

PROGRAM OF REQUIREMENTS
1MT2150
Bureau of Indian Affairs
Ft. Peck - Poplar, MT

The following Program of Requirements (POR) is intended to further describe the special requirements for the Bureau of Indian Affairs (BIA) office in Poplar, MT. The GSA Request for Lease Proposal (RLP) and other lease documents establish the minimum requirements. The POR further defines the BIA consolidated tenant improvement requirements for office, support space, parking and is intended to provide further design guidance to the Offeror in the submittal of leased space offered.

All work in performance with this contract must be done by skilled workers or mechanics and be acceptable to the Lease Contracting Officer (LCO).

The information is here to assist the Offeror in preparing their offers. Square footages listed are accurate and are provided as a guideline for space layout and to ensure that the space and site offered will provide for an efficient layout and accommodate the needs of the BIA Lease in an effective manner. It should be noted that this POR has been developed prior to the award of a lease. When the offered space becomes available, it may be required to refine and adjust this program to accommodate the space offered.

Please note that in any case where there is a conflict, difference, or contradiction between this POR and the base RLP document 22-REG08, this POR shall be the controlling document. In all other cases where there is simply a standard call out for a product, such as carpet, vinyl tile, ceiling tile, door, etc., the specifications in sections 3, 4, and 5 are to be the standard specifications for reference. The Offeror will not be reimbursed for any work done prior to being awarded a contract.

Construction inspections will be made periodically by the Lease Contracting Officer (LCO) and/or the Contracting Officer's Representative (COR) to review compliance with these requirements and the Government's approved drawings. Periodic reviews, tests, and inspections by the Government are not to be interpreted as resulting in any approval of the contractor's apparent progress toward meeting the Government's objectives. They are intended to discover any information, which the LCO/COR may be able to call to the contractor's attention to prevent misdirection of effort. The contractor shall remain completely responsible for contract performance and compliance in designing, constructing, and completing the project in full accordance with this contract.

The contractor is solely responsible for reviewing on site conditions prior to bidding the project and ensuring that their bid covers all pre-existing site conditions. The contractor shall bring to the attention of the Lease Contracting Officer any unusual or site limiting factors or conditions that might affect contractor's costs/pricing, schedule, or building design/construction prior to submission of proposal.

The rooms and private offices identified under "Space Configuration" below in this exhibit are included for information purposes only. BIA will use the building plans submitted by the successful Offeror to develop a layout drawing that shows the location of these rooms.

The location of all items specified in the RLP, and this Program of Requirements will be determined by the Government and depicted on the approved layout drawing(s), including specifications for all millwork after a lease award and in consultation with the awardee as Lessor.

The Lessor is responsible for compliance with and the associated expense of state, county, and local codes and permitting requirements. Any additional requirements not listed in the Solicitation or exhibits and

attachments but required by the aforementioned regulating agencies are considered to be part of the overall costs and must be provided and installed at the Lessor's expense.

Space Configuration: See attached space calculation spreadsheet/space program/Room Data Matrix

Parking:

Provide sufficient off-street parking for the following:

Number of GOVS: 6

Visitor: 6

POVS: 33 - This is for informational purposes only, POVS can not be included in government leases

SPACE ELEMENTS The following spaces should match existing space, however if rebuild is necessary, below are the specs for each area:

RECEPTION AREA:

A room where people can come in, and ring for an officer or assistance up front. The room shall serve as the unsecure entrance to the space for the public, but shall be hardened from the balance of the office space enclosed within the building envelope.

- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: VCT
- Wall Finish type: Floor to deck walls. The finish is paint over gypsum board and with a rubber base.
- Windows: Allowed; Transaction window on reception side.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Quantity duplex electrical outlets: Provide and install 1 or 2 standard 20-amp receptacles along perimeter walls to code.
- Lighting: General office lighting with occupancy sensors.
- Sound Transmission Coefficient (STC) requirement: STC 45. Wood covered is acceptable (1) 36" x 84".
- Additional Requirements:
 - Needs to hold chairs to sit up to 6 people and water dispenser
 - Half door to Staff Assistant Area

Workstations:

- Function: cubicle space for staff who perform a number of functions
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Tile Carpet
- Wall Finish type: The finish is paint over gypsum board and with a rubber base.
- Windows: allowed.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: Determine if key card access is required for the different work spaces due to the type of operations are housed in these areas.
- Quantity duplex electrical outlets: Provide and install wiring based on the requirements for the Government-furnished systems furniture. Provide and install standard 2 ea. 20-amp receptacles along perimeter walls to code.
- Quantity data outlets: Provide and install a minimum of 2 data ports with 2 telecom connectors (R45J) ea. in the outlet.

- Special equipment: The area shall have Government-furnished systems furniture, fixtures and equipment.
- Lighting: General office lighting with occupancy sensors
- Sound Transmission Coefficient (STC) requirement: STC 40

MAIL AND COPY ROOM:

- Function: To provide a space for copying, mail room activities and administrative functions
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Vinyl
- Wall Finish type: The finish is paint over gypsum board and with a rubber base. This area can be located in core space
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: No doors required can be left open but need to be aware of location due to noise created by the copy machines
- Quantity duplex electrical outlets: 1 ea. Quadraplex 20 amps receptacle, Electrical outlets for the copiers and for delivery of mail from the mail room. Provide and install all other electrical outlet per code.
- Quantity data outlets: Provide and install a minimum of 2 data ports 2 data ports with 2 telecom connectors (R45J) ea. in the outlet. Provide and install 2 RJ11 analog telephone outlets for fax and mail machine.
- Special equipment: 1 ea. Copier, 1 ea. Document shredder, 1 ea. Facsimile machine. 1 mail machine.
- 6-foot storage counter with cabinet underneath countertop.
- Lighting: General office lighting with occupancy sensors.
- Sound Transmission Coefficient (STC) requirement: STC 40
- Additional Requirements:
 - Pitney Bowes stamper for mail
 - Mail cubicle (15 slots) – Storage for envelopes/supplies
 - Copier (40”H x 40”W x 36”D)

SUPERINTENDENT’S OFFICE:

- Function: private office space for the Supervisors (MMU and DDE)
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Tile Carpet
- Wall Finish type: Floor to deck gypsum drywall. The finish is paint over gypsum board and with a rubber base.
- Windows: allowed.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Quantity duplex electrical outlets: Provide and install 3 standard 20 amp receptacles near desk/workstation. Provide and install 2 standard 20 amp receptacles along perimeter walls to code.
- Quantity data outlets: Provide and install a minimum of 2 data ports, on separate walls with 2 telecom connectors (R45J) in the outlet.
- Special equipment: none
- Lighting: General office lighting with occupancy sensor
- Sound Transmission Coefficient (STC) requirement: STC 50
- One (1) flush solid core door, 1 ¾ “x 36” x 84” with key card access.

- One 18"x72" sidelight window. Sill to be 12" above the finished floor, height equal to interior door height.
- Additional Requirements:
Needs to fit large desk, hutch, 7 cabinets, tv, computer, and printer

DEPUTY SUPERINTENDENT'S OFFICE:

- Function: private office space for the Asst. Supervisor
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Tile Carpet
- Wall Finish type: Floor to deck gypsum drywall. The finish is paint over gypsum board and with a rubber base.
- Windows: allowed.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Quantity duplex electrical outlets: Provide and install 3 standard 20 amp receptacles near desk/workstation. Provide and install 2 standard 20 amp receptacles along perimeter walls to code.
- Quantity data outlets: Provide and install a minimum of 2 data ports, on separate walls with 2 telecom connectors (R45J) in the outlet.
- Special equipment: none
- Lighting: General office lighting with occupancy sensor
- Sound Transmission Coefficient (STC) requirement: STC 50
- One (1) flush solid core door, 1 3/4 "x 36" x 84" with key card access.
- One 18"x72" sidelight window. Sill to be 12" above the finished floor, height equal to interior door height.
- Additional Requirements:
Needs to fit large desk, side desk, shelf, 2 filing cabinets, and printer

