

RFP No. 505-004

REQUEST FOR PROPOSALS (RFP)

FOR

HILL FARMS A&B RE-DEVELOPMENT

Issued: Friday, October 10, 2014



DUE DATE: Friday, November 7, 2014 by 12:00 PM Central Time

**PREPARED BY:
STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT
101 EAST WILSON STREET, 7TH FLOOR
MADISON, WISCONSIN 53707-7866**

TABLE OF CONTENTS

I.	PROJECT OVERVIEW.....	1
A.	Scope of the Project	1
B.	Project Status	2
C.	Project Components.....	2
1.	Construct 600,000 Gross Square Foot (GSF) New State Office Building.....	2
2.	Construct New Parking Structure and Related Surface Lots.....	3
3.	Purchase of Remaining Underutilized Hill Farms Property.....	3
4.	Purchase of Badger Road Property	3
II.	SELECTION PROCESS.....	3
A.	Schedule.....	3
B.	Mandatory Tour and Proposers' Questions	4
1.	Mandatory Tour	4
2.	Proposers' Questions and DOA Responses.....	4
C.	Selection Process	4
1.	Round I Request For Proposals	4
2.	Round II In-Person Interview.....	5
3.	Round III Evaluation of BAFO	5
4.	Letter of Intent.....	5
III.	PROPOSAL SUBMITTAL REQUIREMENTS	5
A.	Submission	5
B.	Format.....	6
C.	Criteria	6
D.	Content of the Proposal	6
1.	Introduction Letter (2 page maximum, excluded from page limit)	6
2.	Proposer Information.....	6
3.	Relevant Experience and Past Performance	7
4.	Financial Capabilities	8
5.	Concept and Design for the Hill Farms A&B Re-Development.....	8
6.	Implementation Strategy, Budget, and Schedule	8
IV.	OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS.....	8
A.	Other Considerations	8
1.	Procuring and Contracting Agency.....	8
2.	Factors to Facilitate Construction on State Land	9
3.	Development Agreement	9
4.	Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation....	9
B.	Reservation of Rights	9
1.	Site Conditions	9
2.	Predevelopment and Development Costs.....	10
3.	Change in Proposers' Information	10
4.	Ownership and Use of Proposal.....	10
5.	Communications with Media, Government Agencies, and Community.....	10
6.	Selection Non-Binding.....	10
7.	Wisconsin Open Records Law	11
8.	State Law	11

V. APPENDICES12

- A. Appendix 1 – State DOA Technical Specifications and Design Guidelines 12**
- B. Appendix 2 – State Agency Tenant Programming 12**
- C. Appendix 3 – Informational Documents Related to the Hill Farms Property..... 12**
- D. Appendix 4 – Informational Documents Related to Badger Road Property 12**
- E. Appendix 5 – City of Madison Information 12**
- F. Appendix 6 – Form to Register for Mandatory Tour 13**
- G. Appendix 7 – Form to Submit Proposers' Questions 13**
- H. Appendix 8 – Selection Committee Screening Matrix..... 13**
- I. Appendix 9 – Designation of Confidential and Proprietary Information Form 13**

I. PROJECT OVERVIEW

The following Request for Proposals (RFP) is being issued by the State of Wisconsin (State), Department of Administration (DOA) for potential qualified development teams or joint ventures (Proposer) to:

1. Design and construct a turn-key, 600,000 gross square foot office building on State-owned land at the Hill Farms Site;
2. Address the State's parking needs with a new parking structure and surface lots at the Hill Farms Site;
3. Purchase the remaining underutilized land and the existing office building that will be vacated at the Hill Farms Site, and;
4. Purchase the Badger Road State Office Building that will be vacated as a result of this initiative.

The State is seeking cost-effective Proposals that detail the Proposer's: qualifications; relevant and proven experience; financial capability; design, construction, and development approach; and implementation strategy that meet or exceed the State's requirements as outlined in this RFP. The selected Proposer must:

- Understand the principles and goals identified in this RFP
- Add/maximize value in the design, development, construction, and delivery of a high-quality State office building, related parking facilities, and mixed-use development project
- Assign a team of professionals with demonstrated experience of working together on similar projects
- Possess the capacity to secure the required financing necessary to complete this Project
- Possess the development expertise necessary to complete this Project
- Meet the State's requirements at or below the enumerated project budget of \$196 million

A. Scope of the Project

The Hill Farms A&B Campus includes the Hill Farms State Transportation Building (Hill Farms Facility), surface parking, vacant land, and various infrastructure components (Hill Farms Site) (collectively, the "Hill Farms Property"). The Hill Farms Property is an approximately 21 acre site which is State-owned and located at the southwest corner of the intersection of University Avenue and Segoe Road on the west side of the City of Madison. **This Project does not include the Hill Farms DEL State Office Buildings located at the following addresses: Building D – 4702, 4706 University Avenue; Building E – 4622 University Avenue, and; Building L – 4638 University Avenue, Madison, Wisconsin 53702 and the Hill Farms Heating Plant located at 4630 University Avenue, Madison, Wisconsin 53702.** The Hill Farms Facility is approximately 400,000 gross square feet, nearly fifty years old, and functionally obsolete. Accordingly, the State intends for the selected Proposer to construct a new turn-key office building to house multiple State agencies as described herein. Construction of the State's new office facility is anticipated to take approximately two years to complete. The sale of the remaining underutilized Hill Farms Site and vacated Hill Farms Facility will likely occur subsequent to construction and occupancy of the new office building.

The Badger Road State Office Building (Badger Road Facility), built in 1957 and purchased by the State in 1977, is approximately 51,000 gross square feet and situated on 4.35 acres (Badger Road Site) (collectively, "Badger Road Property"). The last renovation of the Badger Road Facility occurred in the early 1990s. The Wisconsin Department of Employee Trust Funds (ETF) has outgrown the building and their staff is also located in other facilities throughout Madison. ETF will vacate the Badger Road Facility and relocate into the new State office building at the Hill Farms Site. The State has no future need or use for the Badger Road Property once the ETF consolidation and relocation has occurred.

B. Project Status

The new State office building and parking structure at the Hill Farms Site have been enumerated for \$196 million as part of the 2007-2009 and 2013-2015 Capital Budgets. Also, 2013 Wisconsin Act 20 included provisions related to the sale or lease of State-owned property. The provisions allow the DOA to sell certain State-owned assets with the approval of the State of Wisconsin Building Commission (SBC) and the Legislature's Joint Committee on Finance (JCF). It is the State's intent to sell the remaining underutilized acreage and existing state office building at the Hill Farms Property and the Badger Road Property to reduce the overall construction cost of the new State office building and parking structure at the Hill Farms Site (collectively, the "Project"). **Proposals with a total Project cost exceeding the enumerated budget of \$196 million will be disqualified.**

C. Project Components

Proposals in response to this RFP must address how it will deliver the following Project components:

1. Construct 600,000 Gross Square Foot (GSF) New State Office Building

The successful Proposer must design and construct a new turn-key 600,000 gross square foot (GSF) office facility on State-owned land at the Hill Farms Site. The new facility shall be designed and built in accordance with State technical specifications and design guidelines as provided in Appendix 1 of this RFP, including furniture, fixtures and equipment. The following State agency tenants will occupy the new facility and their programming requirements are located in Appendix 2 of this RFP.

Tenant	Approximate GSF
Department of Transportation (DOT)	340,000
Department of Employee Trust Funds (ETF)	80,000
Public Service Commission (PSC)	35,000
Office of the Commissioner of Insurance (OCI)	55,000
Department of Financial Institutions (DFI)	45,000
Wisconsin Economic Development Corporation (WEDC)	35,000
Department of Administration	10,000
Total	600,000

[The remainder of this page intentionally left blank]

2. Construct New Parking Structure and Related Surface Lots

The successful Proposer must design and construct a new stand-alone parking structure and needed surface parking lots to collectively contain a not-to-exceed 2,500 stalls for use by the State agency tenants when they occupy the new State office building. The parking facilities must be built in accordance to State specifications as provided in Appendix 1 of this RFP and shall meet the programming requirements of the State agency tenants as provided in Appendix 2 of this RFP. If economically beneficial to the State, shared use of the parking facilities to support the future re-development of the remaining underutilized land will be considered.

3. Purchase of Remaining Underutilized Hill Farms Property

The existing Hill Farms Site is approximately 21 acres. It is anticipated that not all acreage will be needed by the State after the new State office building and related parking facilities are constructed. In an effort to reduce the overall Project cost, the successful Proposer must purchase the remaining underutilized land and the vacated Hill Farms Facility for future re-development. Informational documents related to the Hill Farms Property are provided in Appendix 3 and City of Madison Information in Appendix 5 of this RFP.

4. Purchase of Badger Road Property

The Badger Road Property currently houses the Department of Employee Trust Funds (ETF). After the ETF moves into the new office building at the Hill Farms Site, the State will have no future need or use for this building and land. In an effort to reduce the overall Project cost, the successful Proposer must purchase the Badger Road Property. Informational documents related to the Badger Road Property are provided in Appendix 4 and City of Madison Information in Appendix 5 of this RFP.

II. SELECTION PROCESS

A. Schedule

Given the scope and complexity of this RFP, DOA intends to use the following process to request, receive, and evaluate Proposals and select a Proposer:

Process	Date or Time Line
RFP Posted	Friday, October 10, 2014
Pre-Registration Deadline for Mandatory Tour	Wednesday, October 15, 2014 at 5:00 pm CT
Mandatory Tour	Friday, October 17, 2014 at 3:00 pm CT
Proposers' Questions Due to DOA	Wednesday, October 22, 2014 at 5:00 pm CT
Responses to Proposers' Questions Posted	Wednesday, October 29, 2014 at 5:00 pm CT
PROPOSALS DUE	Friday, November 7, 2014 at 12:00 pm CT
Selection Committee Screening of Proposals	Week of November 10, 2014
Notification of Short-Listed Proposers	Monday, November 17, 2014
In-Person Interviews and Sealed BAFO Due	Week of December 8, 2014
BAFO Evaluation	Monday, December 15, 2014
Letter of Intent Executed	By December 31, 2014
Required Legislative Approvals	To be Determined

B. Mandatory Tour and Proposers' Questions

1. Mandatory Tour

Any Proposer that intends to submit a Proposal must attend a **mandatory** tour of the Hill Farms Property and Badger Road Property to be held on Friday, October 17, 2014 at 3:00 pm CT. Each Proposer member wishing to attend the mandatory tour must **pre-register** by completing the Registration and Release of Liability Form as provided in Appendix 6 of this RFP and submit the completed form via email to HillFarmsRFPinfo@wisconsin.gov on or before Wednesday, October 15, 2014 at 5:00 pm CT. Each copy of the Registration and Release of Liability Form can accommodate the signature of one person. **Proposer team members who do not pre-register will not be allowed to attend the tour.**

Pre-registered Proposer members will first meet and check-in for the mandatory tour at the Hill Farms Facility located at 4802 Sheboygan Avenue, Madison, Wisconsin 53702 on Friday, October 17, 2014 at 3:00 pm CT. The DOA will provide transportation and a guided tour of the Hill Farms Property and Badger Road Property. The tour is expected to last 2 hours. **At least one member of the Proposer's team must pre-register and attend the mandatory tour or their Proposal may be disqualified.**

2. Proposers' Questions and DOA Responses

On or before 5:00 pm CT on Wednesday, October 22, 2014, Proposers may submit written requests of clarification of this RFP and/or questions to the DOA by utilizing the form provided in Appendix 7 of this RFP and submit the completed form via email to HillFarmsRFPinfo@wisconsin.gov. Written responses to properly submitted relevant requests for clarification and questions from Proposers will be posted by the DOA on the following website: <http://www.doa.wi.gov/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Hill-Farms-ReDevelopment-RFP/> by 5:00 pm CT on Wednesday, October 29, 2014. **Solicitation of information from the State, DOA, or user group personnel other than through the designated form and process described herein is prohibited and may result in disqualification of the Proposer.**

C. Selection Process

The selection of the Proposer will involve a three-part selection process:

1. Round I | Request For Proposals

Proposers must submit Proposals as indicated below. Any Proposer that intends to submit a Proposal must pre-register and attend a mandatory tour of the Hill Farms Property and Badger Road Property (see Section II. B. 1. above).

Proposals meeting the RFP requirements will be evaluated and scored by the Selection Committee based on the criteria listed in Section III. C. of this RFP and on the Screening Matrix as provided in Appendix 8 of this RFP. Up to four Proposers may be short-listed for further evaluation which will include an in-person interview with the Selection Committee and the submission of a Best and Final Offer (BAFO).

2. Round II | In-Person Interview

The short-listed Proposers will be invited to an in-person interview with the Selection Committee. An invitation letter will be sent via email with the date, time, and location of the interview. The invitation to interview will include a list of questions to be addressed in order at the interview and the form to submit the BAFO. The interview will last for 90 minutes and consist of 60 minutes for presentation and 30 minutes for questions and answers. The Selection Committee will rank the short-listed Proposer's interview.

At the beginning of the in-person interview, the short-listed Proposer shall submit their completed BAFO in a sealed envelope to the Selection Committee.

3. Round III | Evaluation of BAFO

At a later date, after all short-listed Proposers have concluded their interviews and submitted their sealed BAFOs, the Selection Committee will open, evaluate, and analyze the BAFOs. If necessary, the Selection Committee may ask a short-listed Proposer to clarify its BAFO.

The Selection Committee will compile the results of the short-listed Proposers' three scored components: 1) Proposal (weighted 20% of total score); 2) Interview (weighted 50% of total score) and; 3) BAFO (weighted 30% of total score). Final selection authority is vested with the DOA Secretary.

4. Letter of Intent

The State intends to execute a Letter of Intent with the selected Proposer. The contract award is contingent upon Legislative approvals. Should the State be unable to successfully negotiate a contract with the selected Proposer, it reserves the right to cancel the selection and negotiate with the next Proposer. The State also reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

III. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted utilizing the following format requirements and process:

A. Submission

In responding to this RFP, Proposers must submit the following:

- Fifteen (15) printed copies of the Proposal, which will serve as the official copies
- One (1) electronic PDF copy of the Proposal on a flash drive

Proposals may be disqualified if the printed and electronic copies are not simultaneously submitted by the Due Date and/or if the contents of the Proposals are not exactly the same.

PROPOSALS ARE DUE BY 12:00 PM CT ON FRIDAY, NOVEMBER 7, 2014 (Due Date).

Proposals received after the Due Date will not be accepted or will be marked late, unopened, and returned to sender. Sealed copies of the Proposals shall be hand delivered to the DOA 7th floor receptionist desk for a date and time stamp.

Please mark the outside of the sealed submittal envelope/box containing the Proposals and flash drive with: "Request for Proposals - Department of Administration Hill Farms A&B Re-Development" and hand deliver it to the following address:

State of Wisconsin
Department of Administration
Division of Facilities Management
101 East Wilson Street, 7th Floor
Madison, WI 53703-3405

B. Format

Proposals should be spiral bound, printed on single-sided 8.5"x11" paper, either portrait or landscape, with a minimum of one inch margins and a font size of 11-points. For legibility purposes, site plans, schedules, or other relevant proposal documents may be printed on 11"x17" paper folded to be equivalent to 8.5"x11" paper. Proposals should be well organized and not exceed 50 paginated pages.

C. Criteria

Proposals will be evaluated on the following criteria: 1) Team; 2) Relevant Experience and Past Performance; 3) Financial Capabilities; 4) Concept and Design, and; 5) Implementation Strategy, Budget, and Schedule.

D. Content of the Proposal

Proposals must include the following information:

1. Introduction Letter (2 page maximum, excluded from page limit)

The introduction letter should identify each firm included in the Proposer Team, affirmatively commit each firm of the Proposer Team to complete the Project components described in this RFP if selected, and **must be signed by an officer of each firm of the Proposer Team**.

The Proposal should contain responses to the following categories:

2. Proposer Information

Please provide the following information for **each firm** included in the Proposer Team:

- a. Company Information
 - i. Firm Name
 - ii. Contact Person
 - iii. Business Address (no P.O. boxes)
 - iv. Phone Number
 - v. Email Address
 - vi. Website (if applicable)
 - vii. Type of Business Organization (Corporation, LLC, etc.)
 - viii. Number of Years in Business
 - ix. Roles and Responsibilities for this Project

- x. Identify if the Firm is a Minority Business Enterprise (MBE) or Disabled Veteran-Owned Business (DVB)
- b. Resumes
 - i. Please provide the names, resumes, and roles/responsibilities of all individuals who will serve as the key day-to-day contacts for this Project
- c. Public Project Experience
 - i. Please provide the title, total project cost, and completion date of the highest dollar value construction project each firm has completed for the State of Wisconsin DOA/DFD
 - ii. If a firm included in the Proposer Team has not completed a project for the State of Wisconsin DOA/DFD, please provide the title, total project cost, and completion date of the highest dollar value construction project that firm has completed for another government entity
- d. Workload and Capacity
 - i. Please identify each firm's current commitments and anticipated new engagements throughout the duration of this Project
 - ii. Please identify how potential overlap and capacity issues would be addressed to ensure a successful Project for the State
- e. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation
 - i. Please describe the Proposer Team's goals and action plan to encourage MBE/DVB participation on this Project

3. Relevant Experience and Past Performance

- a. Demonstration of Experience with All Components of this Project
 - i. Please identify at least three (3) similar or relevant projects, either completed previously or currently under development by at least one member firm of the Proposer Team, that includes at least one of the following components: 1) State or other office building; 2) Public Private Partnership (P3), and/or; 3) a mixed-use development.
 - ii. For each of the projects listed in 3. a. i. above:
 - 1. Describe the Proposer Team's roles and responsibilities, and;
 - 2. Provide an end-user reference (name, title, company, telephone number, and email address)

[The remainder of this page intentionally left blank]

4. Financial Capabilities

Proposals must address the Team's financial capability to complete all Project components by demonstrating:

- a. Recent experience securing financing for project(s) of similar size and complexity, specifically;
 - i. Satisfactory evidence of having obtained financing for project(s) with a total cost of \$300 million or more in the last five (5) years, **and**;
 - ii. Satisfactory evidence of the ability to obtain financing for development and land acquisition project(s) with a total cost of \$250 million or more.
- b. Letter(s) of interest from potential lenders
- c. Ability to obtain sufficient bonding capacity and insurance for this Project
- d. Balance sheet and evidence of cash and/or cash equivalents sufficient to implement this Project
- e. Attestation that no member firm of the Proposer Team has filed for bankruptcy in the last ten (10) years or is currently in bankruptcy

5. Concept and Design for the Hill Farms A&B Re-Development

Proposals must include an overall master plan and architectural theme for the Hill Farms Property that incorporates its highest and best use and maximizes value to the State. This master plan should describe:

- a. Project size (including massing) and use mix that maximizes value to the State and is economically viable;
- b. Parking and Transit Oriented Features that meet State needs and provide value;
- c. Community Connectivity, and;
- d. Sustainable Design

6. Implementation Strategy, Budget, and Schedule

Proposals must outline the Proposer's strategy and method to implement the Project including:

- a. Project Phasing, Construction Schedule, and Occupancy;
- b. Project Budget, Proforma, and Cash Flow Projections;
- c. Estimates of the Overall Economic Impact of this Project, and;
- d. Current Zoning, Path for Public Approvals, and Community Outreach Plan

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. Other Considerations

1. Procuring and Contracting Agency

The State of Wisconsin (State) Department of Administration (DOA) Division of Facilities Management (DFM) is the authorized agent for this Project. The DOA will authorize the final selection made for this Project. All negotiations relative to this Project may only be conducted with the Department of Administration's designated contact.

2. Factors to Facilitate Construction on State Land

All Proposals and contracts as a result of this RFP must comply with the State of Wisconsin's Constitution, relevant statutes, and provisions including but not limited to 13.48 and 16.848.

3. Development Agreement

To facilitate acquisition of the newly constructed State office building and parking facilities, as well as the sale of the remaining underutilized Hill Farms Property and Badger Road Property, the State intends to enter into a development agreement with the selected Proposer. Notwithstanding, the State reserves the right to change the legal mechanism used to execute an agreement to deliver this Project.

4. Minority Business Enterprise and Disabled Veteran-Owned Business (MBE/DVB) Participation

Minority Business Enterprises (MBE) and Disabled Veteran Owned Businesses (DVB) are encouraged to respond to this RFP. Any firm that wishes to be certified by the State as a MBE or DVB may contact the DOA Supplier Diversity Program at DOABDMBD@wisconsin.gov or visit their website at: <http://www.doa.wi.gov/Divisions/Enterprise-Operations/Supplier-Diversity-Program>.

B. Reservation of Rights

The State reserves the right, in its sole and absolute discretion and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP
- Modify or issue clarifications to the RFP prior to the Proposal Due Date; in the event the RFP is modified it will be posted here: <http://www.doa.wi.gov/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Hill-Farms-ReDevelopment-RFP/> and all Proposers will be provided a chance to revise their Proposals
- Request submission of additional information from some or all Proposers following its review of one or more Proposals
- Waive any irregularity or defect in any submission
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements
- Reject all Proposals that are submitted
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

1. Site Conditions

The Hill Farms Property and Badger Road Property shall be conveyed in "as-is" condition, without representation or warranty as to physical or environmental condition of the land or any existing structure.

The State makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during the course of any work, development, or construction of the properties.

2. Predevelopment and Development Costs

The State is not liable for any costs incurred by a Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- a. Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- b. Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations) and development costs associated with the Project;
- c. Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, and;
- d. All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

3. Change in Proposers' Information

If there are any changes to any of Proposer's team members or new financial information, the Proposer must notify the State in writing by 5:00 PM central time on Friday, October 24, 2014, and provide updated information in the same format as prescribed in the RFP for the appropriate section of the Proposal. The State reserves the right to evaluate the modified Proposal, eliminate the Proposer from further consideration, or take other action as State may deem appropriate.

