximately 200 square feet (10 foot x 20 foot structure) of exterior storage at the Premises. Structure must include a minimum 10-foot by 10-foot overhead door to accommodate UTV/ATV's with trailers.

D. REQUIRED FEATURES TO BE INCLUDED IN SHELL COSTS: Lessor shall include the costs associated with these features in Shell Rent.

1. Lessor to provide an exterior area large enough for an 8 foot by 10-foot storage shed at the Premises. USDA will provide, maintain, and retain ownership of the shed. Lessor shall note that USDA may store gasoline for ATV use, and the location of the shed must meet all local building codes and required set-backs. Shed location to be coordinated with and approved by LCO or designated representative.

E. PHYSICAL SECURITY REQUIREMENTS: In addition to the specifications set forth in Section 7.01 of the Lease, the Lessor is required to implement the following USDA-specific physical security features in the Premises. For all of these items, purchase and installation should be included in the Lessor's Tenant Improvement costs and ongoing maintenance should be an Operating Cost included on GSA Form 1217.

REQUIREMENT	DESCRIPTION
Hardened Public-Government Space Separation	A Hardened Customer Service Counter or Service Window shall be installed to separate the public lobby area from employee workspace. It shall be designed in a way that customers cannot access USDA space (on the other side of the counter) unless permitted entry through a locked door. This counter must be a hardened barrier that requires employees to enter through a locked door to enter from the public side of the counter into USDA employee space. The door must have a lock and remain secured at all times. The counter shall be 42" to 48'' high, but must also account for an Architectural Barriers Act Accessibility Standard (ABAAS) Compliance area.
Entrance Door Chime	An entrance door chime shall be installed on the main/customer entrance to notify employees when a visitor enters the facility.
Intrusion Detection System (IDS) Coverage and Monitoring	The lessor shall design, install, and maintain an Intrusion Detection System (IDS) consisting of door contacts for all perimeter entry and exit doors to USDA space; magnetic contacts for operable ground floor windows, acoustic glass break detectors for glass doors, doors with glass windows, or ground level windows; passive infrared motion sensors (if needed); an alarm keypad (one needed per office suite); and an auto-dialer for alarms to annunciate to a monitoring service (i.e. DHS Alarm MegaCenter, local police station, or approved 3rd party monitoring service).
Duress/Panic Buttons	All USDA Main Entrance/Reception areas shall have a duress/panic alarm installed. Additional duress/panic buttons shall be placed in areas where employees routinely service customers. These alarms shall be tied into the IDS system to ensure annunciation to a monitoring service (i.e. DHS Alarm MegaCenter, local police station, or approved 3rd party monitoring service).

Main/Customer Entrance Emergency Lockdown	A locking device is required on the main/customer entrance that will easily allow for locking/unlocking the door in emergencies. To support an emergency lockdown, a thumb turn deadbolt shall be installed on the main entrance door so the door can be locked immediately in an emergency. Another acceptable option is installing an electronic lock that has an emergency lock-down button at the service counter.
Space Compartmentalization / False Ceiling	Any suspended (false) ceilings that lead into USDA-FPAC space from a wall in a common hallway or other tenants space must be secured in a manner that no individual can enter USDA space undetected or unmonitored by exploiting the gap above the false ceiling wall. The preferred method of securing the space is to install “slab to slab” walls that separate the USDA space from the rest of the facility
Perimeter Doors and Door Locks	Perimeter doors to USDA space must be either glass storefront doors, metal high-security doors, or solid-core wood doors. Hollow core doors are not permissible. Door hinges must be located on the inside of the door (non-public side) or exposed door hinge pins must be permanently secured to prevent removal. Approved methods include tack welding or locking screws to hold pin in place. Perimeter door locks must be either electronic access control, high security cipher, or high-security mechanical locks, preferably with a dead-bolt. Cipher or electronic access locks are highly encouraged to avoid the need to issue keys. All exposed door locking mechanisms, except for deadbolts, must be covered by a door strike plate cover to prevent the mechanism from tampering. The lessor is required to rekey all door locks prior to USDA leasing the space and all keys must be accounted for on a sign-out log.
Emergency Exit Doors	Emergency exits doors shall include an automatic door closer and exit hardware that is compliant with applicable life safety codes and standards. All emergency exits doors shall have signage posted on the interior side of the door stating, “Emergency Exit Only”. These doors shall not be used for employee or tenant convenience. A peephole shall be installed in the exit door, if an exterior window is not adjacent to the door or if it is not a glass door. Emergency Exit doors shall have no visible hardware on the exterior.

REQUIREMENT	DESCRIPTION
Window Air-Conditioning (A/C) Unit Protection	If applicable, if window A/C units are installed, they must be secured with a lockable cage or window bars in a way that prevents the window unit from being pushed in or removed.

Protection of Exterior Gas Mains or Propane Tanks Adjacent to Premises	If applicable, exposed gas mains or propane tanks near a facility façade or in a parking lot must have bollards (typically yellow safety bollards) or some other barrier (i.e., boulder) around it to protect it from a vehicle strike.
Security of Exterior Electrical Panels and Switches	If applicable, exterior electrical panels on the outside of the building or in common/public space shall be secured via a locking device, unless not permitted by local code. The preferred location for electrical panels is inside the USDA space or in a secured area on the interior of the building.
Public Restroom Access	Lessor must secure public restrooms (restrooms located in the building common area) in a manner that only facility tenants can access them and not the general public. This can be done by securing the restrooms with either a hard key or an access code.
Fire and Carbon Monoxide Detection-	Lessor shall install appropriate amount and type of smoke and carbon monoxide detection devices in accordance with local code.
Janitorial and Maintenance Staff Access	Any lessor provided maintenance/janitorial staff must undergo a Special Agreement Check (SAC) background investigation before being granted unescorted access. This check will be conducted by USDA-FPAC HSD. USDA-FPAC reserves the right to request daytime cleaning in USDA space. SAC background checks may be requested by the State Office through ServiceNow, routing the ticket to Homeland Security Division.
Perimeter Lighting	The Building Owner shall ensure exterior entrances/exits are illuminated to a minimum of 5 foot-candles; Sidewalks and walkways illuminated to a minimum of 3 foot-candles; and Parking lot surfaces illuminated to 1 foot-candle throughout the parking areas. Lessor shall have a lighting preventative maintenance plan in place to inspect perimeter lighting for broken fixtures or burnt-out bulbs and service any non-operable lights within 30 days.