Other Staff Offices

- Function: private office space for the Staff assistant
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Tile Carpet
- Wall Finish type: Floor to deck gypsum drywall. The finish is paint over gypsum board and with a rubber base.
- Windows: Allowed
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Quantity duplex electrical outlets: Provide and install 2 standard 20 amp receptacles near desk/workstation. Provide and install 2 standard 20 amp receptacles along perimeter walls to code.
- Quantity data outlets: Provide and install a minimum of 2 data ports, on separate walls with 2 telecom connectors (R45J) in the outlet.
- Special equipment: None
- Lighting: General office lighting with occupancy sensor
- Sound Transmission Coefficient (STC) requirement: STC 50
- One (1) flush solid core door, 1 3/4 "x 36" x 84" with key card access.
- One 18"x72" sidelight window. Sill to be 12" above the finished floor, height equal to interior door height.
- Additional Requirements:
Needs to fit desk, hutch, file cabinets, and shelf

File Room

- Function: To provide a space for storage of files.
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Vinyl
- Wall Finish type: The finish is paint over gypsum board and with a rubber base.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: As required to allow access for personnel and equipment and need kick plates. Key card access.
- Quantity duplex electrical outlets: Provide and install electrical outlets per code.
- Quantity data outlets: Provide and install a minimum of 2 data ports with 2 telecom connectors (R45J) ea. in the outlet.
- Lighting: General office lighting with occupancy sensors.
- Special equipment: Room shall be separately zoned with temperature to be 70 degrees +/- 3 degrees and humidity not to exceed 15%. This is to store and maintain vital tribal records over extended periods of time
- Additional Requirements:
 - Needs to hold 24 Fire King file cabinets, 2 Horizontal 4-drawer cabinets, and 4 two drawer file cabinets
 - Needs to lock (no unauthorized access)

Storage

- Function: To provide a space for storage of files.
- Quantity: 1
- Size: 288 sf for BIA staff
- Flooring type: Vinyl
- Wall Finish type: The finish is paint over gypsum board and with a rubber base.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: As required to allow access for personnel and equipment and need kick plates. Key card access.
- Quantity duplex electrical outlets: Provide and install electrical outlets per code.
- Quantity data outlets: Provide and install a minimum of 2 data ports with 2 telecom connectors (R45J) ea. in the outlet.
- Lighting: General office lighting with occupancy sensors.
- Special Equipment: Room shall be separately zoned with temperature to be 70 degrees +/- 3 degrees and humidity not to exceed 15%. This is to store and maintain vital tribal records over extended periods of time
- Additional Requirements:
 - Needs to hold 10 4-drawer fire king file cabinets, 2 2-drawer file cabinets, and supply cabinet
 - Needs to lock

CONFERENCE/MEETING/TRAINING ROOM:

- Function: Conference and training room with appropriate AV equipment - match existing space.
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Tile Carpet

- Wall Finish type: The finish is paint over gypsum board and with a rubber base. Provide support for and install government provided wall mounted A/V equipment, VCT equipment and TV, exact locations to be determined during design.
- Window: Allowed. Space can be located in the core area.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: As required to allow access for personnel and equipment
- Quantity duplex electrical outlets: Provide and install standard 20-amp receptacles along perimeter walls to code. Power and data conduit to supply wall mounted equipment. Provide and install electrical outlets per code. Provide and install in-floor duplex data ports/power outlets on grid to supply up to 12 people. These are in addition to code required wall outlets.
- Quantity data outlets: Provide and install a minimum of 6 duplex data ports. RJ45/fiber connections.
- Mechanical: HVAC sized to accommodate up to 30 people within the room and maintain temperature ranges as required by the lease.
- Special equipment: Video Teleconferencing (VTC) set for large conference room. Provide and install power and data conduit to VTC equipment. Will need wall blocking and TV wall bracket for Video Teleconference (VTC) station. During design determine methodology to minimize the cords from this equipment to minimize tripping hazards.
- Lighting: General office lighting. Provide and install programmable lighting to preset settings for presentations.
- Sound Transmission Coefficient (STC) requirement: STC 50