4. Ownership and Use of Proposal

Once submitted, all Proposals shall be the property of the State. The State may use any and all ideas and materials included in any Proposal, whether the Proposal is selected or rejected.

5. Communications with Media, Government Agencies, and Community

The Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the State.

6. Selection Non-Binding

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer, and the selection does not constitute a commitment by the State to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employee's actions for any costs or liabilities incurred as a result of responding to this RFP.

[The remainder of this page intentionally left blank]

7. Wisconsin Open Records Law

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 9 of this RFP.

8. State Law

Any agreement between the State and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the State will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

V. APPENDICES

A. Appendix 1 – Technical Specifications and Design Guidelines

1. General Requirements
2. Site and Building Criteria
3. General Construction Costs
4. Building System Criteria

B. Appendix 2 – State Agency Tenant Program Requirements

1. Department of Transportation
2. Department of Employee Trust Funds
3. Public Service Commission
4. Office of the Commissioner of Insurance
5. Department of Financial Institutions
6. Wisconsin Economic Development Corporation
7. Department of Administration
8. Parking Needs Summary

C. Appendix 3 – Informational Documents Related to the Hill Farms Property

1. ALTA Survey
2. Aerial Photo of Hill Farms Property
3. Search and Hold Title Insurance Policy
4. Demographic Report | 1, 2, 3 Mile Radius
5. Population and Income Map
6. Traffic Count Map
7. Retail Amenity Map

D. Appendix 4 – Informational Documents Related to Badger Road Property

1. Certified Survey Map
2. Aerial Photo of Badger Road Property
3. Search and Hold Title Insurance Policy
4. Demographic Report | 1, 2, 3 Mile Radius
5. Population and Income Map
6. Traffic Count Map
7. Retail Amenity Map

E. Appendix 5 – City of Madison Information

1. [City of Madison Website](#)
2. [Zoning Information](#)
3. [Transportation Planning Services](#)
4. [University Hill Farms Neighborhood Association](#)
5. Madison Office and Retail Market Reports – 2nd Quarter 2014

- F. Appendix 6 – Form to Register for Mandatory Tour**
- G. Appendix 7 – Form to Submit Proposers' Questions**
- H. Appendix 8 – Selection Committee Screening Matrix**
- I. Appendix 9 – Designation of Confidential and Proprietary Information Form**

APPENDIX 1

State of Wisconsin, Department of Administration Hill Farms A & B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

1. General Requirements
2. Site and Building Criteria
3. General Construction Costs
4. Building System Criteria

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

The general intent of the following technical and design guideline is to reinforce, expand upon, and quantify published design standards and expectations established by the Division of Facilities Development (DFD) and the Division of Facilities Management (DFM) for the State of Wisconsin Hill Farms A&B Re-Development. It is not intended to limit design innovation, but rather, to ensure that facilities and related physical assets meet their intended functions and are designed, built, and maintainable in a high-quality, cost-effective manner that meets the business needs of the occupying agencies.

Table of Contents

I. GENERAL REQUIREMENTS	1
A. Construction Standards.....	1
B. Accessibility Standards.....	1
C. Sustainability Standards.....	1
D. Life Cycle Costing (LCC)	1
E. Deliverables	2
II. SITE AND BUILDING CRITERIA	5
A. Site and Infrastructure	5
B. Facility Overview	7
C. Interior Space Standards and Guidelines	10
D. Commissioning Activities / Services	11
III. GENERAL CONSTRUCTION CRITERIA	12
A. Building Envelope	12
B. Floor to Floor Dimension.....	13
C. Exit Stairs	14
D. Doors, Door Frames, and Hardware Assemblies	14
E. Furnishings.....	15
F. Interior Walls	16
G. Operable Partition	16
H. Casework	16
I. Ceilings	17
J. Flooring	17
K. Interior Wall Finishes.....	18
L. Specialties.....	18
IV. BUILDING SYSTEMS CRITERIA	19
A. Heating, Ventilation and Air Conditioning (HVAC) Systems.....	19
B. Plumbing Systems	23
C. Fire Suppression	24
D. Electrical Systems	24
E. Security CCTV/Security Access Control.....	34

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

I. GENERAL REQUIREMENTS

A. Construction Standards:

The Project shall comply with SPS 360-366 Wisconsin Commercial Building Code (effective September 1, 2011), International Building Code 2009 (IBC). The construction standards, design guidelines, details, requirements for workmanship, and materials specifications for this Project must comply with the DOA/DFD “Master Specifications and Design Guidelines” posted at the following website:

<http://doa.wi.gov/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

Minimum design requirements for tenant/agency space development are included in the tenant programming and agency overview documents located in Appendix 2 of this RFP. These documents establish agency needs for room types, space, furniture, proximities, security, and use of building common space. Additional meetings and time will be required with each agency and the development team to complete program verification and finalize plans.

B. Accessibility Standards:

The Project shall comply with revised ADAAG Standards 2010 and/or DFD accessibility guidelines whichever is more stringent. DFD has adopted universal accessibility standards that afford the greatest accessibility as referenced in COMM 62, IBC, ANSI, and or ADAAG.

The building design should serve the broadest range of people, regardless of levels of ability or mobility, age, gender, or physical stature without the need for adaptation or specialized design.

C. Sustainability Standards:

The Proposer shall be responsible for accessibility design guidelines included in the applicable articles of the [Sustainable Facility Design Standards](#) and in the spirit of the [Building Commission Sustainable Facilities Policy](#). The Proposer shall apply the applicable requirements contained within [Sustainable Facilities Standards Checklist](#) as defined in the [Sustainable Standards](#).

Daylight and Views:

The Proposer shall be responsible for implementing additional daylighting standards as defined in [DFD Daylighting Requirements](#).

Energy Usage:

The Proposer shall be responsible for implementing additional energy usage requirements as defined in [DFD Energy Guidelines](#).

D. Life Cycle Costing (LCC):

The Proposer shall contact local utility companies to determine available demand-side management programs and no-cost assistance provided by these companies to designers and owners. All LCC efforts should be completed in the Design Development Phase of the Project.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Applications:

Basic applications of LCC are addressed within the individual articles herein. In general, LCC is expected to support selection of all building systems that impact energy use: Thermal envelope, passive solar features, fenestration, HVAC (including Energy Recovery Ventilator), domestic hot water, potential geothermal applications, building automation, and lighting. However, LCC can also be applied to building features or involve costs related to occupant productivity, system maintenance, environmental impact and any other issue that impacts costs over time.

Procedures and Approach:

It is important to recognize the significance of integrated building systems design in the overall efficiency of the design. The most effective approach to LCC is to appropriately integrate it into the design process.

A building's design evolves from general concepts to detailed analysis. LCC needs to follow the same approach by focusing first on general concepts and then moving towards a focused detail study.

Further, in order to effectively develop this project, commitments should be made early on regarding building systems and such decisions should be retained throughout the project. This means that proposed building systems should be analyzed for appropriateness during the first stages of a project's Design Development Phase. Then a commitment on direction for systems should be made following this analysis with any further LCC studies focused on the detail within each system.

E. Deliverables:

Proposer shall expect formal review, comments, and approval of all deliverables by DFM/DFD Deliverables include but are not limited to the following information on the building, site, and parking structure:

- Preliminary, development, and final design plans and specifications including fixtures, furniture and equipment
- Final design building information model (BIM) in native format
- Preliminary, development, and final site design and landscaping plan
- "As Built" record documents including cut sheets, final finish samples, commissioning results, and O&M manuals. As Built BIM and ACAD Drawings and native format files are to be provided in hard copy and on a flash drive at the end of the Project. The Proposer may be expected to provide limited assistance to DFM when uploading the building information model data into the State's system.

Computer Aided Design (CAD):

The Proposer's Architect/Engineer shall meet the drawing guidelines and standards defined per the DFD CAD Design Standards and shall follow the DFD and DFM CAD guidelines for exterior and interior drawing labeling and layering.

The DFD CAD Design Standards are on the following web site:

<http://doa.wi.gov/Default.aspx?Page=dfb0563e-d80d-4eb2-99cf-21e8691bc0fd>

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

DFM Interior Design Layering Standards are as shown below:

LAYER NAME	PEN #	COLOR	LINEWEIGHT (mm)	DESCRIPTION	NOTES
A-ANNO-DIMS	6	magenta	default	dimensions	
A-ANNO-KEYN	7	white	default	keyed notes	
A-ANNO-LEGN	7	white	default	legend text/notes	
A-ANNO-NOTE	7	white	default	general/job notes	
A-ANNO-NPLT	9	lt grey	default	non plotting information	non plotting
A-ANNO-REDL	1	red	default	redlines	
A-ANNO-REVS	3	green	default	revision notes	
A-ANNO-SYMB	7	white	default	symbols	
A-ANNO-TEXT	7	white	default	general text	
A-ANNO-TTLB	7	white	default	title block information	
A-AREA	1	red	default	area calculation boundaries	
A-AREA-IDEN	7	white	default	area room numbers, calculations	
A-AREA-OCCP	7	white	default	occupant or employee names	
A-AREA-PATT	9	lt grey	default	area patterns, solid fill and hatches	
A-CLNG	1	red	default	ceiling boundaries	
A-CLNG-GRID	6	magenta	default	ceiling grids	
A-CLNG-PATT	9	lt grey	default	ceiling patterns	
A-CLNG-SUSP	1	red	default	suspended elements (not equipment)	
A-DOOR	2	yellow	default	doors- plan drawings	
A-DOOR-IDEN	7	white	default	door tags and numbers	
A-EQPM	3	green	default	equipment,lockers,appliances	
A-EQPM-CLNG	3	green	default	clng mounted eqpm:sprinkler head, strob	
A-EQPM-FIXD	3	green	default	fixed equipment, fire extinguisher cabinet	
A-EQPM-IDEN	7	white	default	equipment identification and numbers	
A-EQPM-MECH	3	green	default	fin tube, horn/strobe on column, t-stat	
A-FLOR	2	yellow	default	floor boundaries	
A-FLOR-CASE	3	green	default	casework	
A-FLOR-EVTR	2	yellow	default	elevator cars and equipment	
A-FLOR-HRAL	1	red	default	handrails, guardrails, grab bars	
A-FLOR-IDEN	7	white	default	floor identification, numbers and finish	
A-FLOR-LEVL	2	yellow	default	floor level changes, slopes and ramps	
A-FLOR-PATT	9	lt grey	default	floor material patterns and hatches	
A-FLOR-PFIX	3	green	default	plumbing fixtures	
A-FLOR-SIGN	3	green	default	signage	
A-FLOR-SPCL	3	green	default	architectural specialties	
A-FLOR-STRS	2	yellow	default	stairs, steps, risers	
A-FLOR-TPTN	1	red	default	toilet partitions	
A-GLAZ	5	blue	default	glazing and mullions	
A-GLAZ-FULL	5	blue	default	full height glazing and mullions	
A-GLAZ-IDEN	7	white	default	window identification and numbers	
A-GLAZ-PHRT	5	blue	default	partial height glazing and mullions	
A-GLAZ-SILL	2	yellow	default	sills	
A-ROOF	5	blue	default	roof boundaries	
A-ROOF-LEVL	2	yellow	default	floor level changes and slopes	
A-ROOF-OTLN	1	red	default	outline edge	

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

A-ROOF-PATT	9	lt grey	default	roof material patterns and hatches	
A-WALL	5	blue	default	walls	
A-WALL-EXTR	5	blue	0.40	exterior walls	
A-WALL-FIRE	6	magenta	default	fire rated walls	line type: center
A-WALL-SHFT	5	blue	0.40	shaft walls	
A-WALL-HEAD	6	magenta	default	door and window headers	visible only on ceiling plans
A-WALL-INT	5	blue	default	interior walls	
A-WALL-MOVE	1	red	default	moveable partitions and walls	
A-WALL-PATT	9	lt grey	default	wall material patterns and hatches	
A-WALL-PRHT	1	red	default	partial height walls	
E-FLOOR-DUCT	7	white	default	sleeves, channels	
E-POWER	1	red	default	electrical outlets(wall, floor), switches	
E-LIGHTING	3	green	default	cans, trough fixtures	
E-TELEDATA	2	yellow	default	jacks	
E-SECURITY	2	yellow	default	card reader, RTE, cameras	
Defpoints	7	white	default	defpoints	
I-CUBE-IDEN	7	white	default	cube numbers	
I-FURN	3	green	default	interior furnishings	
I-FURN-CHAIR	3	green	default	chairs and seating furniture	
I-FURN-FILE	3	green	default	file cabinets, bk cases	
I-FURN-IDEN	7	white	default	furniture identification and numbers	
I-FURN-PNLS	1	red	default	systems panels	
I-FURN-POWR	3	green	default	power designation	
I-FURN-WKSF	3	green	default	work surface components	
S-COLS	5	blue	0.40	structural columns	
S-GRID	6	magenta	default	structural column grids	line type: center
S-GRID-IDEN	7	white	0.25	structural column grid identification	

PEN #	COLOR	LINWEIGHT	DRAWING ELEMENTS
1	red	.35 mm	glazing, partial height walls, handrails, area outlines, redlines
2	yellow	.13 mm	steps, level changes, sills, doors
3	green	.25 mm	furniture, equipment, casework, specialties, signs
4	cyan	.50 mm	not used
5	blue	.70 mm	walls
6	magenta	.18 mm	gridlines, door heads
7	white	.25 mm	text, annotations, identifications
8	dk grey	.70 mm	not used
9	lt grey	.25 mm	patterns, hatches, fills, non plotting layers

Building Information Modeling (BIM):

The Proposer shall meet the DFD Building Information Modeling (BIM) Guidelines and Standards for Architects and Engineers at the following website:

ftp://doafpt1380.wi.gov/master_spec/BIM%20Guidelines%20&%20Standards/BIM%20Guidelines%20and%20Standards%20for%20AE%20%207-1-12%20Final%20DRAFT%207-26-12.pdf

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

II. SITE AND BUILDING CRITERIA

A. Site and Infrastructure

Site Access:

The Proposer shall show how the site interacts with existing public transportation options, such as, City/Regional bus lines and bicycle paths or other modes of transportation.

Outdoor/Green Space:

Proposer to explore using a courtyard to provide outdoor seating areas.

Building Access:

The Department of Transportation Division of Motor Vehicles (DMV) will require a separate public entrance from the main building or buildings. The Proposer shall separate staff and visitor access and may consider a separate public entrance for large hearings and/or conferences that may be held in the conference center. Please see the individual agency program requirements for additional details of agency operations as they relate to public access as provided in Appendix 2 of this RFP.

Parking Structure:

The site requires a new stand-alone parking structure and needed surface parking lots to collectively contain a not-to-exceed 2,500 stalls for use by the State agency tenants when they occupy the new State office building. Please see Appendix 2.8 Parking Needs Summary for additional information.

In addition the parking structure should have bicycle parking to hold approximately 150 to 200 bicycles (1 bicycle stall per 10 car stalls). It is preferred to have protected parking for bicycles and motorcycles. Overhead doors are to be steel and are to be attached to a controlled card access system for timing and opening. The header height into the parking facility shall be not less than 8'-0." Mirrors are required for reduction of blind spots and to ensure safe travel through the parking structure.

The parking structure shall provide space for exterior building and structure maintenance equipment storage.

Surface Parking:

It is estimated that 270 surface lot visitor stalls will be needed. Several agencies require special visitor parking including motor coach bus parking, driver's license test vehicle parking, and carpool fleet van parking. The parking stall design must meet all requirements of the Wisconsin Administrative Codes. Handicap parking for visitors and staff shall be near the entrances.

A minimum of 20 parking spots for DOA staff and a minimum of 5 parking spots for vendor/contractor day visits are to be provided adjacent to the loading dock.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Drop-Off:

Provide adequate drop-off area by the main entrance that is in scale to the overall building for handicap members.

Materials Delivery/Loading Dock:

The building loading dock will need space for loading and unloading of records, computers, supplies, and general office needs. The loading dock shall be a dropped loading dock or dock with levelers, with a rain-protecting canopy. The covered loading dock shall be able to accommodate 8 bays with one dedicated to recycling and one dedicated to food service. Appropriate recycling disposal and storage shall be planned for the dock area. A separate walk in service door entrance shall be provided in addition to dock openings. Security cameras and door locking system are to be provided in the loading dock area. [See Security System Requirements in this Appendix 1, Section IV, E. Security CCTV/Security Access Control.]

Exterior Way-Finding & Signage:

Provide a single, internally illuminated, monument-type building identification sign by all public main entrance drives, in addition to site directional signage.

Provide two internally illuminated, building mounted signs that identify the building, one over the main public entrance and the second identifying the DMV public entrance.

Proper signage is required to clearly identify the use, proper traffic flow, and way-finding of the parking structure. Signage shall include ADA signs, permit only signs, visitor only signs, etc.

Upon entering the main building lobby, the general public will be directed, both visually and with signage, to the reception and waiting areas.

Existing Steam Tunnel & Data Lines

Steam Tunnel

The existing Hill Farms A&B Building (Hill Farms Facility) is heated with steam from the State heating plant on the north side of University Avenue. A buried steam line exists passing under University Avenue and continues under the parking lot of the Hill Farms Site. If the Project includes demolition of the Hill Farms Facility, the steam supply line and the condensate return line is to be abandoned from its point of origin in Building L, on the north side of University Avenue. The steam and condensate lines are to be cut and capped downstream of the main valves that are located in Building L at level 2T and the existing unused piping inside Building L from the capped pipe up to the point the piping leaves the building is to be removed.

Existing Data Lines

The existing data lines to the Hill Farms Facility are connected to State of Wisconsin networks with three connections: GigaMadMan (GMM); Dark Fiber; and BadgerNet Converged Network (BCN). If the existing Hill Farms Facility is no longer used for State agency tenants, all three of these services will have to be disconnected since they directly connect into the State network. Additional details regarding these connections will be provided to the selected Proposer.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

New Data Lines Required

The new State office building will require the same three data connections detailed as follows:

GMM Connection: A new path of single mode fiber will need to be installed from the existing connection point in the Hill Farms DEL State Office Building to the new State office building fiber termination room.

Dark Fiber: One run will need to be installed from the existing connection point in Building DEL to the new building fiber termination room. The other path will need to be installed from the splice point at the intersection of University and North Segoe Rd to the new building fiber termination room.

BCN: A new path will need to be installed from the ISP connection point (managed by ISP) to the new fiber termination room.

B. Facility Overview

Building Aesthetic:

The Project shall be designed as a Class A office building. The building shall be open and inviting, be compatible with surrounding office buildings, neighborhood, and be aesthetically pleasing. The design shall incorporate interior and exterior building elements that convey quality architectural design and maintain a high level of professional image. The design of the new building shall promote a positive and healthy work environment for all staff. The massing of the building shall be somewhat articulated (more than just a box) without sacrificing an efficient core and modular furniture layout. The exterior envelope shall provide transparency between the exterior and inside public spaces. However, there shall be no atrium spaces, open stairwells or other multiple story open air type spaces within the building design.

The lower floors of the building shall house all of the public and common use functions such as building wide conference rooms, cafeteria, public restrooms, locker rooms, and wellness center. See Appendix 2 of this RFP, State Agency Tenant Programming DOA and Building Amenities Space Program for more information.

The first floor shall be directly accessible from visitor parking and street.

Landscaping:

Provide overall landscaping as required and at a level for Class A office buildings. The overall landscaping shall be low maintenance and shall not require an irrigation system to maintain.

Entrances:

Identifiable and signed entrance points should be planned into the facility, a minimum of one for main building access to the general public functions, and one for the DMV public and separate entrances for staff. The DMV portion of the building must have controlled access for employees to enter the main building, loading dock, and staff amenities (locker rooms, cafeteria etc.).

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Access for the general public functions should be secure and separate from agency staff entrances. All entrances shall have an enclosed airlock vestibule, should be well lit, and include slip-resistant, highly durable flooring.

The public entrances should be monitored by security cameras. See CCTV/Security Access Control in this Appendix.

Elevators:

The building should contain a minimum of four passenger elevators and two freight elevators in a common area that serves no more than 30,000 square feet of a single floor area. The passenger elevators and freight elevators shall have a security card access and shall service all floors. The freight elevators should be located near the dock/building management area. The freight elevators must service all floors of the building including mechanical penthouse and below ground if necessary. It should be capable of transporting large equipment and furnishings. The minimum size is 14'x6' and it shall be a Class A elevator per ASME A17.1 Rule 207.2b.

Interior Way-Finding and Signage:

Way-finding systems: The Proposer shall ensure final design includes a comprehensive signage package including site, life safety, accessible, entrance, and way-finding signage.

All base building, tenant way-finding, and room number/cube number signage to be included in the project and follow DOA Interior Sign Standards (To be provided during the design development stage to the selected Proposer). Room or area numbering shall be approved by the DOA DFM interior design team.

Provide one back-lit, recessed general building directory or electronic directory centrally located in main building lobby.

Provide one bronze building dedication plaque, minimum sized at 36" x 42" which includes a State of Wisconsin seal located in the building's main lobby area.

Exterior Doors and Frames:

Entrances and exits shall be commercial aluminum systems. Utilize 12 gauge continuously welded, hollow metal frames and 14 gauge hollow metal doors. Hollow metal shall be galvanized and finished with high performance coatings. All components shall be thermally broken.

Handrails and Guardrails:

All interior and exterior handrail and guardrail components shall be stainless steel. See DFD guidelines for anchoring requirements.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

Conference Rooms/Training Rooms:

Conference rooms greater than 8-10 persons are to have capability for: overhead projector, white boards, smart boards, and voice communication. Equipment will be provided by tenant, however blocking, electrical, and support for these items to be provided for in the design.

Locker Rooms:

One locker room for men and one for women will be required. These rooms should be located on the ground or basement level and near the wellness center. Each room must contain at a **minimum** five shower stalls (one being an accessible shower stall), four water closets, two lavatories, and a changing area with lockers. Mirror over the sink and one full length mirror. Each locker room should include: (1) 36"x12"x12" locker per 25 building occupants; (1) lineal feet of bench per 50 building occupants, and; if over 1,900 occupants, provide (2) showers for each sex per 750 building occupants.

The locker room is to have an emergency telephone.

Secure access (card reader) to locker rooms is required.

Lactation Rooms:

The building shall have a minimum of one lactation room per building depending on the building design. This room must contain a minimum of six private curtained off areas each with a chair, counter, and electrical outlet. The room must also contain an upper and lower cabinet area with accessible h/c water sink, a small refrigerator, and a minimum of 10 small lockers for equipment. Entry door to the lactation be secure with a card reader at entry.

Flooring in the lactation room should be carpet and walls to have Type I low or no voc vinyl wall covering. Lower or adjustable levels of lighting are requested in the lactation room area. Size should be based on overall occupancy.

Floor Kitchenettes:

Provide one kitchenette per 15,000 sq. ft., with each kitchenette measuring 180 USF.

Kitchenette Specifics: Each kitchenette shall be equipped with space for:

- (2) Side-by-side refrigerators with water hook ups and icemaker
- (2) full-size microwave ovens
- Commercial Coffee Maker with a water hook up
- Under-counter trash/recycling containers
- H/C Water Sink
- Water filters for refrigerator and sink

A 24" space above the counter should remain open to allow space for a full size coffee maker.

A separate copper direct line water feed must be provided for automatic coffee makers. Coffee maker to will be provided by tenant.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Dedicated outlets are to be provided for the coffee maker and microwave. Provide one additional outlet for tenant convenience.

Provide a hands free paper towel and soap dispenser.

Flooring to be a non-slip recycled vinyl composition tile or Linoleum tile and wall covering to be a washable Type II low voc or no voc vinyl wall covering.

The backsplash wall area to be ceramic tile.

Vending Area:

Provide one space per 700 people, with each vending area measuring 90 USF. Vending areas should provide room for four full-size vending machines and a change or ATM machine. Area should provide space for garbage and recycle containers. One vending area should be located near the dining area (see Cafeteria below).

Cafeteria:

Cafeteria should contain two adjacent areas: A full-scale commercial food service center, and an adjacent area for dining. Services and detailed kitchen equipment to be provided by a 3rd party vendor. The food service area should be designed to secure off after hours while the dining area remains open at all times. At least 50% of the dining area shall have window exposure. The dining space shall have direct access to an outdoor dining area (ground level, balcony or green roof). Preferred outdoor dining area to provide seating for 50 to 75 people.

Provide seating in dining area for one-third of total staff in building at 15 to 20 sq. ft. per person. This assumes three shifts for each meal. Capacity will be adjusted based on nearby availability of outside food services.

Provide one sink, a hands-free paper towel dispenser, and a hands free soap dispenser in the adjacent dining area.

High Density Storage:

Many of the agencies call for high density shelving. Proposer to design the floor slab for the appropriate loading.

C. Interior Space Standards and Guidelines

Private Office Guidelines:

Office suites will be allowed for executive level divisions or those requiring separation for security or confidentiality purposes. Example: Department Secretary's Office, Human resources office.

Division Administrator offices will be avoided in corner locations where they might occupy more than one window.

Private offices in state-owned buildings for deputy division administrators, attorneys, and bureau directors may not be located on the exterior window wall. These offices must be located toward the

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

center of the space in order to meet the Sustainable Facilities Policy and the DFM Daylighting Standards.

Clearstory glass, sidelights, or door lights are encouraged wherever possible to increase light infiltration. These glazed units may not be covered with blinds or other window treatments. See details under General Construction Criteria.

Open Office Systems Guidelines:

Open office system furniture take priority for window access in building planning.

System furniture panels are to be 66" tall or less. Approximately 20 to 30% of the panels should be 42" tall or less. This allows for increased air circulation and light penetration.

Orient 66" tall panels perpendicular to the window wall. Locate overhead storage units on these panels so they too are perpendicular to the windows. Lower panels should be located parallel to the windows. To reduce soiling wear, overhead flipper doors should not be finished with fabric.

Heating/cooling/ventilating units must not be obstructed, use of open panel systems acceptable.

A minimum of 36" is required for the entrance width into all workstations; long, dead-end corridors within work areas should be avoided.

Shared workstations layouts and the creation of neighborhoods are encouraged for employees with similar job functions.

Support Area Guidelines:

Conference Rooms and other ancillary areas should be located on the interior of the building.

Training rooms and related storage areas are recommended to be located on the first floor.

All cafeterias and large break rooms should be located on the first floor with access to loading dock and staging area.

D. Commissioning Activities / Services:

The commissioning activities required correspond to DFD's Commissioning policy and procedures can be found in Section Two of the [A/E and Consultant Policy and Procedure Manual](http://www.doa.state.wi.us/documents/DFD/Forms/DOA-4518P-AE-PPM.pdf) at <http://www.doa.state.wi.us/documents/DFD/Forms/DOA-4518P-AE-PPM.pdf>

Proposer to provide an independent commissioning agent to complete the commissioning activities.

Commissioning shall be done for all elements and systems that are performance based.

For those systems that function or are controlled by a parent system such as security, HVAC, lighting etc. functional performance testing is required for each entire system.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

For those systems that need to perform independently such as the building envelope, windows, elevators etc. individual functional performance testing is required.

DFM will provide input to the selected Proposer for inclusion of verification check lists and functional performance test forms into the construction specifications.

DFM will review Basis of Design/Design Concept to evaluate if construction documents meet State Project Requirements and DFD guidelines

DFM will work with DFD to develop a Commissioning Plan including commissioning team, procedures, system tests, test sampling, milestones and responsibilities.

III. GENERAL CONSTRUCTION CRITERIA

A. Building Envelope:

The Proposer shall ensure waterproofing and roofing systems shall be peer reviewed by Register Building Envelope, Roofing, and Waterproofing Consultants.

Exceeding Code Compliance:

It is expected that the performance of these assemblies exceeds the minimum requirements of the IBC 2009. Other General Requirements will require increased energy performance.

Rain Screen Design:

All exterior cladding systems shall be engineered using pressure rain screen principles including:

- Use of comprehensive sheet weather barriers regardless of structural substrates.
- Use of a single membrane application shall accomplish weather, vapor, and air barriers/retarders.
- Use only applications that include compartmentalized interstitial drainage and vented air space.
- Use only applications of continuous exterior cavity insulation to achieve thermal performance.

Barrier cladding design will NOT be allowed, regardless of testing.

Waterproofing and Roof Design:

Various system opportunities are referenced within the master specification, Division 7. Include a minimum warranty of 15 years on all systems.

Guarantees and Warranties:

The standard specifications include no dollar limit warranties, extended manufacturer guarantees/warranties, and contractor guarantees/warranties. All guarantees/warranties shall be transferable without cost.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

Fenestration Design:

This includes design, construction, or presence of openings in a building. Fenestration includes windows, doors, louvers, vents, wall panels, skylights, storefronts, curtain walls, and slope glazed systems. Each system selected shall be tested for the exposure in which it will be installed.

Life Cycle Testing:

All manufactured units shall contain a minimum AW rating by American Architectural Manufacturers Association.

Thermal Performance:

All assemblies shall employ thermal strut technologies. Poured-in bridge or non-thermally broken components will not be acceptable.

Windows and Natural Ventilation:

All windows shall be fixed. All ventilation shall be accomplished through the mechanical systems. Provide solar shades at all exterior windows 5% openness with fascias and side rails. Install room darkening blinds in conference and boardrooms if on the building exterior.

Testing and Control Samples:

Mock-ups of each wall, roof, and fenestration assembly and assembly interfaces shall be completed for review and approval by DFD/DFM and used for the purposes of quality assurance. Each of the items shall be included in the scope of commissioning.

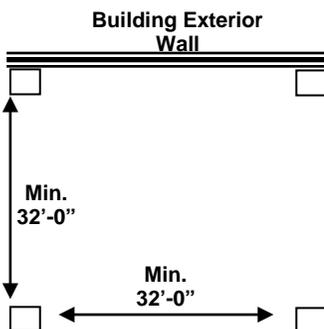
B. Floor to Floor Dimension:

Floor to Floor Dimension:

The floor to floor dimension shall be a minimum of 13'- 4" to allow a minimum 9'- 0" clear ceiling in all open workstation areas, medium and large conference rooms and the break room. First floor will have a 10'-6" finished ceiling height minimum dimension.

Interior Column Bay Dimensions:

When designing and planning the new building, the following minimum column bay dimensions must be followed to ensure efficient planning of open office furniture.



Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

C. Exit Stairs:

Code compliant exit stairs shall be located centrally to encourage employees to take stairs in lieu of the elevator. Interior of stairs enclosure shall be finished to match other building finishes. Provide safety features such as battery backup lighting and locations for Stryker chairs.

D. Doors, Door Frames, and Hardware Assemblies:

All doors to be wood solid core construction with hard wood edges, 3'-0 x 7'-0 x 1-³/₄", unless otherwise specified, and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.

All Lock sets and Latch sets shall meet BHMA A156 Grade 1 performance. Door hardware cylinders and keying to be Primus, to match State's existing master keying system – All keying requirements to be coordinated with tenant. Enclosed offices and conference rooms can be thumb turn locked from inside for safety with fail safe open feature.

All interior door frames shall be painted 14ga hollow metal frames. If applicable, doorframes found in the demountable partitions, shall be consistent with the selected demountable wall system. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop.

Heavy duty stainless steel double coat hooks should be included on the backs of all office and conference room doors

Exterior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Continuous Hinges
- Automatic Door Operators at accessible entrances and exits
- Electronically controlled panic devices
- Fully Mortised Entrance / Exist locksets with electronic strikes
- Door Position Switches
- Request for Exits
- Absence of pull or exterior trim at exit only doors
- Primus[®] locking systems

Interior Door Hardware:

Notwithstanding items required to provide fully functional door assemblies, the following items will be required:

- Fully Mortised Locksets and Latchsets
- Electronic strikes where card readers are used
- Door Position Switches where card reader are used
- Standard 6 pin locking systems

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Clearstory Glass and Sidelights:

Clearstory glass and sidelights are to be used whenever possible in conference rooms to increase light infiltration and should follow DFM Daylighting Standards for State Facilities.

All enclosed offices and conference spaces, should have 24" sidelight minimum on latch side of door. If the location does not allow room for a sidelight, the door should include a borrowed light starting at 42" AFF and is 6" wide. Glass in doors, sidelights, and borrowed light is to start at least 9" AFF. Blinds are not permitted on sidelights.

E. Furnishings

Modular Workstations and Office Furniture

The Proposer shall provide all new furniture for tenant agencies in the building. See specific tenant and building programming for additional information. The Proposer shall work with DFM on specification and layout.

All furniture (excluding wood) should be GREENGUARD certified as a low-emitting product that meets current indoor air quality standards and should be comprised of a minimum of 20% recycled content. This is a combination of post-consumer and pre-consumer recycled content. Panel particle board components are to be from wood harvested in accordance with the Sustainable Forestry Initiative Program. All wood components are to be certified by the Forest Stewardship Council.

Systems Furniture:

System furniture to be of class A type (metal infrastructure and component parts) examples acceptable manufacturers are Herman Miller, Knoll, KI, BSI, Haworth, Kimball. Workstations may be refurbished/recycled or new. Products shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements.

Panel fabrics should have 100% recycled content.

Each workstation shall be keyed alike for overhead storage, lateral file and pedestals. Proposer shall provide two keys for each lock and shall coordinate final key schedule with DFM.

Private Offices:

Executive management offices shall be wood. Middle management offices are to be modular metal systems with laminate work surfaces.

Conference Room, Cafeteria, and Reception Area Furniture:

Conference Rooms: Chairs to be upholstered, stackable, and/or mobile for easy reconfiguration of the room. Standard room configurations to have laminate tables with metal bases, modular, and easily moveable. See specific requirements for training rooms and board rooms within tenant specific programming. Board rooms and Executive Management conference rooms to have upholstered seating and wood tables.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Cafeteria: Tables to be laminate with metal bases, modular, and easily moveable. Chairs to be stackable and the seating made of either wood, plastic, or metal with a metal base and easy to clean. Outdoor tables and chairs to be metal.

Reception Areas: Seating to be fully upholstered or partially upholstered with wood base. Side tables to be wood. See tenant specific programs for quantity/seating capacity required.

Main Building Reception Desk to be made of systems furniture, but with upgraded finishes including wood and glass.

Seating:

The Proposer to supply all seating (including conference, cafeteria, outdoor seating, reception areas, etc.) except for individual task chairs.

F. Interior Walls:

To allow for flexibility Gypsum Wall Board (GWB) partitions to finished ceiling should be incorporated in the design. Partitions are to be easily reconfigured with minimal waste, cost-effective in reuse, durable, and provide effective sound attenuation.

Large, medium, and small conference room and restrooms walls are to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing.

G. Operable Partition:

An operable, motor operated panel partition shall be provided in the large common/shared conference rooms. The partition shall be STC rated 55 or above. The panels shall include vinyl wall covering coordinating with the adjacent rooms.

H. Casework:

All casework shall be AWI Custom Grade, full overlay. Cabinetry units in cafeteria and kitchenettes shall consist of upper and lower units with at least two lockable cabinets. Casework is to have high pressure laminate on all exposed sides and surfaces. One (1) adjustable shelf shall be provided per 18" of cabinet space. A portion of all wall cabinets shall comply with ANSI reach ranges. Knee openings are to be provided at sink base cabinets. Break room casework to have adequate storage for supplies and cleaning materials.

Kitchenette Specifics: Each kitchenette shall be equipped with space for:

- (2) Side-by-side refrigerators with water hook ups and icemaker
- (2) full-size microwave ovens
- Commercial Coffee Maker with a water hook up
- Under-counter trash/recycling containers
- H/C Water Sink

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

- Water filters for refrigerator and sink

Workrooms in each agency: Provide a standing height counter with cabinets below and open mail shelves above. Provide ample data, voice, and electrical connections in each workroom to support multifunctional workroom equipment.

Loading Dock Area: Provide a 6' long minimum, standing height, counter for equipment check-in.

Mailroom: Provide upper and lower cabinets with counter space for mail sorting and assembling. See tenant programs in Appendix 2 of this RFP for special mailroom requirements.

I. Ceilings:

To ensure proper day lighting design techniques, the ceiling heights must be studied in order to bounce light as deep into the space as possible.

Ceiling tile shall have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. Increased CAC to be provided through the use of a sound masking system. Ceiling tile shall be recessed type, square edged, and color to be white. Minimum Recycled Content to be 74%. Restroom and locker room ceiling to be provided with appropriate moisture resistant surface.

Ceilings in main public lobby, floor elevator lobbies, large meeting rooms, and department executive spaces shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. In addition to standard lighting, high efficiency accent lighting shall also be provided in these spaces and must be approved by DFM.

Ceiling attic stock of each type is required to be left on site upon completion of the project. Provide 1% of each product type if more than 50,000 square feet is used on the project. Provide 4% of each product type if less than 50,000 square feet is used on the project.

J. Flooring:

Provide integral recessed walk-off mats with floor drains at public and staff entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.

Entry level public corridors and main lobby shall have hard surface natural flooring such as stone. Flooring is to be of highly durable material, slip resistant, and shall include a penetrating sealer in place of the topical coating of wax.

Restroom flooring shall be non-slip ceramic or porcelain tile with matching tile base.

Stairwells flooring shall be of non-slip material, resistant to stain and easy to clean.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Carpet: General business open office areas, private offices, division waiting areas (excluding main entrance lobby), meeting rooms, copy areas and rooms, and lactation rooms shall be carpeted with commercial grade 24 oz. Solution dyed Nylon carpet tiles.

At large conference rooms, boardrooms and Executive Suites carpet tile shall be upgraded from the one used in the general open office area.

Vending areas and kitchenettes shall have linoleum flooring or vinyl composition tile with recycled content and both shall be Low VOC or no VOC including adhesives.

The food service area is to have slip-resistant, scrub able masonry tile that is applied to a water-resistant flooring material and have full ceramic walls.

The dining area is to have carpet tile flooring and washable Type II low voc or no voc vinyl wall covering.

Voice and Data Communication rooms to have static dissipative vinyl composition tile with recycled content and low VOC or no VOC including adhesives.

Provide 4% minimum attic stock for each type of flooring.

K. Interior Wall Finishes:

Wall Coverings:

Main corridors, elevator lobbies, general public areas, kitchenettes, and cafeteria shall be covered with Type II low voc or no voc vinyl wall covering. Provide 5% attic stock for all materials.

Wall treatment around the drinking fountains shall be non-water absorbing

Paint:

Texture of painted surfaces to be rolled satin finish, except for the restroom painted wall areas which shall be semi-gloss. The project is to provide paint attic stock equivalent to 4% coverage area for each color.

Ceramic Tile:

Walls in toilet and shower rooms shall be tiled. Tile to be full height on wet walls and 60" AFF on all other walls. Shower is to be tiled to their full height. Kitchenette back splash are to be ceramic tile.

L. Specialties:

General: Provide all necessary accessories including but not necessarily limited to:

- Corner Guards: Provide 48" high commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

- Restroom Accessories: Coat Hooks, shelves, and touch less soap and paper dispensers are to be installed in restrooms.
- Toilet partitions to be ceiling mounted. Include water saving fixtures and automatic flush for toilets
- Provide large, plastic waste and recycling bins at all kitchenettes, training, conference, boardroom, vending areas, and public waiting area. Provide for each office, cubicle and small conference room a 9" x 13" x 16" high plastic recycle bin. Also provide large waste and recycling containers appropriate for outdoor use in parking lot, entrance, and outdoor dining area.

All training, conference, board, and meeting rooms 10 occupants or more shall be provided wall strips to display presentation materials.

The following equipment to be provided by tenant/DFM; however, blocking, and electrical, voice, data cabling for these items to be coordinated and provided for in the design:

- Training, conference room equipment (projector, smart boards, flat screen TVs, ceiling mounted or recessed projectors)
- coffee makers
- Wellness Equipment (treadmills, stationary bicycles, stair climbers etc.)

Fire extinguishers in fully recesses cabinets shall be provided.

AED in fully recessed cabinets shall be provided and alarmed to Capitol Police

Two 30' cone tapered aluminum flag poles shall be provided at the exterior main entry.

IV. BUILDING SYSTEMS CRITERIA

A. Heating, Ventilation and Air Conditioning (HVAC) Systems

The majority of the building will be comprised of office type spaces with other specialty type spaces that include training rooms, data/server room, kitchenettes, and miscellaneous support spaces that will have the following general HVAC guidelines applied.

The building should be conditioned utilizing indoor, variable air volume, custom air handling units located in penthouses sized to provide redundant capacity of 75% of maximum load for each multi-floor building. The ventilation air shall be provided utilizing a total energy recovery wheel either integral to a custom air handler or standalone unit. The general exhaust air from the building shall be the energy recovery path.

All training, conference, and boardrooms, to have adjustable heating, cooling, and lighting.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Provide complete chemical treatment system for chilled water, hot water, and condenser water systems.

Chilled Water System:

The chilled water shall be supplied utilizing a minimum of two indoor, water cooled, variable speed centrifugal chillers. The primary chilled water and condenser water systems shall each include a redundant pump. The secondary chilled water pump system shall consist of variable flow pumps and shall include a redundant pump.

The chiller plant shall be located on the ground level, while the cooling towers shall be located on the roof.

Provide a minimum of three (3) chillers, two (2) chillers each sized for 75% of maximum load and one smaller chiller sized to carry the load of afterhours and shoulder months.

Provide forced air cooling towers with separate cooling tower basins and controls. Each cooling tower shall have two cells piped in parallel with variable speed fan per cell.

Heating System:

The heating system shall consist of primary-secondary configuration where gas-fired boilers piped in parallel, each with a dedicated primary hot water pump. The secondary pumps shall be piped in parallel to distribute hot water throughout the building.

The heating hot water system shall be supplied utilizing modular gas fired fire tube condensing boilers designed to take advantage of condensing efficiencies. The boiler individual hot water pumps shall be constant volume with the primary and secondary loop pumps being variable speed. Provide a minimum of two (2) boilers, two primary loop pumps and two secondary loop pumps as N+1 redundancy.

Provide 2-5psi natural gas distribution for all gas fired equipment in the building complex. Gas pressure regulators for gas fired equipment shall be furnished by the Proposer.

Ventilation System:

Central exhaust system(s) should be provided to serve bathrooms, kitchenettes, cafeteria kitchen, trash rooms, custodial closets, and housekeeping rooms and shall be connected to the energy recovery ventilation system.

Support and common areas, including corridors, should be air conditioned and ventilated.

Provide variable air volume terminal units with hot water reheat for zoning in occupied spaces requiring air conditioning and ventilation. Spaces shall be zoned having similar interior loads and exterior exposures with no more than three exterior offices on one zone. Executive management exterior offices shall have dedicated VAV and perimeter heat control. Provide isolation/service valves for all major piping branches to allow portions of the systems to be serviced without shutting down the entire building. At a minimum provide isolation/service valves at each floor.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Provide central steam boiler for humidification for the ventilation system.

Provide perimeter baseboard hot water radiation heat. Integrate temperature control of perimeter heat with exterior zone vav reheat sequencing.

Provide separate ventilation system for the mail sorting room.

VAV box airflow shall be integrated with space occupancy sensors.

Provide venting for all fuel fired equipment.