IT Server Room

- Function: Serves as a rack/server room for IT functions throughout the facility and demarck location
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Antistatic flooring
- Wall Finish type: Floor to deck gypsum board walls with the wall and ceiling needs to be minimum 10 gauge expanded steel wire meshed. The finish is paint over gypsum board and with a rubber base.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid **as long as the ceiling and walls are wire mesh for security.**
- Doors: The doors need to be PIV access.
- Quantity duplex electrical outlets: Provide and install power and data conduit to supply wall mounted equipment. Provide and install electrical outlets per code
- Quantity data outlets: Provide and install Cat 6e voice and data cabling from the office workstations with dual outlet each location. These should be home runs to the telecom room and terminate in patch panels on the rack. Tri-outlets to be installed in copy room per design.
- Special equipment: Server Rack and wire ladders to accompany the server rack to be installed, Demarck equipment. Independent HVAC or CRAC unit to ensure a constant temperature of 68-70 degrees with not more than 5% humidity.
- Lighting: General office lighting with occupancy sensors.
- Sound Transmission Coefficient (STC) requirement: STC 45
- Server (5 tier, 3'w x 3'd x 5'h)
- Additional Requirements:
 - Shelving
 - Floor Load needs to meet a minimum of 100 lbs./SF

BREAK ROOM:

- Function: A place for the employees to enjoy their lunch and collaborate with colleagues
- Size and quantity identified in attached space calculation spreadsheet
- Flooring type: Resilient vinyl or other composite tiles
- Wall Finish type: The finish is paint over gypsum board and paint finish with rubber base.
- Windows: allowed.
- Ceiling type: The height is 9 feet with an acoustical lay-in grid.
- Doors: solid wood core door.
- Plumbing: Provide a standard size stainless steel double bowl sink with garbage disposal, base and upper wall cabinet, hot and cold controlled goose neck faucet, and instant hot water tap (min. 160 degrees F). The sink will be mounted per ABAAS.
- Quantity duplex electrical outlets: In accordance with code and to coordinate locations with the user. This area will need 2 GFI duplex electrical outlets connected to a dedicated circuit and should be mounted above the backsplash. Dedicated 120V 20-amp outlets are required for 2 microwave, 1 refrigerators and other accessories. Appliances shall be government provided. Adequate space for a Government-provided refrigerator is required in this room. Dimensions and location will be identified during design. A separate water line shall be provided and installed for the refrigerator. Provide and install an adequate amount of general purpose duplex receptacles for a microwave, coffee maker, and small countertop-style electrical appliances. Provide proper circuiting by code for referenced outlets.
- Mechanical: Provide and install one (1) ceiling-mounted exhaust fan. The fan shall have a minimum capacity of 150 cfm, and it shall be vented to the exterior of the building.
- Lighting: General office with occupancy sensors.
- Quantity data outlets: Coordinate location with the user
- Sound Transmission Coefficient (STC) requirement: STC 40
- Additional Requirements:
 - A minimum of 10 linear feet of base and 10 linear feet of overhead cabinets shall be provided and installed. Base cabinets shall be a minimum of 2' deep. Overhead cabinets shall be a minimum of 1' deep. Provide and install a laminate countertop with a 4" (minimum height) backsplash. Each cabinet section must have two adjustable shelves.
 - Needs to hold 2 tables, popcorn machine, and supplies