Building Automation Control System:

The project shall include a building automation system following the specifications included in DFD Master Specification under [Direct Digital Control System for HVAC](#) (Section 23 09 23) to include the following additions/changes:

Products General:

The system provided under this project shall be interfaced with the existing Niagara Framework AX Supervisor located at the DOA Data Center. Provide DDC control products in sizes and of capacities as required, conforming to manufacturer's standard materials and components as published in their product information, designed and constructed as recommended by the manufacturer and as required for application indicate.

Direct Digital Controls:

System to be capable of integrating multiple building functions, including equipment supervision and control, alarm management, energy management, and trend data collection. DDC to consist of Supervisory Controllers, Programmable Controllers, stand-alone Application Specific Controllers (ASCs), Operator Workstation, and other operator interface devices that will be integrated to the existing Niagara Framework AX Supervisor.

Supervisory Controllers:

Supervisory controllers shall be microprocessor-based, multi-tasking, multi-user and digital control processors. Supervisory controllers shall be Niagara AX based controllers and shall be provided with open connectivity to any manufacturers BACnet programmable or application specific direct digital controllers. These controllers shall be JACE models 2, 6, or 7 or the identical hardware private label equivalent. The programmable controllers and application specific controllers provided under this Section shall be able to be programmed by their respective engineering software application tools through the Niagara AX based supervisory controllers from the Ethernet level network. The engineering software application tools shall be able to be loaded on a personal computer with Ethernet connectivity and no additional hardware shall be required to connect to and download any programmable or application specific controller. The Proposer shall provide all labor to build the supervisory controller database in conjunction with and under the supervision of DOA controls personnel. Naming conventions, database structure, and global application strategies shall be reviewed and approved by the DOA controls personnel before implementation.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

BACnet Requirements:

The highest level of network communications shall utilize BACnet/IP over Ethernet and the field level communications shall utilize BACnet MSTP protocol. All controllers shall provide a Protocol Implementation Conformance Statement (PICS) and BACnet Interoperability Building Blocks (BIBB”S) as required by the American National Standards Institute/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 135-2001, BACnet protocol.

Sequence of Operations for HVAC control:

The project shall utilize sequence of operations following the specifications included in the DFD Master Specifications under [Sequence of Operations for HVAC Controls](#) (Section 23 09 93) in its entirety.

Pneumatic and Electric Instrumentation and Control Devices:

The project shall include instrumentation and Control Devices following the specifications included in the DFD Master Specification under [Pneumatic and Electric Instrumentation and Control Devices for HVAC](#) (Section 23 09 14) with the following additions/changes:

Acceptable Controls Manufacturers and Installers shall be limited to the following:

- Johnson Controls
- Alerton
- Distech

The HVAC system shall be capable of maintaining a comfortable temperature and humidity level for all occupied areas as follows:

Summer	Winter
76 degrees (+/- 2 degrees)	68 degrees (+/- 2 degrees)
50% Relative Humidity (+/- 10%)	25% Relative Humidity (+/- 5%)

Temperature set points in public areas shall be capable of being set up/back during unoccupied times. Provide locking thermostat covers in all public spaces.

The Main Distribution Frame (MDF) shall have dedicated cooling capable of year round operation and maintaining a room temperature of 75 degrees F with a maximum of 80 degrees F and shall be an independent system from the main building cooling system to allow continual operation when the main system is shutdown.

The loading dock to be provided with separate heating only HVAC system and shall be maintained at negative pressure relative to the rest of the building.

Proposer to ensure electrical, security, and elevator equipment rooms, copy areas, and kitchenettes have adequate exhaust ventilation.

Provide occupancy sensor shutdown and setback of unoccupied HVAC zones.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

B. Plumbing Systems

The water supply for both domestic water and fire sprinkler system will be a combined municipal water service. Coordinate final connection with local municipal water service on the site.

Toilet Facilities:

Common toilet facilities shall be provided for no more than 30,000 square feet of floor area, locating on each floor, and serve the number of occupants per the corresponding area. Each main level toilet facility shall include a single family toilet room.

Shower / Locker Facilities:

See specifications above under Locker Rooms for all components.

Mechanical Utilities:

The project should include extensions of city provided water, sanitary sewer, storm sewer and natural gas services into the building.

Water, drain, or vent piping installed within exterior wall assemblies is not permitted.

Provide service and clearance space that meets or exceeds equipment manufacturers' minimum recommendations. Provide equipment space and building access to allow removal and replacement of all primary heating and cooling equipment and accessories.

Plumbing:

Provide urinals specified to 0.5 gallon or less per flush, with battery operated auto-sensor flush valves; lavs to be provided with motion sensor activated high efficiency faucets; water closets shall be wall mounted, water conservative, with motion sensor activated flush valves. All toilet rooms to have floor drains.

Provide triplex domestic water booster system with variable frequency drives designed to exceed designed vertical height constraints. Provide pressure reducing valves on lower floors as required to maintain pressure below code maximum.

Domestic hot water should be provided by centrally located condensing type gas fired water heaters. All water supplied to the domestic hot water system should be softened.

Furnish gas pressure regulators for all natural gas fired equipment.

Provide a duplex/triplex softening system with digital metering with capacity for one mineral tank to provide water softening capacity of the entire domestic hot water system and boiler system as specified in the DFD Master Specification Division 23.

Insulate all hot water and cold water piping. Provide complete vapor barrier for all cold water piping.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Provide isolation/service valves for in all major piping branches to allow portions of the systems to be serviced without shutting down the entire building.

Provide an exterior grease interceptor for food service areas as dictated by program statement

Provide duplex storm water sump pumps and sump pits for drain tile, clear water waste and storm drainage (which can't be drained by gravity to city provided storm utilities). Pumps shall be external to sump or provided with lift rails.

Provide duplex sewage ejectors and sump pits for sanitary drainage that cannot be drained by gravity to city provided sanitary utilities.

Proposer to coordinate locations for water and waste connections at all coffee and ice makers.

Proposer to specify water filters and shut off valves at each location.

C. Fire Suppression

The building will be served primarily by a wet-pipe fire sprinkler system. Sprinkler heads shall be concealed type with location in tiles coordinated with the selected Proposer.

A diesel fire pump may be required based upon the building height. Include fire pump test connections which drain to storm inlet without pedestrian or traffic restriction.

Any high density file storage identified in the design phase shall have sprinklers designed for the appropriate commodity and associated density coverage. See tenant programming for specific areas requiring high density storage.

Include double interlock pre-action dry pipe fire sprinkler system in the separate WEDC Server room. See Appendix 2.6 for program specifics. Proposer to coordinate with DFM for room enclosure design requirements and necessary interface requirements for Server room equipment shut down.

Dry-pipe fire sprinkler systems shall be used in all attached exterior building canopies and unheated spaces.

Provide supervised manual shutoff valve outside of all communications and electrical equipment rooms to isolate fire protection piping serving these rooms.

D. Electrical Systems

Power Distribution:

The electrical system shall be designed to handle loads based on 4 watts/ SF for equipment and 1.0 watts /SF for lighting. Transformers shall be located and / or shielded to eliminate EMF radiating into normal office space. No office space shall have EMF present beyond 15 milligauss.

All non-systems furniture duplex receptacles should be heavy duty specification grade, 20 amp rated.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Special electrical circuitry is required for Mail & Shipping, Computer Rooms and Communications. Optional standby generator power shall be available.

Electrical Vault:

Within the new office building, space shall be allocated in a lower level for the main electrical room for the building. The electrical service from the local utility shall terminate into this room in a new switchboard.

All new equipment such as switchboard, transformers, and generator shall be designed using the total connected load using any allowable demand factors and diversity factors outlined by the National Electric Code (NEC)

Systems Furniture Power Requirements:

From one to four workstations - 2 circuits (one for miscellaneous equipment [furniture circuit #1], one for computers [furniture circuit #2]).

From five to six workstations - 3 circuits (one for miscellaneous equipment [furniture circuit #1], two for computers [furniture circuit #2 & #3])

For systems furniture assemblies exceeding six workstations, two electrical connections are required since 4 or more circuits are required. In this case, the systems furniture assembly is fed from two locations and is then divided electrically into two smaller furniture assemblies. The quantity of circuits is then determined by the number of workstations on each section and follows the requirements stated above.

Distribution of power through systems furniture for the large office equipment (laser printers and copiers) shall be accomplished using the 4th circuit of the systems furniture wiring scheme with the dedicated neutral and ground conductors and orange colored devices. No more than two large pieces of office equipment shall be fed from one circuit. All systems furniture circuits using the 4th dedicated circuits shall also have the dedicated neutrals and grounds run back to the electrical distribution panel.

Enclosed Office Power Requirements:

Two circuits are required per enclosed office. Devices should consist of two double duplex devices on two opposing walls and single duplex devices on remaining walls. The first circuit is for one device in each of the double duplex boxes, which is identified by an orange device for computers. The second circuit is for the remaining devices.

Conference and Training Center Power Requirements:

If power and data are accessed through the floor, a flush-mount poke through is required in all conference rooms and training centers. A stamped steel floor box (Square D or equal) can be used for power and cabling in the open workstation area for routing power and cabling to workstations that do not have access to columns or walls. The floor boxes need to be aesthetically pleasing and able to handle the required capacity. All required connections and adaptations to be provided by Proposer.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

Emergency Generator:

A diesel engine driven exterior pad mounted electrical generator should be provided on site with above ground fuel storage.. The generator should feed the Emergency (Article 700, NEC) life safety loads, the Legally Required Standby (Article 701, NEC) loads including fire pumps, and Optional Standby (Article 702, NEC) loads for essential building equipment. Essential building loads include plumbing and HVAC equipment that must operate in an outage to prevent building freeze-up or flooding. Each distribution system to include dedicated automatic transfer switches with digital KW demand meters.

Provide fuel oil pumps, distribution, and above ground storage systems for emergency generator systems.

The generator shall be located outside the building in a stand-alone weatherproof enclosure with critical noise grade mufflers and fully fenced in surround. Locate generator exhaust termination to prevent contamination of air at building entrances and outside air intakes.

Generator fuel tank shall allow continuous full load operation for 8 hours minimum.

The generator shall have three distinct branches of emergency distribution for the building as follows:

- Branch One: Code required life safety loads with a dedicated automatic transfer switch (ATS).
- Branch Two: Building Operations Equipment: elevators, sump pumps, BAS for HVAC controls telecommunications equipment etc. A list will be provided to the Proposer during design development
- Branch Three: Fire Pump and Fire Protection Sprinkler System

Uninterruptible Power Supply:

The emergency power distribution system design shall also include an Uninterruptible Power Supply (UPS) system that will provide power to critical equipment loads. Examples of such loads are the Telephone Equipment Rooms (TR), MDF, Server room, and security systems. A UPS system shall be designed to provide a minimum of 60 minutes back-up. This system will only handle short duration outages and voltage disruptions (sags, brownouts, etc.).

Arc Flash:

The Proposer shall incorporate an arc flash analysis in accordance with the latest DFD ARC FLASH Study Requirements. The designer shall specify that the vendor provided equipment information and diagrams be furnished and require the electrical contractor to provide a third-party analysis or vendor provided analysis of the arc flash evaluation and protection/coordination study including labeling of panels, selection and adjustment of short circuit protection devices to minimize hazards.

General Lighting:

Lighting Systems: The lighting design should provide illumination levels consistent with the latest recommendations of the Illuminating Engineering Society of North America (IESNA). In general, interior lighting fixtures should utilize LED lamps for maximum energy efficiency and minimum

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

maintenance. Incandescent lamps are not permitted. Fluorescent fixtures are acceptable. Further specifications on fluorescent fixtures will be provided if necessary.

All office and meeting areas shall be designed for an average design illumination of 30 foot candles. In areas with more difficult tasks, an average design illumination of 50 foot-candles shall be used. Restrooms, stairwells, and shower areas shall have an average illumination of 10-15 foot candles.

The use of high-efficiency recessed LED fixtures shall be considered during design.

These fixtures can be either fully indirect or a combination of direct/indirect at the discretion of the lighting designer.

Recessed down lights may be used where necessary or to accent an architectural element; however, the use of these fixtures should be minimized. The use of slide-dimmer (Lutron Nova T or equivalent) shall be used for the control of these lamps independent of the ambient fixtures in the area.

Dimmable lighting is required in conference, board, event and training rooms including the small counseling conference rooms.

There will be some special consideration areas in the building where the Proposer will need to adjust the lighting levels from the standard to better suit the function or type of work being performed in the areas. One such area will be in lactation rooms where there will be a desire for lower lighting levels from a typical office space. In this room, an average of 10-15 FC will be sufficient. Means for dimming the lighting in this room should also be provided.

The Proposer shall standardize the lamp types used in the project to help reduce the maintenance costs for DFM. The Proposer shall do a life cycle cost analysis for the lamp replacement during the design.

As noted previously, the Proposer shall review all possible lighting solutions for the offices spaces for consideration. This shall include the use of recessed direct/indirect light fixtures in a low suspended lay-in ceiling instead of parabolic fixtures. All solutions should be reviewed for cost and performance criteria to determine the most desirable solution.

Life Safety Egress Lighting:

Code required egress lighting; both interior and exterior shall be provided via the use of the new emergency generator set for the facility. Emergency circuits shall be distributed to each floor via panels fed from the generator set/transfer switch arrangement. Various fixtures in each space as determined by the lighting designer will be connected to these emergency circuits. All exit signs shall utilize LED lamps technology and shall also be connected the emergency lighting circuits.

Life safety egress luminaires shall not operate 24/7. The Proposer designer shall utilize occupancy sensors with a failsafe feature UL listed for use on life safety circuits.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Battery operated light fixtures shall be provided in the main electrical room and similar critical locations for instant light, including stairwells.

Exterior Lighting:

New exterior lighting should be provided for all parking areas, the loading dock area, and all pedestrian paths as required. Provide light to illuminate flag pole. The exterior lighting shall utilize induction or LED lamp sources. All fixtures shall be full cutoff luminaries that do not allow light to “spill” above the fixture to meet the recommendations of the Dark Sky Association.

Exterior branch circuits for lighting shall provide for the ability to shut off 50% of the luminaries after normal operating hours. Fully programmable control shall allow selective hours of operation and light reduction control.

Control shall be zoned and photocell on time clock off.

Lighting Controls:

Luminary control in all locations shall be accomplished by local area wall mounted switches. All office workspaces shall utilize dual-switching schemes to allow the lighting to be reduced by 1/3 or 2/3 depending on need within the space.

Occupancy sensors shall be used for automatic off control of all lighting circuits. This shall include the fixtures required for life safety egress function except for areas where having no egress fixtures could be a safety issue for the building occupants, such as elevator lobbies, stairwells and stair lobbies. In these areas provide occupancy sensors to reduce the lighting level to 50% of the normal level when unoccupied.

Provide manual switches for mechanical and electrical equipment rooms.

Timer switches shall be minimally adjustable for 15 minutes to 8 hours.

In larger open office spaces, ceiling mounted zone control occupancy sensors shall be used as the means of automatic-off lighting control. These occupancy sensors shall be mounted on the load side of the lighting switches mentioned earlier to allow control of the fixtures no matter the position of the toggle switch. In smaller offices spaces or individual offices (150 square feet or less), wall mounted occupancy sensors shall be used for lighting control. These occupancy sensors shall fit into a standard single gang wall box and contain integral switches to allow control of the lamps in dual-switching arrangement.

Occupancy sensors shall be ceiling mounted or wall mounted depending on the layout of the space. The use of passive infrared (PIR), passive acoustic or dual-technology (both PIR and passive acoustic) shall be used as required to meet the use of each space. The Proposer shall work with the occupancy sensor manufacturer for making sure the proper technology occupancy sensor is used within each space. All occupancy sensors shall be fully field-adjustable to allow maintenance staff to perform adjustments to eliminate nuisance tripping wherever possible.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Where appropriate and as recommended in the DFD Daylighting Standards, the use of photo-sensors in the “daylight” zones shall be investigated by the Proposer. When daylight is present in these zones to a pre-determined level, the fixtures shall automatically reduce the lighting by turning off lamps or by dimming lamps (using fluorescent dimming ballast). This will allow for increased energy but shall only be used if deemed to be a cost-effective method of lighting control.

Surge Suppression:

Include Class C device at the service entrance equipment. Include Class B device at each panel board servicing the server room, both normal and emergency distribution panels as required.

Lightning Protection System:

A lightning protection system on the roof of the building shall be provided. This system should include air terminal rods at the perimeter of the building on the roof as required to provide full coverage of the roof area. Air terminal rods shall also be furnished on any large HVAC or other equipment on the roof. Conductors should be used to bond all air terminal rods and any metallic equipment on the roof. Conduits shall be installed in the exterior walls to allow down conductors to connect the lightning protection system to the earth. This lightning protection system shall be bonded to the building’s grounding electrode system as required by the National Electrical Code and UL Standards, manufacturer certification is required.

Fire Alarm System:

The fire alarm system to be a multiplex/intelligent type with one-way voice communication capability. Area smoke detection should be provided throughout the building. The fire alarm panel should be connected to the Capitol Police central alarm reporting and emergency address system and or Capitol Police System. The fire alarm system design should be reviewed with the local fire marshal.

Fire alarm system shall be fully addressable with voice communications throughout the building. If required, provide remote control panels with networking capabilities. The main fire alarm control panel(s) should be located on the lower levels, preferably near the building maintenance staff. Where required by the local fire authority, provide remote annunciation panels for the fire alarm system at select entrances in the building.

Provide a minimum of 20% expansion capacity including power supplies and batteries. Strobe synchronization shall be provided where required.

Duct smoke detectors will need to be furnished at all air handling systems over 2000 CFM as required.

Verify with the local fire authority for special requirements regarding the location and quantity of initiating devices and annunciation.

- The system shall provide connectivity to the Capitol Police System to allow for building wide emergency announcements to be made.
- System speakers will typically be mounted flush in the ceiling wherever possible. Wall mounted loudspeaker type horns shall be used only in mechanical room and utility spaces.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

- The system designer shall take special consideration to insure audibility is maintained in all public and common work areas such as corridors, meeting rooms and large open office spaces. Provide additional speakers as required to assure optimal audio clarity throughout the facility.
- Provide a minimum of 20% expansion capacity on all initiation, signal line, and notification appliance circuits for future use.

Master Time Control (Clock) System:

Provide means within the building for a master time control system. The system shall provide accurate timekeeping and provide automatic time correction for the analog or digital clocks within the facility.

The system design shall be based on a wireless clock system that uses dedicated government RF bands (frequencies) to provide time control.

Provide one (1) system clock per conference room, break room/kitchenette, and 4-5 additional clocks to be placed on each floor. All clock locations shall be determined during design. At each location, provide system clocks as directed. All clocks shall be battery powered and provided with high impact, shatter resistant lenses, and be wall mounted wherever possible.

Sound Masking System:

The building is to include a sound masking system configured to reduce sound transmission and noise reduction coefficient. The intent of the system is to provide privacy for the staff working in the open office spaces and to cover the speech from one area affecting another. In order to achieve this, the Proposer shall properly design and specify a sound masking system for the office spaces of the building.

The sound masking systems shall produce a digital broadband sound spectrum, complementary to the speech spectrum that effectively covers speech levels. The Proposer shall investigate system types utilizing “white” or “pink” noise and coordinate with DFM. The system shall be UL listed and meet the ASTM E-1130 standards for speech privacy and sound uniformity. Design so that zones can be managed by tenant via software.

The sound masking system should have the ability to be separately controlled by each agency in their suites.

Area of Refuge:

Provide a design of an area of rescue assistance (AIA) communication system. Proposer shall coordinate locations of all devices and communicate with the local fire marshal to determine location of master control panel.

System shall have visual and audio capability. System shall include full duplex voice capability to enhance communication during emergency situations.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Voice and Data:

The network environment will consist of two plus MDF Rooms and multiple TR (also known as data closets) per building. The rooms will need to be interconnected and meet Institute of Electrical and Electronics Engineers (IEEE) standards. Cabling will provide 10Gig plus speeds throughout the premises, testing of cabling runs will need to be documented. For the network equipment in these rooms dedicated power will be required along with general power. In the MDF and IDF networks racks will need to be installed and securely fastened to support network equipment and cabling.

Include a space in the penthouse to accommodate communication equipment for tenant agencies. This space is to have conditioned air independent of the building central cooling system, and to include necessary power requirements and security. Include a minimum of two 3" conduit and gooseneck fitting from the uppermost floor TR to the roof (see **Roof Antenna** section below and refer to tenant agency programming in Appendix 2 for roof top equipment).

Offices:

Office cabling will be for data and voice, minimum of two jacks per receptacle wired back to the data/voice closets. This will include connectivity for point of sale (POS), Printers, Computers, phones (analog and/or VOIP), IT hardware, and wireless network connections.

Emergency Power:

Redundant power for the facilities to provide uninterrupted power disruptions for the network infrastructure, including MDF and IDF. These sources will need to deliver power for the network services. This may include on premise generators and battery systems.

Cabling Requirements:

All cables and related terminations, support and grounding hardware shall be furnished, installed, wired, labeled, and tested with documentation, and terminated. There shall be no distinction between cables designated for "Data" and "Voice" application.

Installation to include terminations of voice cabling from MDF room to workstation jacks.

Installation to include terminations of data cabling from floor closet patch panels to workstation jacks. Cabling from the furniture to the walls to be bundle wrapped.

Riser Cable Specifications:

Telecom riser cables between the main telecom room and telecom closets should be fiber in inner duct and conduit. Riser cables that run in a horizontal pathway above an accessible ceiling can be installed in cable tray or free-air. Station cables from room/closet to outlets should be run in free air or in cable tray above accessible ceilings; and in conduit above non-accessible ceilings, in walls or in floors. Provide 100% additional horizontal and vertical raceway capacity for future growth and technology developments.

Data riser cable should consist of 12 strands of multimode, 62.5 micron from each floor data closet to the computer room. Connectors for all fiber strands shall be ST type.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

Horizontal Cabling Guidelines:

All horizontal cabling are to be Category 6.

The number of circuit feeds should be calculated as follows:

- Provide 2 voice and 2 data per workstation for wire distribution.
- Provide 3 voice and 3 data per shared printer /fax area for wire distribution.
- Provide 2 voice and 2 data in two locations on adjacent walls for constructed offices (4 voice / 4 data total).
- Provide 3 voice and 4 data connection per Copy Room for wire distribution.
- Provide 4 voice and 4 data per Conference Room less than 200 SF for wire distribution.
- Provide 8 voice and 8 data per Conference Room over 200 SF for wire distribution
- Provide 4 voice per Conference Room over 200 SF for video conferencing wire distribution
- Provide one voice and one data for each seat/training location plus the instructor in all Training Rooms.

Communication Room:

A MDF is required to receive telecommunication utility services including the campus data network service, local phone company service, and CATV service. This room is to be a dedicated space. The room should have sufficient space for wall mounted termination blocks, 19" floor mounted equipment rack(s) with access space front and back, and space for a future UPS unit. The MDF and communications closets to have LED lighting, 120V power outlets on all walls fed from multiple circuits, and a separate telecom ground system. Rooms to have sealed concrete floor and fire resistant plywood (3/4") mounted to all wall surfaces. Room temperature to be controlled to keep heat from network electronics from raising temperature above 80 degrees.

MDF Rooms will be redundant with redundant services such as power, network connections, heating/cooling. They will be located in separate locations to minimize the threat of damage by external sources which could impact network connectivity internally and externally. When applicable diverse paths will be used to provide redundancy for connections. Multiple MDFs may be required for each building. Rooms need to be secured by card readers on the Capitol Police System, accessible by support staff from common areas (such as hallways or lobby). Large enough to house core network equipment, servers, fiber shelving, and UPS system.

TR Rooms will exist on all floors with a maximum distance from the furthest end point will be less than 300 feet (100 meters or 328'). Distances greater than 300 Feet will require additional closets per floor. Rooms need to be secured by card readers on the Capitol Police System, accessible by support staff from common areas (such as hallways or lobby). Large enough to house network equipment, fiber shelving, cable trays and UPS system.

Conference Room Technology:

Each conference room greater than 8 persons shall be equipped with the voice and data specified above plus wiring for the following:

- Ceiling mounted projector

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

- Recessed dropdown screen
- Cable TV
- Dedicated video cable from wall to projector to support Audio /Video equipment

Wireless:

To provide wireless network capability, provide one location above the ceiling per 1,000 square feet of space to include the following at each location:

- One data jack wired to the nearest TR
- One duplex power receptacle

Audio/Video:

Video cabling RG-6 coax is required within the facility for CATV to all office, conference, training, board, and event rooms so that video services can be provided at occupancy and so that it provides flexibility on future office configurations. Including the integration abilities to an Integrated Multimedia Solution.

For Conference rooms greater than or equal to 50 people, additional audio/video conferencing capability is required. Voice and data cabling shall be provided as specified above. The design should include the ability to mount cameras, a lockable closet to house audio equipment, microphone outlets in the front of the room, and speakers in the ceiling to support audio video services.

Video conference connectivity for a portable system should include telephone lines to medium/small conference and facility office rooms.

Provide separate overhead sound system that integrates to an integrated multimedia solution in large conference, board, training and event rooms. System shall include overhead speakers, equipped with an additional auxiliary input for external audio sources, and dedicated UHF wireless body pack w/lavaliere microphone for each system.

Design facility to allow for hearing loop technology so that it can be administered independently by specific tenant. Refer to tenant programming.

Overhead Paging:

Paging will be accomplished via the telephone system. The fire alarm system will be a voice system utilized by Capitol Police for emergency notifications.

Provide additional speaker/paging system throughout the building that will be controlled exclusively by tenant staff with telephone system input and control. System shall be equipped with an additional auxiliary input for external audio sources and automatic muting of background audio during pages. Program source input shall accommodate signals from radio, tape, CD, digital music sources, cable or digital audio messaging units etc.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004 Technical Specifications and Design Guidelines

Roof Antenna:

There are tenant agencies that require equipment to be located on the roof area of the building. This needs to be addressed during design by the Proposer (refer to tenant agency programming in Appendix 2 of this RFP). Include a minimum of two 3" conduit and gooseneck fitting from the uppermost floor TR up to the roof.

E. Security CCTV/Security Access Control

Include a security system for the building to create public access control to the building and provide video surveillance for critical areas of the building and all other equipment necessary for the complete specified operation with the existing CCure 800 system. The access control system is to be located in a secure room with cooling 24/7 and shall include Card Access Control System to provide complete coverage as required that contains the following:

- emergency duress buttons
- electric strikes
- motion detectors
- proximity card readers
- alarm hardware
- audio and video intercom system
- interior and exterior cameras

The Proposer will need to consult and coordinate the design of the security system with DFM, tenant agencies, and the Capitol Police.

Provide a means of access control for the loading dock/receiving area and the parking facility for employees. The use of an audio and video intercom system to allow personnel to screen the delivery before allowing final access to the loading dock area shall also be investigated. Remote viewing and intercom capability shall be planned.

Provide a means for video surveillance exterior cameras around the entire building. Provide Interior cameras, which shall be located at all building entrances. Digital video recording equipment shall be included to record and store all video for a minimum of 30 days. Equipment should be included to send recorded video to the Capitol Police. All new DVR equipment must be compatible with the existing Capitol Police video surveillance system, which uses AD Intellex DVR equipment.

Transmit all security alarm and trouble signals to Capitol Police.

The Capitol Police will monitor this new security system on a 24-hour basis.

Card reader and CCTV locations to be determined during design development phase.

Appendix 1

Hill Farms A&B Re-Development RFP No. 505-004

Technical Specifications and Design Guidelines

Parking structure shall have duress alarms or voice intercom boxes that communicate to appropriate personnel in the case of a crisis. Provide card-type access control into the staff parking to prevent entry of unauthorized personnel.

The security alarm control panel shall be of modular design installed in a wall-mounted enclosure. The control panel shall transmit all alarms and/or troubles immediately to the host computer. For normal activity, the controller shall be connected to the host computer over a state provided data connection. In the event of communication failure, the system shall operate with no noticeable disruption of service by the user and shall store all events for uploading to the host when communications are restored.

Access control and security alarm system shall be coordinated and installed by a Software House approved vendor, using Software House-certified technicians. Access control panels may be located on each floor in MDF/TR rooms. Each panel requires its own separate data connection to the BCN network.

Locks:

Electric strikes shall be provided for all perimeter doors. If locks require power or loss of power to allow egress, they shall be activated by touch sensitive bars on the doors and "request to exit" contacts shall be provided that are incorporated in the touch bar. Office and conference room doors should have inside locking capability for security purposes in the event of an intruder situation.

Motion Detectors:

If used for intrusion detection, shall be of the dual technology type (passive infrared and microwave). Motion detectors for request to exit purposes shall be Detection Systems model DS-150 or approved equivalent.

Proposer is responsible for coordinating hardware and connectivity of security system with the Capitol Police.

APPENDIX 2

State of Wisconsin, Department of Administration Hill Farms A&B Re-Development RFP No. 505-004

State Agency Tenant Program Requirements

1. Department of Transportation
2. Department of Employee Trust Funds
3. Public Service Commission of Wisconsin
4. Office of the Commissioner of Insurance
5. Department of Financial Institutions
6. Wisconsin Economic Development Corporation
7. Department of Administration
8. Parking Needs Summary

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Wisconsin Department of Transportation

Wisconsin Department of Transportation (WisDOT) supports all forms of transportation across Wisconsin and is noted for its award winning infrastructure designs. WisDOT works closely with other state, federal, and local agencies to meet changing and growing travel needs. The headquarters for WisDOT is the Hill Farms State Transportation Building in Madison, WI, but the department maintains regional offices and operational facilities throughout the state (over 600 facilities in total) as a way to preserve a local approach to transportation development and better serve customer needs.

The mission and responsibility of WisDOT is to supply and support safe, efficient, effective, and environmentally sound transportation facilities and services in Wisconsin to meet the growing and changing travel and business needs of our customers.

The department is organized to include three executive offices and five program divisions that report to the Office of the Secretary. All of these organizations have a presence in the Hill Farms facility. There are currently about 1,300 employees at this site. WisDOT has over 100 consultants based at Hill Farms, which varies from year to year.

Executive Offices

- Office of the Secretary
- Office of General Counsel
- Office of Public Affairs
- Office of Policy, Finance, and Improvement

Program Divisions

- Division of Business Management
- Division of Motor Vehicles
- Division of State Patrol
- Division of Transportation System Development
- Division of Transportation Investment Management

Division Overviews:

Division of Business Management

The Division of Business Management (DBM) provides fiscal and procurement services, human resources, facilities management, and information technology services and business systems that contribute to the department's delivery of high quality transportation. It develops guidelines for administering relevant state and federal laws. DBM serves all organizations within the department by developing and maintaining uniform policies and control systems to promote the efficient delegation of actions. DBM administers WisDOT fleet vehicles, 50 vehicles of which are located at Hill Farms. DBM also manages an internal research library, multiple technology training rooms, class rooms for large groups, and a computer server center.

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Division of Motor Vehicles

The Division of Motor Vehicles (DMV) provides management and administrative services for vehicle registration and licensing, driver examination and licensing, vehicle dealer regulation and licensing, commercial driving schools, and instructor licensing. The DMV is responsible for regulating and licensing vehicle salespeople, investigating consumer complaints regarding vehicle sales and trade practices, enforcing Wisconsin's point system, and administering a variety of other programs, including non-driver identification, vehicle emissions inspections, reciprocal trucking agreements between states, and a traffic accident data service. It maintains a continuing program of research and analysis on driver licensing and vehicle registration. The DMV manages over 90 DMV Service Centers around the state, including one in the Hill Farms building. The DMV Madison West Customer Service Center at Hill Farms serves approximately 350 customers daily. Some DMV Service Centers are now open on Saturday mornings, which could include the one at Hill Farms in the future. The expansion of DMV Service Center hours to Saturdays requires a small support group to report to work on Saturdays. DMV also manages in Hill Farms, training rooms, a motor carrier service counter, a correspondence processing unit, license plate handling group, multiple call centers, hearing/waiting rooms for dispute resolution hearings, and a mock Service Center Office room for testing technology and furnishing configurations.

Division of State Patrol

The Division of State Patrol (DSP) promotes the safe, efficient, and legal movement of persons and property on the state's highways by enforcing Wisconsin statutes. The DSP promotes highway safety by educating the public, enforcing motor carrier regulations, assisting motorists with disabled vehicles, enforcing traffic and criminal laws, and assisting other law-enforcement agencies. The division operates the DSP Training Academy; a highly regarded law enforcement officer training center located in northern WI that serves law enforcement organizations region-wide. The State Patrol also manages an extensive statewide radio tower and public safety communication network used by law enforcement and emergency personnel. The rooftop of Hill Farms includes several DSP microwave and VHF directional antennas, and includes a communications electronics room. Safe and secure handling of on-site firearms is important to DSP. The division also operates an emergency command room within the Hill Farms building.

Division of Transportation System Development

The Division of Transportation System Development (DTSD), with its central office staff and five regional offices, represents the transportation interests of the WisDOT, takes part in policy and budget development activities, works with local governments and planning agencies, and maintains transportation facilities. DTSD also operates a public bid letting unit that manages the high volume of transportation-related contracts, environmental services group, a structural design and maintenance section, and a property management unit. Each region serves as the primary local contact for the department's customers; works with the public, regional planning commissions and metropolitan planning organizations, local agencies, divisions within the department, and service providers.

Division of Transportation Investment Management

The Division of Transportation Investment Management (DTIM) develops plans, policies and strategies to make sound investment decisions, and provides financial assistance to create a safe statewide transportation system. The DTIM provides traffic and roadway data supporting highway investment decisions on both the State and Federal level; provides technical expertise for railroad and water modes

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

of transportation; coordinates economic considerations in transportation policy, planning, financing, programming, and implementation processes; and develops urban and statewide multi-modal transportation plans, policies, and strategies to identify future needs, direct program development, and guide investment. DTIM will be moving one of its highway programs to Hill Farms that employs truck-mounted LiDAR technology to assess highway pavement condition (requires a high-speed data link to upload Terabyte sized files from trucks to computer systems at Hill Farms).

The Hill Farms Facility is currently open to the public from 7:30 a.m. to 5:30 p.m. Monday through Friday, and staff begin work as early as 6:00 a.m. As mentioned previously, some staff work weekends to cover various operations. During an emergency incident, some WisDOT Hill Farms staff may operate on a 24/7 basis. Other visitors to Hill Farms include contractors, vendors, perspective employees, WisDOT employees from other regions, and staff from other agencies. Visitor numbers average about 30-40 per day. At Hill Farms, WisDOT also has frequent hand delivered packages, a document shredding vendor, armored truck pick-ups, and law enforcement technicians from federal, state, and local groups that maintain protected communications equipment mounted on the rooftop. WisDOT also frequently receives and ships freight via a loading dock.

A security desk and access control on some doors prevents unauthorized people from accessing WisDOT office areas of the building.

[The remainder of this page intentionally left blank]

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

DMV Madison West

Customer Service Center

GENERAL REQUIREMENTS:

Assignable SF

Main lobby (info desk, testing, waiting, service counter).....	4000 sf
Copy area (adjoining main lobby behind service counter)	50 sf
Supervisor office	120 sf
Team Leader office	110 sf
Report room.....	120 sf
Conference room	300 sf
DMV secure storage room	350 sf
LAN equipment room.....	100 sf
Break room	400 sf
Locker/coat area/employee entrance corridor	270 sf
Janitor Closet	100 sf
Employee restrooms (50 sf each)	200 sf
Public restrooms (300 sf each).....	600 sf
Public family restroom.....	75 sf
Public entrance vestibule.....	250 sf
Public after hours exit vestibule	55 sf
Employee entrance vestibule	75 sf
Assignable Total	7,175 SF

(GSF Estimate Total 8,000 SF)

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Rooftop Antenna System Requirements

The existing Hill Farms building is a major communication site for public safety networks in the region, and other telecommunication systems. These systems include several large diameter microwave dishes, numerous VHF antennas, other devices, plus a penthouse electronics communication room. Because most of these systems are considered critical infrastructure, they require redundant support systems, robust lightning protection, and access control to equipment.

Wisconsin Department of Transportation (WisDOT):

WisDOT's Division of State Patrol, Communications Section has numerous transmit and receive VHF antennas and microwave paths that require minimum heights and line of sight microwave paths as well as infrastructure support. The following is a list of minimal requirements to support existing WisDOT antenna systems:

1. Structural mounting for at least six, twenty-two foot (height) VHF and 800 MHz antennas, plus six, six-foot diameter microwave dishes. The transmit/receive microwave dishes require 40 foot vertical separation.
2. Minimal height of antenna/dish to be 125 feet AGL (assuming ground elevation approximately 958 feet AMSL). From roof elevation, antenna and dish structures require an additional 50-60' clearance above.
3. Line of sight microwave paths to WisDOT De Forest Post, WisDOT Truax Complex, 1 West Wilson, WisDOT Deerfield tower site, and UW Madison Van Hise Hall. Azimuths are available upon request.
4. Penthouse communication room, 500 square-feet, see requirements listed below.
5. Desk and workbench area in the penthouse communications room.
6. Secure freight elevator access to penthouse level.
7. Robust lightning protection for antennas and support equipment.

Other Organizations with Antenna Systems Currently on Hill Farms:

The Department of Administration has numerous agreements with other organizations for roof mounted antenna systems including but not limited to, University of Wisconsin, the National Weather Service, WISCOM, various federal agencies, and the DOA Capitol Police. During design development, details regarding the following requirements to relocate these existing antenna systems to the new facility will be communicated with the selected Proposer.

1. Structural mounting and separation requirements.
2. Minimal height of antenna/dish.
3. Line of sight microwave paths.
4. Secure freight elevator access to penthouse level.
5. Robust lightning protection for antennas and support equipment.

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Penthouse Communications Room:

The penthouse communications room shall be adjacent to the antennas with short cable runs between the antennas and communications room. The communications room shall be divided into at least two areas, separated by fencing, with each separate area accessible by its own secure door. One area shall be for State owned systems and one area for non-State organization.

The following is a list of minimal requirements for the communications room:

1. Minimum 900 square-foot penthouse communication room (WisDOT minimum 500 square-feet) with (note the square-footage require could increase if additional antenna systems are added to the program):
 - a. Adequate electrical service with primary disconnect within the communications room
 - b. Structured cable and cable trays
 - c. Separate HVAC with backup
 - d. Required OSHA safety equipment
 - e. Racking
 - f. UPS
 - g. Waterless fire suppression system
 - h. Separate secure entrances for each communication room area
2. Secure freight elevator access to penthouse, communication room level.
3. Robust lightning protection for antennas and support equipment.

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation (DOT) Program						
SUMMARY		All Numbers are Net SF				
		Current (2012)			Current + 5 Years	
	Employee Count	Additional Employee Count	ASF	Additional Employee Count	ASF	
Office of the Secretary						
Staff Spaces	7		1,071			
Non-staff Spaces			1,298			
Office of the Secretary - Staff	7		2,369			
Staff Spaces	16		1,656			
Non-staff Spaces			1,676			
General Council	16		3,332			
Staff Spaces	10		736			
Non-staff Spaces			1,632			
Office of Public Affairs	10		2,368			
Staff Spaces	19		1,312			
Non-staff Spaces			2,006			
Office of Policy, Budget and Finance	19		3,318			
Staff Spaces Sub Total	52		4,775			
Non-staff Spaces Sub Total			6,612			
Office of the Secretary Total			11,387			
Division of Business Management (DBM)						
Staff Area	4	6	608			
Non-Staff Area			3,947			
Division - Administrative Offices	4	6	4,555			
Staff Area	166	254	16,992	42	2,688	
Non-Staff Area			12,840			
Bureau of Information Technology Services	166	254	29,832	42	2,688	
Staff Area	93	93	6,320			
Non-Staff Area			8,912			
Bureau of Business Services	93	93	15,232			
Staff Area	31	33	3,272			
Non staff Area			1,528			
Bureau of Human Resource Services	31	33	4,800			
Staff Area Sub Total	294	380	27,192	42	2,688	
Non-staff Area Sub Total			27,227			
DBM Total	294	380	54,419	42	2,688	

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation (DOT) Program						
SUMMARY		All Numbers are Net SF				
		Current (2012)			Current + 5 Years	
		Employee Count	Additional Employee Count	ASF	Additional Employee Count	ASF
Division of Motor Vehicle (DMV)						
Staff Area		2		256		
Non-Staff Area		0		5,212		
Division - Administrative Offices		2		5,468		
Staff Area		31		2,280		
Non-Staff Area		0		1,072		
Office of Program Operations		31		3,352		
Staff Area		170		12,304		
Non-Staff Area		0		12,433		
Bureau of Vehicle Services		170		24,737		
Staff Area		144		9,680		
Non-Staff Area		0		2,756		
Bureau of Driver Services		144		12,436		
Staff Area		13		1,056		
Non-Staff Area		0		513		
Bureau of Field Services		13		1,569		
Staff Area Sub Total		360		25,576		
Non-staff Area Sub Total				21,986		
DMV Total		360		47,562		
Division of Transportation Investment Management (DTIM)						
Staff Area		3		208	1	64
Non-Staff Area		0		3,228		
Administrative Offices		3		3,436	1	64
Staff Area		34		2,416	2	128
Non-Staff Area		0		636		
Bureau of Planning & Economic Development		34		3,052	2	128
Staff Area		72		4,944	5	256
Non-Staff Area		0		2,040		
Bureau of State Highway Programs		72		6,984	5	256
Staff Area		43		3,184	3	192
Non-Staff Area		0		792		
Bureau of Transit, Local Roads, Railroads, & Harbors		43		3,976	3	192
Staff Area		35		2,512	3	192
Non-Staff Area		0		1,768		
Bureau of Aeronautics		35		4,280	3	192
Staff Area Sub Total		187		13,264	14	832
Non-staff Area Sub Total		0		8,464		
DTIM Total		187		21,728	14	832

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation (DOT) Program						
SUMMARY		All Numbers are Net SF				
		Current (2012)			Current + 5 Years	
		Employee Count	Additional Employee Count	ASF	Additional Employee Count	ASF
Division of Transportation System Development (DTSD)						
Staff Area		4	6	640		
Non-Staff Area		0		6,959		
Division - Administrative Offices		4	6	7,599		
Staff Area		64	65	4,496		
Non-Staff Area		0		264		
Bureau of Project Development		64	65	4,760		
Staff Area		86	96	6,576		
Non-Staff Area		0		615		
Bureau of Structures		86	96	7,191		
Staff Area		24	30	2,064		
Non-Staff Area		0		180		
Bureau of Highway Maintenance		24	30	2,244		
Staff Area		20	28	1,888		
Non-Staff Area		0		200		
Bureau of Traffic Operations		20	28	2,088		
Staff Area		30	33	2,440		
Non-Staff Area		0		0		
Office of Business Opportunity & Equity Compliance		30	33	2,440		
Staff Area		14	14	1,032		
Non-Staff Area		0		0		
Bureau of Technical Services		14	14	1,032		
Staff Area					50	3,200
Non-Staff Area						544
Bureau of Technical Services					50	3,744
Staff Area Sub Total		242	272	19,136	50	3,200
Non-staff Area Sub Total		0		8,218		544
DTSD Total		242	272	27,354	50	3,744

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation (DOT) Program						
SUMMARY		All Numbers are Net SF				
		Current (2012)			Current + 5 Years	
		Employee Count	Additional Employee Count	ASF	Additional Employee Count	ASF
Division of State Patrol (DSP)						
Staff Area		8		824		
Non-Staff Area		0		1,651		
Administration		8		2,475		
Staff Area		14		1,104		
Non-Staff Area		0		500		
Bureau of Public Security and Communications		14		1,604		
Staff Area		6		608		
Non-Staff Area						
Bureau of Field Operations		6		608		
Staff Area		19		1,416		
Non-Staff Area		0		696		
Bureau of Transportation Safety		19		2,112		
Staff Area						
Non-Staff Area						
Bureau of Motor Carrier		8		736		
Staff Area Sub Total		55		4,688		
Non-staff Area Sub Total		0		2,847		
DIVISION TOTAL		55		7,535		

Department of Transportation Totals						
Staff Spaces		1,190		94,631	106	6,720
Non-staff Spaces				75,354		544
SUB TOTAL		1,190		169,985	106	7,264
COMBINED TOTAL for 2017		1,296		177,249		

DMV - Madison West Customer Service Center		16		8,000		
Madison West Service Center		16		8,000	GSF	

* See separate program information

Credit Union				1,700	GSF	
---------------------	--	--	--	-------	-----	--

* Detailed program for Credit Union will be provided during design development

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program
Non Staff Space Detail **All Numbers are Net SF**

DOT Division	Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
							Number	ASF	Number	ASF
A Office of Secretary	R/W-2		Medium Reception/Waiting			192	1	192		
A Office of Secretary	PA		Printer Area			36	1	36		
A Office of Secretary	WRCA-1		Copy/Work Room			75	1	75		
A Office of Secretary	OF		File Area			100	1	100		
A Office of Secretary			Coffee Bar			75	1	75		
A Office of Secretary	CR-6		Large B - Conference Rm	20 to 22		720	1	720		
A Office of Secretary	CR-1		Small A - Conference Rm	2 to 4		100	0	0		
A Office of Secretary			Storage Room			100	1	100		
A General Counsel	R/W-2		Small Reception/Waiting			124	1	124		
A General Counsel	PA		Printer Area			36	2	72		
A General Counsel	WRCA-1		Copy/Work Room			75	1	75		
A General Counsel	OF		File Area			6	17	102		
A General Counsel										
A General Counsel	CR-2		Small B - Conference Rm	6 to 8		150	1	150		
A General Counsel	CR-1		Small A - Conference Rm	2 to 4		100	1	100		
A General Counsel			File Area			60	1	60		
A General Counsel			Compact Filing System			264	1	264		
A General Counsel			Storage Room			225	1	225	in basement	
A General Counsel			Library & ReferenceRoom			264	1	264		
A General Counsel			Large Conference Room							
A General Counsel			Medium A - Conference Room 10 to 12			240	1	240		
A Public Affairs			Reception Areas			124	1	124		
A Public Affairs										
A Public Affairs			Work Areas/Rooms			260	1	260	Extra space needed collating	
A Public Affairs			File Areas/Rooms			192	1	192		
A Public Affairs			Storage Areas/Rooms			192	1	192		
A Public Affairs		media, pamphlets, etc	Support Areas/Rooms			336	1	336	near loading	
A Public Affairs			Media Pressroom			240	1	240		
A Public Affairs			Recording Room			144	1	144		
A Public Affairs			Small Meeting Rooms			144	1	144		
A Policy Budget and Finance			Reception Area			124	1	124		
A Policy Budget and Finance			Printer/Copier Area			75	2	150		
A Policy Budget and Finance			Shared Computer Workstation			64	1	64		
A Policy Budget and Finance			File Room			316	1	316		
A Policy Budget and Finance			Storage room			192	1	192		
A Policy Budget and Finance	CR-5		Large Conference Room	16-18		480	1	480	share with Exec. Team	
A Policy Budget and Finance	CR-3		Medium Conference Room	8-10		240	2	480		
A Policy Budget and Finance	CR-1		Small Conference Rooms	2-4		100	2	200		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program										
Non Staff Space Detail										
All Numbers are Net SF										
DOT Division	Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
							Number	ASF	Number	ASF
DBM-Division	R/W-2		Medium Reception/Waiting			192	3	576		
DBM-Division	PA		Printer Area			36	40	1440		
DBM-Division	WRCA-1		Copy/Work Room			135	5	675		
DBM-Division	OF		File Area			6	1	6		
DBM-Division										
DBM-Division	CR-2		Small B - Conference Rm	6 to 8		150	5	750		
DBM-Division	CR-1		Small A - Conference Rm	2 to 4		100	5	500		
DBM-BITS			Test Lab			1200	1	1200		
DBM-BITS			Help Desk			500	1	500		
DBM-BITS			CITS, PC Configuration, Load, Dispatch and PC Redeploy, Receive hardware with			1200	1	1200		
DBM-BITS			Server Build, Test and Installs			400	1	400		
DBM-BITS			Computer - Surplus Room and Staging			1800	1	1800		
DBM-BITS			Server/Storage/network Room(s)-unsure of square footage needed			4500	1	4500		
DBM-BITS			Resource Library			240	1	240		
DBM-BITS			Distribution Center/Warehouse			1800	1	1800		
DBM-BITS	CR-2		Small B - Conf Rm	6 to 8		150	2	300		
DBM-BITS	CR-1		Small A - Conf Rm	2 to 4		100	9	900		
DBM-BBS		Web Cast Room	Digital audio recording			200	1	200		
DBM-BBS	FA		Compact Mobile Storage System			70	1	70		
DBM-BBS			Work Counter			36	1	36		
DBM-BBS			Records Storage			150	1	150		
DBM-BBS			HVAC Server Station			36	1	36		
DBM-BBS			Plan File Area			100	1	100		
DBM-BBS			Plotter & Supplies			160	1	160		
DBM-BBS			Owners & Maintenance Manuals Storage			340	1	340		
DBM-BBS			Layout area			100	1	100		
DBM-BBS			Shared Resource Room			216	1	216		
DBM-BBS			Chair Lab			300	1	300		
DBM-BBS		Risk and Safety Unit	Photo ID Area			100	1	100		
DBM-BBS	FA	Fleet Unit	Fleet Care records & Mileage files			130	1	130		
DBM-BBS			Video Editing Suite/Equipment - 3 Room Suite			750	1	750		
DBM-BBS		Research & Library Unit	Transportation Research Document Center (Library)			5580	1	5580		
DBM-BBS		Creative Comm Svc. Unit	CCS Work Room			192	1	192		
DBM-BBS		Creative Comm Svc. Unit	CCS Specialized Mat'ls & Equipment			190	1	190		
DBM-BBS		Creative Comm Svc. Unit	CCS Plotter & Foam Core Area			190	1	190		
DBM-BBS		Creative Comm Svc. Unit	CCS FIREY Controller			72	1	72		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program
Non Staff Space Detail All Numbers are Net SF

	Space Type	Job Classification	FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
						Number	ASF	Number	ASF
DOT Division									
DBM-BHRS	FA				100	1	100		
DBM-BHRS					64	1	64		
DBM-BHRS	FA				200	1	200		
DBM-BHRS	ST				120	1	120		
DBM-BHRS	CR				150	6	900		
DBM-BHRS					144	1	144		
DMV -Division	R/W-2				192	2	384		
DMV -Division	PA				36	28	1008		
DMV -Division	WRCA-1				135	4	540		
DMV -Division	OFA				6	350	2100		
DMV -Division	FA				280	1	280		
DMV -Division									
DMV -Division	CR-2				150	4	600		
DMV -Division	CR-1				100	3	300		
DMV-Program Operations		0 DMV-Data Analysis Group			64	1	64		
DMV-Program Operations		0 DMV-Revenue Accounting Group			234	1	234		
DMV-Program Operations		0 DMV-Revenue Accounting Group			384	1	384		
DMV-Program Operations		0 DMV-Fraud Prevention Group			270	1	270		
DMV-Program Operations	CR	DMV-Fraud Prevention Group			120	1	120		
DMV-Vehicle Services	TR				832	1	832		
DMV-Vehicle Services					64	1	64		
DMV-Vehicle Services					20	1	20		
DMV-Vehicle Services	CR				100	1	100		
DMV-Vehicle Services	CR				100	1	100		
DMV-Vehicle Services					20	1	20		
DMV-Vehicle Services					45	1	45		
DMV-Vehicle Services					336	1	336		
DMV-Vehicle Services		Unit			6100	1	6100		
DMV-Vehicle Services		Part of License Plate Issuance Unit			2540	1	2540		
DMV-Vehicle Services					64	1	64		
DMV-Vehicle Services	TR				385	1	385		
DMV-Vehicle Services		Part of Vehicle Registration Titling Unit			14	1	14		
DMV-Vehicle Services		Part of Special Registr & Titling Unit 1			50	1	50		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program
Non Staff Space Detail All Numbers are Net SF

	Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
							Number	ASF	Number	ASF
DOT Division										
DMV-Vehicle Services			Cabinets for unfinished work - All Units			64	1	64		
DMV-Vehicle Services			License Plates and Title Stock storage			50	1	50		
DMV-Vehicle Services			Quality Assurance Monitoring - All units			200	1	200		
DMV-Vehicle Services	TR		Dedicated Training - All units			320	1	320		
DMV-Vehicle Services	CR-3		Medium B - Conf Rm	8 to10		240	1	240		
DMV-Vehicle Services		Motor Carrier Services Section	Staging Area for renewal and file prep			64	1	64		
DMV-Vehicle Services			BVS - Motor Carrier Service Counter Area			825	1	825		
DMV-Driver Services			FARS Federal Equipment			144	1	144		
DMV-Driver Services			Traffic & Criminal Software Lab			64	1	64		
DMV-Driver Services			DOTI-PARS File Area			128	1	128		
DMV-Driver Services	ST		Storage Room - (Dedicated)			144	1	144		
DMV-Driver Services			Record Center Stg Room (803-visage)			583	1	583		
DMV-Driver Services			Report Storage Area			64	1	64		
DMV-Driver Services			Accident Report Storage Area			64	1	64		
DMV-Driver Services	CR		BDS - Hearing Room Area			375	2	750		
DMV-Driver Services	CR	Dedicated	Medium A - Conf Rm	8 to 10		240	1	240		
DMV-Driver Services	CR	Dedicated	Medium B - Conf Rm	10 to 12		375	1	375		
DMV-Driver Services			Viisage Room - secured			200	1	200		
DMV-Field Services			Mail Sorting & Shipping/Training Prep Center			200	1	200		
DMV-Field Services	FA		File Areas			113	1	113		
DMV-Field Services	TR		Training Prep Center			200	1	200		
DTIM-Admin	R/W-2		Medium Reception/Waiting			192	2	384		
DTIM-Admin	PA		Printer Area			36	16	576		
DTIM-Admin	WRCA-1		Copy/Work Room			135	2	270		
DTIM-Admin	OFA		File Area-1 lateral file/employee			6	187	1122	13	78
DTIM-Admin										
DTIM-Admin	CR-2		Small B - Conference Rm	6 to 8		150	2	300		
DTIM-Admin	CR-1		Small A - Conference Rm	2 to 4		100	2	200		
DTIM-Admin	Collaboration		Collaboration Space			64	4	256		
DTIM-Admin	Storage		Storage Area			120	1	120	in basement	
DTIM-Planning			Traffic Forecast Lab			192	1	192		
DTIM-Planning			Map Storage Area			75	2	150		
DTIM-Planning			Map Storage Area			75	2	150		
DTIM-Planning			Map Viewing&Map Storage			144	1	144		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program
Non Staff Space Detail

All Numbers are Net SF

	Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
							Number	ASF	Number	ASF
DOT Division										
DTIM-State Highway			Processing/Validation Counter			36	1	36		
DTIM-State Highway			Photolog Double Workstation			80	1	80		
DTIM-State Highway			Map Storage and Layout Area			144	1	144		
DTIM-State Highway			TRADAS Area Workstation			50	1	50		
DTIM-State Highway			WISLR Work Area			400	1	400		
DTIM-State Highway			WISLR Plotter Area			180	1	180		
DTIM-State Highway			Photolog Area			90	1	90		
DTIM-State Highway			WISLR Records Storage Area			324	1	324		
DTIM-State Highway	WS-3	8 workstations for processing pavement image data				64	8	512		
DTIM-State Highway	FR	File Room				64	1	64		
DTIM-State Highway	ST	Storage Room				160	1	160		
DTIM-Transit	ST		Storage Rooms			200	3	600		
DTIM-Transit			Plat Map & Resource Library			192	1	192		
DTIM-Areonautics			Computer Workstation			64	1	64		
DTIM-Areonautics			Customer Waiting/File Review Area			64	1	64		
DTIM-Areonautics			Plan Racks			8	11	88		
DTIM-Areonautics			Map Holders			10	2	20		
DTIM-Areonautics			Large Format Scanner/Plotter Area			240	1	240		
DTIM-Areonautics			Consultation Plan Review Area			64	3	192		
DTIM-Areonautics			Map Layout Area			108	1	108		
DTIM-Areonautics			Map Layout Area			64	2	128		
DTIM-Areonautics	ST		Storage Room - presentation materials			384	1	384		
DTIM-Areonautics	ST		Records Storage Area			128	1	128		
DTIM-Areonautics			Library/Flight Simulator/Weather Station			352	1	352		
DTSD-Admin	R/W-2		Medium Reception/Waiting			192	2	384		
DTSD-Admin	PA		Printer Area			36	20	720		
DTSD-Admin	WRCA-1		Copy/Work Room			135	3	405		
DTSD-Admin	OFA		File Area-1 lateral file/employee			6	230	1380		
DTSD-Admin	FA		File Area			3120	1	3120		
DTSD-Admin										
DTSD-Admin	CR-2		Small B - Conf Rm	6 to 8		150	3	450		
DTSD-Admin	CR-1		Small A - Conf Rm	2 to 4		100	2	200		
DTSD-Admin			Centralized AV Supplies & Storage			300	1	300		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Program
Non Staff Space Detail

All Numbers are Net SF

DOT Division	Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
							Number	ASF	Number	ASF
DTSD-Project Dev	WS-3		Shared Computer Workstation			64	1	64		
DTSD-Project Dev			Roadway Standards & Methods Layout			100	1	100	Table in open area to be	
DTSD-Project Dev			Roadway Standards Library			100	1	100		
DTSD-Structures			Automation Work Area - Shared			240	1	240	open layout area	
DTSD-Structures			Policy & Standards Library			375	1	375		
DTSD-Highw Maint			Layout Area			180	1	180		
DTSD-Traffic Ops			Layout Area			200	1	200		
DTSD-Growth	R/W-2		Medium Reception/Waiting			192			0	0
DTSD-Growth	PA		Printer Area			36			4	144
DTSD-Growth	WRCA-1		Copy/Work Room			135			0	0
DTSD-Growth	OFA		File Area-1 lateral file/employee			6			50	300
DTSD-Growth										
DTSD-Growth	CR-2		Small B - Conf Rm	6 to 8		150			0	0
DTSD-Growth	CR-1		Small A - Conf Rm	2 to 4		100			1	100
DSP-Admin	R/W/1		Medium Visitor Waiting Area			192	1	192		
DSP-Admin	PA small		Printer Areas			36	7	252		
DSP-Admin	WRCA-2		Work Room/Copy Area			135	1	135		
DSP-Admin	OFA		File Area-1 lateral/employee			300	1	300		
DSP-Admin										
DSP-Admin			IT Storage and Computer Lab			408	1	408		
DSP-Admin			Changing Area/Weapons Locker			100	2	200		
DSP-Admin	WS-1		AVL Mapping CAD Station			64	1	64		
DSP-Admin	CR-1		Conference Room 2 to 4			100	1	100		
DSP-Public Sec & Comm			Server in Basement			500	1	500		
DSP-Transportation			Multi-Media Workstation			64	1	64		
DSP-Transportation			Storage Room			72	1	72		
DSP-Transportation			Operations Command Center			560	1	560		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation

Office of the Secretary - Program Detail

Space Type	Job Classification	FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
					Number of Spaces	ASF	Number	ASF
Office of the Secretary								
	<i>General</i>							
PO-	Secretary of the Wisconsin DOT	FTE	1	318	1	318		
PO-1	Deputy Secretary	FTE	1	225	1	225		
PO-2	Executive Assistant	FTE	1	192	1	192		
PO-4	Vacant	FTE	1	144	1	144		
WS-3	Professional/General FTE	FTE	1	64	1	64		
WS-3	Professional/General FTE	FTE	1	64	1	64		
WS-3	Professional/General FTE	FTE	1	64	1	64		
	Sub Total		7			1071		
	Non-staff Spaces					1298		
	Office of the Secretary		7			2369		

Executive Team								
Office of General Counsel								
PO-2	Chief Legal Counsel		1	192	1	192		
PO-5	Attorney Supervisor		10	120	10	1200		
WS-3	Professional/General FTE		6	64	6	384		
	Sub Total		16			1656		
	Sub Total Non-Staff Area					1676		
	Office of General Counsel		16			3,332		0

Office of Public Affairs								
PO-3	Bureau Director - Exec. Offices	FTE	1	160	1	160		
WS-3	Professional/General FTE	FTE	9	64	9	576		
	Sub Total		10			736		
	Sub Total Non-Staff Area					1632		
	Office of Public Affairs		10			2,368		0

Office of Policy, Budget and Finance								
PO-2	Office Director	FTE	1	192	1	192		
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General FTE	FTE	2	64	2	128		
WS-3	Visitor	Auditor	FTE	64	6	384		
	Sub Total		4			800	0	0
	Sub Total Non-Staff Area					2006		
			4			2806		0

Office of Federal, State Policy and Budget Analysis								
WS-1	Supervisor	FTE	1	96	1	96		
WS-3	Professional/General FTE	FTE	3	64	3	192		
	Sub Total		4			288		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Budget and Policy Development Section							
WS-1	Section Chief	FTE	1	96	1	96	
WS-3	Professional/General FTE	FTE	6	64	6	384	
Sub Total			7			480	

Financial Management Section							
WS-1	Section Chief	FTE	1	96	1	96	
WS-3	Professional/General FTE	FTE	7	64	7	448	
Sub Total			8			544	

Staff Spaces			19			1312	
Non-staff Spaces						2006	
Office of Policy, Budget and Finance			19			3318	

Office of the Secretary Total							
Staff Spaces			52			4775	
Non-staff Spaces	Sub Total					6612	
						11387	

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation										
Division of Business Management (DBM) Program Detail							SUMMARY			
Space Type	Job Classification		FTE or LTE	Employee Count	ASF per Space	Number of Spaces	Current (2012)		Current + 5 years	
							ASF	Number	Number	ASF
Administrative Offices										
PO-2	Division Administrator		FTE	1	192	1	192			
PO-3	Deputy Division Administrator		FTE	1	160	1	160			
WS-3	Professional/General FTE		FTE	2	64	2	128			
WS-3	DBM Visitors/Summer Intern/Job Visitor				64	2	128			
	Sub Total			4		6	608			
	Division-wide Support Spaces						3947			
	Staff Area			4			608			
	Non-Staff Area						3947			
Administrative Offices				4		6	4,555	-	-	

Bureau of Information Technology Services									
General									
PO-4	Bureau Director		FTE	1	144	1	144		
PO-4	Deputy Director		FTE	1	144	1	144		
WS-3	Professional/General FTE		FTE	1	64	1	64		
WS-3	BITS Hoteling Workstation (one per section)	Hoteling			64	4	256		
	Sub Total			3		7	608		
Bureau -wide Support Spaces							12840		
IT Strategy & Governance Section									
WS-1	Section Chief/Supervisor		FTE	2	96	2	192		
WS-3	Professional/General FTE		FTE	12	64	12	768		
WS-3	Contractor				64	1	64		
	Sub Total			14		15	1024		
Application Development Support - DMV Section									
WS-1	Section Chief/Supervisor		FTE	5	96	5	480		
WS-3	Professional/General FTE		FTE	28	64	28	1792	20	1280
WS-3	Contractor		FTE		64	27	1728		
	Sub Total			33		60	4000	20	1280
Application Development Support - Modal & Corporate Section									
WS-1	Section Chief/Supervisor		FTE	5	96	5	480		
WS-3	Professional/General FTE		FTE	56	64	56	3584		
WS-3	Contractor				64	24	1536	22	1408
	Sub Total			61		85	5600	22	1408
Infrastructure Support Section									
WS-1	Section Chief/Supervisor			6	96	6	576		
WS-3	Professional/General FTE			49	64	49	3136		
WS-3	Contractor				64	32	2048		
	Sub Total			55		87	5760		
Staff Area				166		254	16992	42	2688
Non-Staff Area							12840		
Bureau of Information Technology Services				166		254	29,832	42	2,688

Bureau of Business Services									
Bureau of Business Services									
PO-4	Bureau Director			1	144	1	144		
WS-3	Professional/General FTE			5	64	5	320		
	Sub Total			6		6	464		
Bureau -wide Support Spaces							8912		
Fiscal Services Section									
WS-1	Section Chief			2	96	2	192		
WS-3	Professional/General			18	64	18	1152		
	Sub Total			20		20	1344		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Bureau of Business Services									
Bureau of Business Services									
PO-4	Bureau Director			1	144	1	144		
WS-3	Professional/General FTE			5	64	5	320		
			Sub Total	6		6	464		

Bureau -wide Support Spaces							8912		
------------------------------------	--	--	--	--	--	--	-------------	--	--

Fiscal Services Section									
WS-1	Section Chief			2	96	2	192		
WS-3	Professional/General			18	64	18	1152		
			Sub Total	20		20	1344		

Purchasing & Distribution Section									
WS-1	Section Chief			1	96	1	96		
WS-3	Professional/General FTE			11	64	11	704		
			Sub Total	12		12	800		

Facilities Section									
WS-1	Section Chief		FTE	1	96	1	96		
WS-3	Professional/General FTE		FTE	10	64	10	640		
WS-3	Hoteling		FTE	1	64	1	64		
			Sub Total	12		12	800		

Risk, Safety & Fleet Section									
WS-1	Section Chief		FTE	3	96	3	288		
WS-3	Professional/General LTE		FTE	15	64	15	960		
WS-3	Hoteling		FTE	1	64	1	64		
			Sub Total	19		19	1312		

Research & Communication Services Section									
WS-1	Section Chief		FTE	2	96	2	192		
WS-3	Professional/General LTE		FTE	16	64	16	1024		
WS-3	Hoteling		FTE	6	64	6	384		
			Sub Total	24		24	1600		

Staff Area				93		93	6320		
Non-Staff Area							8912		
Bureau of Business Services				93		93	15,232		

Bureau of Human Resource Services									
Bureau of Human Resources									
PO-4	Bureau Director		FTE	1	144	1	144		
WS-3	Professional/General FTE		FTE	3	64	3	192		
WS-3	Hoteling		FTE	1	64	1	64		
			Sub Total	5		5	400		

Bureau -wide Support Spaces							1528		
------------------------------------	--	--	--	--	--	--	-------------	--	--

Employment Management Services Section									
PO-4	Manager - with Office		FTE	1	144	1	144		
WS-3	Professional/General FTE		FTE	10	64	10	640		
			Sub Total	11		11	784		

Labor Relations Section									
PO-4	Manager - with Office		FTE	1	144	1	144		
PO-5	Confidential Meetings Person w/office		FTE	1	120	1	120		
WS-3	Professional/General FTE		FTE	3	64	3	192		
			Sub Total	5		5	456		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Employee Assist Program Section								
PO-4	Manager - with Office		FTE	1	144	1	144	
PO-5	Confidential Meetings Person w/office		FTE	1	120	1	120	
WS-3	Professional/General LTE		LTE	3	64	3	192	
Sub Total				5		5	456	

Payroll and Training Section								
PO-5	Confid. Section Chief w/Office		FTE	1	120	1	120	
WS-3	Professional/General FTE		FTE	12	64	12	768	
Sub Total				13		13	888	

Training Section								
WS-1	Section Chief		FTE	1	96	1	96	
WS-3	Professional/General FTE		FTE	3	64	3	192	
Sub Total				4		4	288	

	Staff Area	Sub Total		31		33	3272	
	Non-Staff Area	Sub Total		0		0	1528	
Bureau of Human Resource Services				31		33	4800	0

Division of Business Management (DBM) Total								
	Staff Area	Sub Total		294		380	27192	42
	Non-Staff Area	Sub Total					27,227	0
				294		380	54,419	42
								2,688

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Division of Motor Vehicle (DMV) Program Detail

Space Type	Job Classification		FTE or LTE	No of Occupants	ASF per Space	Current (2012)		C + 5	
						Number	ASF	Number	ASF
	Administration								
PO-2	Division Administrator		FTE	1	192	1	192		
WS-3	Professional/General FTE			1	64	1	64		
		Sub Total		2			256		

	Division-wide Support Spaces						5212		
--	-------------------------------------	--	--	--	--	--	-------------	--	--

	Staff Area			2			256		
	Non-Staff Area						5212		
	Division - Administrative Offices			2			5,468	-	-

Office of Program Operations									
	Office of Program Operations								
PO-2	Division Deputy Administrator		FTE	1	192	1	192		
PO-4	Bureau Director		FTE	1	144	1	144		
PO-5	Supervisor		FTE	1	120	1	120		
WS-1	Supervisor		FTE	1	96	1	96		
WS-3	Professional/General FTE		FTE	27	64	27	1728		
		Sub Total		31			2280		

	Office-wide Support Spaces						1072		
--	-----------------------------------	--	--	--	--	--	-------------	--	--

	Staff Area			31			2280		
	Non-Staff Area						1,072		
	Office of Program Operations			31			3,352	-	-

Bureau of Vehicle Services									
	Administrative								
PO-4	Bureau Director		FTE	1	144	1	144		
WS-3	Professional/General FTE		FTE	3	64	3	192		
WS-3	BVS Rotating Staff Station	Field Staff	FTE		64	10	640		
		Sub Total		4		14	976		

	Bureau-wide Support Spaces						10,157		
--	-----------------------------------	--	--	--	--	--	---------------	--	--

Special Handling Section									
WS-1	Section Chief/Supervisor		FTE	3	96	3	288		
WS-3	Professional/General FTE		FTE	21	64	21	1344		
		Sub Total		24			1632		

Title and Registration Processing Section									
WS-1	Section Chief/Supervisor		FTE	3	96	3	288		
WS-3	Professional/General FTE		FTE	40	64	40	2560		
		Sub Total		43			2848		

	Section-wide Support Spaces						513		
--	------------------------------------	--	--	--	--	--	------------	--	--

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Vehicle Records and Information Section							
WS-1	Section Chief/Supervisor		FTE	4	96	4	384
WS-3	Professional/General FTE		FTE	47	64	47	3008
			Sub Total	51			3392

Section-wide Support Spaces						634	
------------------------------------	--	--	--	--	--	------------	--

Dealer and Agent Section							
WS-1	Section Chief/Supervisor		FTE	3	96	3	288
WS-3	Professional/General FTE		FTE	18	64	18	1152
WS-3	Visiting investigator work area				64	1	64
			Sub Total	21			1504

Section-wide Support Spaces						240	
------------------------------------	--	--	--	--	--	------------	--

Motor Carrier Services Section							
WS-1	Section Chief/Supervisor		FTE	3	96	3	288
WS-3	Professional/General FTE		FTE	24	64	24	1536
WS-3	Motor Carrier Audit Unit - Auditors				64	2	128
			Sub Total	27			1952

Section-wide Support Spaces						889	
------------------------------------	--	--	--	--	--	------------	--

Staff Area				170			12304
Non-Staff Area							12,433
Bureau of Vehicle Services				170			24,737

Bureau of Driver Services							
Administrative							
PO-4	Bureau Director		FTE	1	144	1	144
WS-3	Program and Policy Analyst - Adv		FTE	2	64	2	128
			Sub Total	3			272

Bureau-wide Support Spaces						2,556	
-----------------------------------	--	--	--	--	--	--------------	--

Citations & Withdrawals Section							
WS-1	Section Chief/Supervisor		FTE	4	96	4	384
WS-3	Professional/General FTE		FTE	41	64	41	2624
			Sub Total	45			3008

Driver Information Section							
WS-1	Section Chief/Supervisor		FTE	4	96	4	384
WS-3	Professional/General FTE		FTE	45	64	45	2880
			Sub Total	49			3264

Qualification and Issuance Section							
WS-1	Section Chief/Supervisor		FTE	4	96	4	384
WS-3	Professional/General FTE		FTE	43	64	43	2752
			Sub Total	47			3136

Bureau-wide Support Spaces						200	
-----------------------------------	--	--	--	--	--	------------	--

Staff Area				144			9680
Non-Staff Area							2,756
Bureau of Driver Services				144			12,436

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Bureau of Field Services									
Administrative									
PO-4	Bureau Director		FTE	2	144	2	288		
WS-1	Professional/General FTE		FTE	1	96	1	96		
WS-3	Professional/General FTE		FTE	3	64	3	192		
WS-3	Visiting Field Staff Stations	Field Staff	FTE	2	64	2	128		
			Sub Total	8			704		

Technical and Training Section									
WS-1	Section Chief		FTE	1	96	1	96		
WS-3	Professional/General FTE		FTE	4	64	4	256		
			Sub Total	5			352		

Bureau-wide Support Spaces							513		
-----------------------------------	--	--	--	--	--	--	------------	--	--

Staff Area				13			1056		
Non-Staff Area							513		
Bureau of Field Services				13			1,569	-	-

Division of Motor Vehicle (DMV) Total									
Staff Area		Sub Total		360			25576		
Non-Staff Area		Sub Total					21986		
				360			47,562		

DMV - Madison West Customer Service Center Total									
				16			8,000		
				16			8,000		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation
Division of Transportation Investment Management (DTIM) Program Detail

Space Type	Job Classification	FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 years		
					Number of Spaces	ASF	Number	ASF	
Administrative Offices									
PO-3	Bureau Director	FTE	1	144	1	144			
WS-1	Professional/General		1	64	1	64	1	64	
Sub Total						208	1	64	

Division-wide Support Spaces	Sub Total					3228			
-------------------------------------	------------------	--	--	--	--	-------------	--	--	--

Staff Area			3			208	1	64	
Non-Staff Area						3228			
Administrative Offices			3			3,436	1	64	

Bureau of Planning & Economic Development									
Administrative Offices									
PO-4	Division Administrator	FTE	1	144	1	144			
WS-3	Professional/General		1	64	1	64			
Sub Total						208			

Bureau-wide Support Spaces	Sub Total					636			
-----------------------------------	------------------	--	--	--	--	------------	--	--	--

Planning Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		13	64	13	832			
Sub Total						928			

Travel Forecasting Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		6	64	6	384	1	64	
WS-3	Contractor			64	1	64			
Sub Total						544	1	64	

Economic Development Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		10	64	10	640	1	64	
Sub Total						736	1	64	

Staff Area			34			2416	2	128	
Non-Staff Area						636			
Bureau of Planning & Economic Development			34			3,052	2	128	

Bureau of State Highway Programs									
Administrative Offices									
PO-3	Bureau Director	FTE	1	144	1	144			
WS-3	Professional/General		1	64	1	64			
Sub Total						304			

Bureau-wide Support Spaces	Sub Total					1304			
-----------------------------------	------------------	--	--	--	--	-------------	--	--	--

Program Development and Analysis Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		9	64	9	576	1	64	
Sub Total						672	1	64	

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Program Finance Section								
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General		9	64	9	576		
		Sub Total	10			672		

Data Management Section								
WS-1	Section Chief	FTE	3	96	3	288		
WS-3	Professional/General		28	64	28	1792	2	128
		Sub Total	31			2080	2	128

Section-Wide Support Space		Sub Total - Non-Staff				736		
-----------------------------------	--	------------------------------	--	--	--	------------	--	--

Audit & Contract Administration Section								
WS-1	Section Chief/Supervisor	FTE	2	96	2	192		
WS-3	Professional/General		16	64	16	1024	1	64
		Sub Total	18			1216	2	64

Staff Area		Sub Total		72		4944	5	256
Non-Staff Area		Sub Total				2040		
Bureau of State Highway Programs				72		6,984	5	256

Bureau of Transit, Local Roads, Railroads, & Harbors								
PO-3	Bureau Director	FTE	1	144	1	144		
WS-3	Professional/General		1	64	1	64		
		Sub Total	2			208		

Bureau-wide Support Spaces		Sub Total				792		
-----------------------------------	--	------------------	--	--	--	------------	--	--

Local Transportation Programs and Finance Section								
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General		9	64	10	640	1	64
		Sub Total	10			736	1	64

Public & Specialized Transit Section								
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General		15	64	17	1088	2	128
		Sub Total	16			1184	2	128

Railroads & Harbors Section								
WS-1	Section Chief	FTE	3	96	3	288		
WS-3	Professional/General	FTE	12	64	12	768		
		Sub Total	15			1056		

Staff Area		Sub Total		43		3184	3	192
Non-Staff Area		Sub Total				792		
Bureau of Transit, Local Roads, Railroads, & Harbors				43		3976	3	192

Bureau of Aeronautics								
PO-3	Bureau Director	FTE	1	144	1	144		
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General		2	64	2	128		
		Sub Total	4			368		

Bureau-wide Support Spaces		Sub Total				1768		
-----------------------------------	--	------------------	--	--	--	-------------	--	--

Airport Engineering Section								
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Professional/General		13	64	13	832	1	64
		Sub Total	14			928	1	64

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Airport Program Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		6	64	7	448	1	64	
Sub Total			7			544	1	64	

Aeronautical/Technical Services Section									
WS-1	Section Chief	FTE	1	96	1	96			
WS-3	Professional/General		9	64	9	576	1	64	
Sub Total			10			672	1	64	

	Staff Area	Sub Total		35			2512	3	192
	Non-Staff Area	Sub Total					1768		
Bureau of Aeronautics				35			4280	3	192

<i>Division of Transportation Investment Management (DTIM) Total</i>									
	Staff Area	Sub Total		187			13,264	14	832
	Non-Staff Area	Sub Total					8,464		
				187			21,728	14	832

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation

Division of Transportation System Development (DTSD) Program Detail

Space Type	Job Classification	FTE or LTE	No of Employees	ASF per Space	Current (2012)		Current + 5	
					Number	ASF	Number	ASF
	Administration							
PO-2	Division Administrator	FTE	1	192	1	192		
WS-3	Professional/General	FTE	1	64	1	64		
	Sub Total		2		2	256		

Statewide Bureaus Ops								
PO-3	Deputy Administrator	FTE	1	160	1	160		
WS-1	Section Chief	FTE	1	96	1	96		
WS-3	Statewide Bureau Operations	FTE		64	2	128		
	Sub Total		2		4	384		

Division-wide Support Spaces						6959		
-------------------------------------	--	--	--	--	--	-------------	--	--

Staff Area			4		6	640		
Non-Staff Area						6959		
Division - Administrative Offices			4		6	7,599	-	-

Bureau of Project Development

Administrative Offices								
PO-4	Bureau Director	FTE	1	144	1	144		
	Sub Total		1		1	144		

Bureau-wide Support	Sub Total					264		
----------------------------	------------------	--	--	--	--	------------	--	--

Roadway Stand.&Methods Section								
WS-1	Section Chief/Supervisor		2	96	2	192		
WS-3	Professional/General		14	64	14	896		
WS-3	Hoteling		2	64	2	128		
	Sub Total		18		18	1216		

Project Service Section								
WS-1	Section Chief/Supervisor		2	96	2	192		
WS-3	Professional/General		16	64	16	1024		
WS-3	Visitor Workstation			64	1	64		
	Sub Total		18		19	1280		

Proposal Management Section								
WS-1	Section Chief/Supervisor	FTE	2	96	2	192		
WS-3	Professional/General	FTE	15	64	15	960		
	Sub Total		17		17	1152		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Consultant Service Section									
WS-1	Section Chief/Supervisor		FTE	2	96	2	192		
WS-3	Professional/General		FTE	5	64	5	320		
WS-3	Hoteling			3	64	3	192		
	Sub Total			10		10	704		

	Staff Area			64		65	4496		
	Non-Staff Area						264		
	Bureau of Project Development			64		65	4,760	-	-

Bureau of Structures									
	Administrative Offices								
PO-4	Bureau Director			1	144	1	144		
	Sub Total			1		1	144		

	Bureau-wide Support	Sub Total					615		
--	----------------------------	------------------	--	--	--	--	------------	--	--

Structures Maintenance Section									
WS-1	Section Chief/Supervisor			3	96	3	288		
WS-3	Professional/General			10	64	10	640		
	Sub Total			13		13	928		

Structures Development Section									
WS-1	Section Chief/Supervisor			1	96	1	96		
WS-3	Professional/General			10	64	10	640		
WS-3	Contractor				64	6	384		
	Sub Total			11		17	1120		

Structures Design Section									
WS-1	Section Chief/Supervisor			4	96	4	384		
WS-3	Professional/General			25	64	25	1600		
	Sub Total			29		29	1984		

Acquisition & Services Section									
WS-1	Section Chief/Supervisor			1	96	1	96		
WS-3	Professional/General			10	64	10	640		
WS-3	Hoteling			5	64	5	320		
WS-3	Contractor/Consultant				64	3	192		
	Sub Total			16		19	1248		

Environmental Services Section									
WS-1	Section Chief			2	96	2	192		
WS-3	Professional/General FTE			14	64	14	896		
WS-3	Contractor				64	1	64		
	Sub Total			16		17	1152		

	Staff Area	Sub Total		86		96	6576		
	Non-Staff Area	Sub Total					615		
	Bureau of Structures			86		96	7191		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Bureau of Highway Maintenance										
General										
PO-4	Bureau Director				1	144		1	144	
					Sub Total			1	144	

	Bureau-wide Support								180	
--	----------------------------	--	--	--	--	--	--	--	------------	--

Hwy Maintenance & Roadside Management Section										
WS-1	Section Chief				1	96		1	96	
WS-3	Professional/General				12	64		12	768	
WS-3	Contractor					64		5	320	
					Sub Total			13	1184	

Program Management Section										
WS-1	Section Chief				1	96		1	96	
WS-3	Professional/General				8	64		8	512	
WS-3	Contractor					64		1	64	
					Sub Total			9	672	

Freight Management Section										
WS-3	Professional/General FTE		FTE		1	64		1	64	
					Sub Total			1	64	

	Staff Area				24			30	2064	
	Non-Staff Area								180	
	Bureau of Highway Maintenance				24			30	2244	

Bureau of Traffic Operations										
General										
WS-1	Section Chief				1	96		1	96	
WS-3	Contractor					64		3	192	
WS-3	Visitor					64		1	64	
					Sub Total			1	352	

	Bureau-wide Support								200	
--	----------------------------	--	--	--	--	--	--	--	------------	--

State Traffic Operations Unit										
WS-3	Professional/General				1	64		1	64	
					Sub Total			1	64	

Traffic Design Unit										
WS-1	Supervisor				1	96		1	96	
WS-3	Professional/General				9	64		9	576	
WS-3	Visitor					64		1	64	
WS-3	Contractor/Consultant					64		3	192	
					Sub Total			10	928	

Traffic Operations Unit										
WS-1	Supervisor				1	96		1	96	
WS-3	Professional/General				6	64		6	384	
WS-3	Field Staff				1	64		1	64	
					Sub Total			8	544	

	Staff Area				20			28	1888	
	Non-Staff Area								200	
	Bureau of Traffic Operations				20			28	2088	

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Office of Business Opportunity & Equity Compliance									
General									
PO-4	Office Director			1	144	1	144		
WS-3	Professional/General FTE			1	64	1	64		
		Sub Total		2		2	208		
	Bureau-wide Support		No Space listed			0	0		
Title VI Group									
PO-5	DOT Officer			1	120	1	120		
WS-3	Professional/General FTE			1	64	1	64		
Tribal Affairs Group									
WS-3	Professional/General FTE			2	64	2	128		
		Sub Total		4		4	312		
Disadvantaged Business Enterprise Section									
WS-1	Section Chief			1	96	1	96		
WS-3	Professional/General FTE			10	64	10	640		
		Sub Total		11		11	736		
Regional Operations Manager									
PO-3	Deputy Administrator			1	160	1	160		
WS-3	Professional/General FTE			1	64	1	64		
		Sub Total		2		2	224		
Admin, Budget & Performance Management Section									
WS-1	Section Chief/Supervisor		FTE	2	96	2	192		
WS-3	Professional/General FTE		FTE	9	64	9	576		
WS-3	BPS Region Employees	Field Staff			64	3	192		
		Sub Total		11		14	960		
	Staff Area	Sub Total		30		33	2440		
	Non-Staff Area	Sub Total					0		
Office of Business Opportunity & Equity Compliance				30		33	2440		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Bureau of Technical Services									
General									
PO-4	Bureau Director		FTE	1	144	1	144		
		Sub Total		1		1	144		

		Bureau-wide Support		No Space listed		0	0		
--	--	----------------------------	--	------------------------	--	----------	----------	--	--

Office of Appraisal/Relocation/Property Management									
PO-3	Program Officer		FTE	1	120	1	120		
WS-3	Professional/General FTE		FTE	12	64	12	768		
		Sub Total		13		13	888		

	Staff Area	Sub Total		14		14	1032	50	3200
	Non-Staff Area	Sub Total					0		544
		Bureau of Technical Services		14		14	1032	50	3744

Division of Transportation System Development Total									
	Staff Area	Sub Total		242		272	19136	50	3200
	Non-Staff Area	Sub Total					8,218		544
				242		272	27,354	50	3744

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Department of Transportation Division of State Patrol (DSP) Program Detail

Space Type	Job Classification	FTE or LTE	Employee Count	ASF per Space	Current (2012)		Current + 5 Years	
					Number	ASF	Number	ASF
	General							
PO-2	Division Administrator	FTE	1	192	1	192		
PO-3	Division Operations Manager	FTE	1	160	1	160		
WS-3	Professional/General FTE	FTE	1	64	1	64		
PO-5	Visitor Office		1	120	1	120		
	Sub Total		4			536		

Office of Budget and Operations Support								
WS-1	Supervisor	FTE	1	96	1	96		
WS-3	Professional/General FTE	FTE	3	64	3	192		
	Sub Total		4			288		

	Staff Area		8			824		
	Non-Staff Area					1651		
	Administration		8			2475		

Bureau of Public Security and Communications								
PO-4	Bureau Director	FTE	1	144	1	144		
WS-3	Professional/General FTE	FTE	1	64	1	64		
	Sub Total		2			208		

Engineering Section								
WS-3	Professional/General FTE	FTE	4	64	4	256		
	Sub Total		4			256		

IT Services Section								
WS-1	Professional/General FTE	FTE	4	96	4	384		
WS-3	Professional/General FTE	FTE	4	64	4	256		
	Sub Total		8			640		

	Staff Area		14			1104		
	Non-Staff Area					500		
	Bureau of Public Security and Communications		14			1604		

Bureau of Field Operations								
PO-4	Bureau Director	FTE	2	144	2	288		
WS-1	Supervisor/Professional/General FTE	FTE	2	96	2	192		
WS-3	Professional/General FTE	FTE	2	64	2	128		
	Bureau of Field Operations Total		6			608		

Bureau of Transportation Safety								
PO-4	Bureau Director	FTE	1	144	1	144		
WS-3	Workstation/Field Staff FTE	FTE	3	64	3	192		
	Sub Total		4			336		

Appendix 2.1

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Department of Transportation Program Requirements

Policy Analysis & Local Program Section									
PO-5	Section Chief		FTE	1	120		1	120	
WS-1	Professional/General FTE		FTE	2	96		2	192	
WS-1	Professional/General FTE		FTE	12	64		12	768	
			Sub Total	15				1080	

	Staff Area		Sub Total	19				1416	
	Non-Staff Area		Sub Total					696	
			Bureau of Transportation Safety	Total	19			2112	

Bureau of Motor Carrier									
PO-4	Bureau Director		FTE	1	144		1	144	
PO-3	Supervisor		FTE	2	120		2	240	
WS-1	Supervisor/Professional/General FTE		FTE	1	96		1	96	
WS-3	Professional/General FTE		FTE	4	64		4	256	
			Bureau of Motor Carrier	Total	8			736	

Division of State Patrol (DSP) Total									
	Staff Area			55				4688	
	Non-Staff Area							2847	
				55				7535	

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Department of Employee Trust Funds

The mission of the **Department of Employee Trust Funds (ETF)** is “to develop and deliver quality benefits and services to our customers while safeguarding the integrity of the trust.”

In order to fulfill this mission, ETF administers retirement programs for employees of the State of Wisconsin and most local governments. ETF also administers disability coverage and serves as the state’s designated coverage agent for Social Security for Wisconsin public employers.

ETF also administers health, life, income continuation, long-term disability, and long-term care insurance programs; along with an employee reimbursement account, commuter benefits program and a deferred compensation plan. All insurance programs are administered through contractual arrangements with private sector insurance firms and service corporations. Participation by eligible employees is mandatory for retirement and Social Security, but optional for other programs. ETF collects but does not invest assets in the trust funds created for these programs, as the responsibility for investment rests with the State of Wisconsin Investment Board.

ETF is concurrently housed at both the Badger Road State Office Building located at 801 West Badger Road and at the State Revenue Building located at 2135 Rimrock Road. ETF is a growing organization and currently serves over 182,000 retirees, 256,000 active members and 155,000 inactive members. It is estimated that an additional 250,000 retirees will require services in the next five to 10 years. In total there are over 594,000 employees participating in the Wisconsin Retirement System (WRS). At 51,007 GSF, the Badger Road State Office Building is already inadequate for the current staff.

ETF is responsible for:

- Collecting all monies due to the trust funds.
- Calculating and ensuring appropriate disbursement of all benefit payments out of the trust funds.
- Providing information and responding to inquiries from participating employees and employers.
- Developing adequate audit reports and performing accounting reconciliations to ensure the safety of the benefits.

The ETF is governed by five boards of trustees, including:

- Employee Trust Funds Board
- Teachers Retirement Board
- Wisconsin Retirement Board
- Group Insurance Board
- Deferred Compensation Board

ETF is also organized into three Divisions and six Offices. It is led by the Office of Secretary and contains Bureaus and Sections.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Division Overviews

Office of the Secretary

ETF is led by the Secretary and the Secretary's Office. The three division administrators (Management Services; Insurance Services; and Retirement Services) and six office directors (Internal Audit; Enterprise Initiatives; Trust Finance; Policy, Privacy and Compliance; Communications; and Legal Services) report to the Secretary's Office.

The Secretary, Deputy Secretary, and Assistant Deputy Secretary need a shared conference room that is located between, near, or adjacent to the three offices. The conference room should be able to seat 20 to 30 people in a typical conference room table set-up. A small waiting area for 3-4 chairs outside of the conference room is also needed.

Legislative Liaison

This position is responsible for: legislative policy analysis; functioning as the ETF's liaison with the legislature and members of Congress; advising the five boards on legislative issues; developing and maintaining a system for legislative records; and serving as an advisor to the Secretary on legislative issues.

Staff Services

- **Board Liaison Services:** The Executive Staff Assistants serve as the liaisons to the five boards that oversee the Department. Duties include: maintaining the official records of the Board; making arrangements for board meetings including facilities, equipment, travel, and meals; posting proper legal notices; ensuring open meeting procedures are followed; and conducting elections for open seats on the boards.
- **Appeals Coordination Services:** One of the Executive Staff Assistants assumes responsibility for coordinating appeals including: receiving all appeals; maintaining the official appeal record; monitoring the progress of appeals; and providing periodic reports to the boards about the status of pending appeals.
- **Administrative Support Services:** The Executive Staff Assistants provide administrative support to the Secretary, Deputy Secretary, and Assistant Deputy Secretary; as well as members of the Leadership Team.
- **Paralegal Services:** The ETF paralegal provides complex administrative support to the Department's legal counsel including: legal research; drafting of legal documents; attending administrative hearing proceedings; and coordinating the appearance of witnesses.

The Board Meeting Prep Area is an assembly area for administrative staff to assemble the required materials for the board meetings. The prep area also contains the lateral files. The layout area needs to be near the assistant's cubicles, but far enough away to not disturb the Secretary, Deputy Secretary, and Assistant Deputy Secretary.

Office of Legal Services

The legal staff consists of a general legal counsel and an attorney supervisor that provides legal consultation and services to the Boards and the Department as requested.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Ombudsperson Services

The staff providing ombudsperson services to the Department represents and advocates participant interests in matters concerning the benefit programs administered by the Department of Employee Trust Funds. They serve as a Department liaison with the Governor's Office, legislators, state agencies, labor leaders, and constituent groups regarding participant issues and concerns. They also develop and propose contract, administrative code and statutory changes that serve the needs of benefit plan participants. This area is responsible for educating our members on our health insurance programs, as well as member rights and responsibilities. It also plays an active role in customer satisfaction survey development and assessment.

Office of Internal Audit

This office prepares an audit plan utilizing risk assessment techniques incorporating input from Department managers and the Secretary's Office. Written reports are presented to the Secretary and distributed to the ETF Board and, when appropriate, other boards. The auditing function is an independent service to management with a primary objective to assist in enhancing ETF's internal control environment. Audit activities are also directed toward assisting management and staff in carrying out assigned risk management and internal control responsibilities.

Office of Policy, Privacy and Compliance

The Office of Policy, Privacy and Compliance (OPPC) assists staff with the resolution of issues related to the application of regulations, statutes, administrative rules and contract provisions on benefit program operation. The OPPC conducts research and analysis to facilitate sound policy for all benefit programs administered by the Department; and recommends changes in systems, policies, and procedures to ensure the Department complies with federal and state regulatory requirements. The OPPC maintains the Department's privacy policy and investigates privacy-related matters.

Office of Communications

- **Communications Director:** The Director administers all communication-related activities of the Department and reports to the Deputy Secretary. The position oversees and is responsible for: strategic communications; marketing; media relations; crisis communications; executive communications; and market research. The Director is responsible for establishing and implementing the Department's internal and external communications strategies. The Director also supervises communication staff responsible for writing, editing, video communications, and web design.
- **Publications Editors:** The Publications Editors are responsible for producing a variety of documents that serve all of ETF's audiences. The *WRS News* is the Department's major publication that is distributed to Wisconsin Retirement System retirees and active and inactive employees of public Wisconsin Retirement System (WRS) employers in Wisconsin. In addition, forms and printing are maintained by the Publications Editors including: developing and maintaining an efficient forms program; securing printing of forms, brochures, publications and manuals; and managing forms history files and forms inventory system.
- **Webmaster:** This position is responsible for high-level development, maintenance and management of ETF websites. This includes designing, implementing, and supporting web sites and web applications.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

- **Multi-media Coordinator:** This position plays a key role in the internal and external education, as well as the communication to all members, employers, board members, and ETF staff on all benefits administered by the WRS. This education portal uses various multi-media technologies including video production as its primary means of communication.

The Office of Trust Finance and Data Analysis

The Department is responsible for the preparation of a variety of periodic financial reports to managers inside and outside the Department. These reports allow users to monitor, control and understand the trust funds administered by the Department. The Department's primary financial report is the Comprehensive Annual Financial Report. It includes audited financial statements; statistical, actuarial and investment data; and descriptive information about the Department and the programs it administers.

The Legislative Audit Bureau auditing staff is housed at ETF for approximately six months during the year (typically January through June). The auditors require space to work onsite; and the program calls for the auditors to be housed in common cubicle workspace.

The Office of Trust Finance and Data Analysis is also responsible for: coordinating with the Division of Retirement Services Employer and Contact Services Bureau for the annual reconciliation of the participant and contribution systems containing in excess of \$1.5 billion in contributions for 261,000 active participants; and the coordination of the Department's annual WRS processing activities including the generation and distribution of annual retirement account statements to active and inactive participants.

Division of Insurance Services

Insurance Services supports the activities of the boards overseeing the benefit programs. This division develops and administers various insurance and disability plans; and manages contract administration related program operations. The division has three bureaus headed by trust fund directors who report to the Deputy Administrator. The division has professional staff in the following areas:

- **Division Administrator/Deputy Administrator:** The Division Administrator has responsibility for coordinating and directing the activities of the three bureaus. They also have the primary responsibility to act as liaison and support of the Group Insurance Board, including the responsibility to ensure that activities related to the insurance and disability programs are also coordinated with the Employee Trust Funds Board, Teachers Retirement Board and Wisconsin Retirement Board.
- **Health Benefits and Insurance Plans Bureau:** The Health Benefits and Insurance Plans Bureau is responsible for all policy and administrative functions related to: health insurance; life insurance; employee reimbursement accounts; long-term care insurance programs; the Accumulated Sick Leave Conversion Account; and optional payroll deduction plans.
- **Disability Programs Bureau:** The Disability Programs Bureau is responsible for policy development and administrative oversight of the disability programs including: the disability retirement programs under Wis. Stats. § 40.63; the income continuation insurance plans; the long-term disability insurance plan; and the duty disability program under Wis. Stats. § 40.65.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

The bureaus approve coordination and payment of benefits and resolve questions relating to coverage of benefit programs. In addition, division staff is responsible for planning enrollment periods including the annual dual choice enrollment process in the group health program and any special enrollments for group life insurance coverage.

The health, life, income continuation, long-term disability insurance programs, and the ERA program all involve contracts with providers and/or administrators. Division staff is responsible for: developing contract specifications; soliciting bids and evaluating vendors for various boards; negotiating contract terms; and monitoring contractors and resolving any related performance conflicts. The staff also monitors proposed, pending, and enacted federal or state legislation regulations and rules that affect insurance and disability benefit programs; as well as analyzes trends in other states at the national level; and works closely with various national associations representing public benefit programs.

- **Insurance Administration Bureau:** The Insurance Administration Bureau is responsible for a variety of activities related to the employer administration of ETF's administered benefit programs, including health insurance, life insurance and income continuation insurance. In addition, the bureau is responsible for bringing new employers under the benefit programs; and for all of the activities related to employer education, including: strategic planning, materials development, and the presentation of training to employers.

Division of Retirement Services

The mission of the Division is to provide benefit plan services to members of the Wisconsin Retirement System (WRS) and establish policies and administrative rules necessary to effectively administer and deliver retirement and other benefit services. The division pays out over \$4 billion in annuity payments, and provides benefit information to over 580,000 participants. The staff processes more than 19,000 applications, and answers over 168,000 telephone inquiries annually.

- **Policy and System Implementation Unit:** This Unit designs and leads the policy development process and establishes the Division's policy agenda. This unit leads the division policy analysis functions; proposes and drafts proposed legislative initiatives and administrative rules; analyzes proposed legislation initiated outside the Department; and develops policy studies for the Office of the Secretary.
- **Deferred Compensation Director:** The Deferred Compensation Director is responsible for directing the administration of the Wisconsin Deferred Compensation Plan (WDC). This position is also responsible for contracting with a third-party administrator to carry out day-to-day operations and is also the primary advisor to the Wisconsin Deferred Compensation Board who oversees the administration of this plan. At the end of 2009, the plan had over 49,500 members and \$2.2 billion in assets.
- **Member Services Bureau:** The mission of the Bureau is to educate participants and other interested parties providing accurate and timely information about WRS benefits, including retirement and disability, and insurance programs such as health, life, and income continuation.

The Bureau provides general program information and individualized benefit information to participants, attorneys, beneficiaries, guardians and other interested persons via written correspondence and telephone inquiries on a wide range of benefits. Staff responds to thousands of requests each year. These requests might be received in writing or in person; or

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

they might be the result of a phone call to the Call Management Section. In preparing a response, staff typically will write a letter and frequently include a benefit calculation or other account-specific information. For example, the Bureau calculates more than 28,000 retirement benefit estimates each year. The Bureau also maintains a calendar of appointments for participants who are seeking benefit information. Along with appointments, the Bureau also serves participants who “walk in” without having an appointment. Participants are welcome to bring a spouse or guest with them to these meetings. Of the over 8,400 participants per year that are counseled, slightly more than half of do not have appointments. These sessions take place in a work cube to offer as much confidentiality as possible, though private meeting rooms would be preferable.

This Bureau has the most interaction with participants. Area for staff and participants to meet needs to be confidential and private. A number of private, smaller conference rooms will be used. Hearing loop technology to support the aging population that ETF serves will also need to be provided.

The entry sequence is as follows: Participants enter the building and are greeted by an ETF receptionist who then directs them to a nearby waiting area that is adjacent to a number of small conference rooms. The receptionist greets the customer and asks him/her to sit while waiting for an appointment with a staff member. The small conference rooms are to be comfortable and allow staff to access a computer, as well as have a desk space to lay out paper documents.

- **Benefit Services Bureau:** This Bureau is divided into two sections called the Benefit Initiation Section and the Payments Section. Its mission is to determine the amount and appropriateness of retirement and insurance benefit payments, as well as pay the benefits timely. The Bureau maintains and provides the data needed for producing tax, actuarial, statistical, and other reports. This Bureau is responsible for all final benefit calculations including retirement, disability, and death benefits. Part of the fiscal soundness of the retirement and insurance programs is determined utilizing the liability of benefits that are paid and/or payable.

Benefit services is also responsible for input and correction of any errors in to the computerized benefit payments system. Retirement, disability, and death benefits are maintained on this system and checks are prepared monthly.

- **Employer and Contact Services Bureau:** The Bureau’s outreach section meets with participants in small group counseling sessions. A typical session includes approximately eight participants with guests who already have received their own retirement estimate and related information, which they bring with them to the meeting. Almost 4,000 participants are counseled this way each year. Some bureau staff also travels to locations around the state to conduct retirement benefit presentations, which usually take place in the evening and take approximately two hours.

Employers or organizations can request private presentations for groups of 50 or more. Additionally, public presentations are scheduled (open to anyone) each spring and fall. The average presentation is attended by 150 people (participants and guests). About 100 of these are conducted per year, with 20 of them open to the public. In a year’s time, the Department reaches about 11,000 people in this very important outreach effort.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

The Call Management Section's mission is to be the primary contact between ETF and plan participants. Trained benefit specialists who provide information about WRS benefit programs, and insurance to participants and other interested parties staff the telephones. The goal is to resolve participant issues during the telephone call, if possible. When participant issues require some type of follow up that cannot be handled with an additional telephone call, a service request is referred the same day electronically to the Member Services Bureau for processing. More than 180,000 calls and 21,000 e-mail messages were processed by staff annually.

The Call Center is a series of office cubicles which are removed from the public area and somewhat separated from the remaining office area. Call Center staff answers questions with the assistance of a headset and a computer. Sound proofing, absorption, and tenant controlled sound masking is critical for this area.

The Bureau is responsible for inquiries from participating employers, participants and other ETF units. The division processes enrollment applications for all benefit programs (retirement, health insurance, life insurance, and income continuation insurance); updates and maintains the employer and participant systems; collects retirement contributions and insurance premiums from participating employers on behalf of program participants.

The Bureau is responsible for the annual reconciliation of the participant and contribution systems containing in excess of \$1.5 billion in contributions for 261,000 active participants; and coordination with the Office of Trust Finance and Data Analysis of the Department's annual WRS processing activities, including the generation and distribution of annual retirement account statements to active and inactive participants.

The Bureau also provides employer education and training for about 1,500 WRS participating employers, as well as the generation and distribution of employer administrative manuals and bulletins.

Division of Management Services

Management Services provides effective administrative and support services to all ETF staff. This division handles all of the human resources programs, applications development, computer support and services, direct mail services (mail, copy services, and office supplies), facility management (space, parking, building security and maintenance), records management, library, telecommunications, and continuity of operations planning.

- **Administrator of Management Services:** The Administrator of Management Services oversees policy development for division programs; and ensures that the statutes, rules, contracts and Department policies affecting the programs and services provided are administered properly.
- **Human Resources (HR) Team:** The HR Team is supervised by the HR Director who also serves as the agency's Affirmative Action Officer and Employment Relations Officer. The Human Resources Team includes a HR specialist, HR assistant, Payroll and Benefits Specialist, and a Training Officer. In addition to administrative support functions, the team oversees recruitment services and ensures that vacant positions are filled promptly and with qualified people. Classification services are also provided to ensure that positions are properly classified. The team also serves as a liaison to the Office of State Employment Relations.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

- **Payroll and Benefits Specialist:** ETF's Payroll and Benefits Specialist provides leave accounting, payroll, and worker's compensation services. This position ensures that employees are paid on time and that deductions are accurate; leave balances and records are correct; and fringe benefit reports are submitted in a timely fashion. The position also provides fringe benefit counseling for new, existing, and terminating employees; analyzes reclassification requests; and processes worker's compensation claims.
- **Training Director:** The Training Officer serves as a Training Director and has primary responsibility for developing and monitoring the Department's training budget; reviewing and approving all training requests including coordinating in-house training sessions and retreats; overseeing the formal orientation program for new employees; and providing training. An area is needed within ETF's suite to set up and store training materials and supplies.
- **Facility Manager:** Responsibilities include acting as a liaison with ETF's landlords; coordinating office design activities and employee workspace moves/ improvements (painting, electrical, carpet replacement, etc.); addressing maintenance concerns; and coordinating ETF's capital equipment planning process. An area is needed within the loading dock to receive and un-package facility equipment. An additional secured area within ETF suite to set up and store facility equipment is also needed.

Safety officer services include investigating accidents, communicating safety information, overseeing ETF's emergency program, conducting safety inspections, resolving problems, and attending state safety officer meetings.

Security officer services include: answering security questions; contacting Capitol Police with security concerns; sharing information on security changes; overseeing the system for building access cards, room keys and temporary parking permits; monitoring the use of cards; and resolving problems.

Parking officer services include: ensuring that Department of Administration parking code is enforced in ETF; overseeing the waiting list; ensuring assignments are made as spots become available; and maintaining accurate parking records.

- **Telecommunications Manager:** Responsibilities include: coordinating Department telecommunication functions; acting as a liaison with the Department of Administration and the telephone companies for all service and equipment; representing the Department at state telecommunication manager meetings; communicating pertinent telecommunications policies and procedures to staff; managing the data in the telephone database; coordinating all voice mail functions; and providing training as necessary. An area is needed within the loading dock to receive and un-package telecommunications equipment. A secured telecommunications set-up and testing area within ETF suite is also needed. This can be a shared space with Information Technology Services Bureau. Extra telecommunications equipment will be stored in the area also.
- **Continuity of Operations Plan (Deputy Agency Continuity Manager):** This position serves as the Deputy Agency Continuity Manager for the Department and acts as a primary contact for Department staff in the development, coordination and implementation of the agency's Continuity of Operations Plan (COOP) and related policies and programs. This position works as

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

part of a team that is responsible for crisis management, infrastructure security, program evaluation, and related critical functions. The position is responsible for facilitating, managing and evaluating the development of response plans for crisis, emergency response, continuity of operations, etc., for the Department. The position provides technical assistance and training; and leads a workgroup to create various emergency plans that detail the tasks and procedures for managing the effects of natural disasters, terrorist acts, pandemics, and other emergencies of significant scope.

Information Technology Services Bureau: The Bureau is headed by the Director who also serves as the Chief Information Officer (CIO) reporting to the DMS Administrator and provides contract administration and oversight, information technology (IT), strategic planning, IT budgeting, and project and portfolio management. In addition, the CIO oversees three application development sections that provide support to meet the needs and requirements of internal and external customers for enterprise business applications. The primary functions and activities of the sections are to provide successful information technology solutions that maximize the efficient utilization of the department's hardware and software investments in support of customer services. This includes applying application technology throughout the department to enhance and improve program outcomes and communication.

- **Deputy BITS Director:** The Deputy Director reports to the CIO and provides network, database, security, and helpdesk technical support services for ETF's information technology needs; and to further the goals and initiatives of ETF and the state as a whole. Support is also offered to third parties that need to communicate directly or indirectly with ETF information systems. The bureau has an agency help desk that handles all problems related to personal computers, printers, application problems, network failures, etc. Calls are recorded in a problem management system and tracked to ensure a resolution for users. E-mail messages are sent to system users when the system is unavailable.

A secured area within the loading dock is needed to receive, un-package and assign asset management tags to IT equipment. This can be shared space with telecommunications.

A secured set-up and testing room with all the computer manuals and a small research work area within ETF suite is also needed. This can be shared space with telecommunications.

A secured area within ETF suite is needed to house PC's, monitors, telephone equipment, etc. Phone and network access is required.

An un-secured open area within ETF suite near the infrastructure team, where equipment can be setup while still having easy access to their cubicles and other staff, is also needed.

Office Services Bureau: The Bureau consists of the Supply and Mail Services Section, the Records Management Section, and the librarian.

- **Supply and Mail Services Section:** The Supply and Mail Services Section's mission is to manage mail, office supplies, copiers, quick copy service, forms inventory, benefit packet preparation and other miscellaneous services, including issuing Department fleet cars, as needed by Department personnel. The Mail Center needs counter space for assembling requested brochures and getting them ready for mailing. Mail is sorted and then distributed to a shared mail station per Division.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

- **Records Management Section:** The Records Management Section prepares scan and index participant documents; recalls records stored at the State Records Center; and maintains a current report of all record series systems within the Department.

Climate controlled environments are requested for Supply and Mail Services and the Records Management Section due to the volume of paper that is processed and stored in these areas.

- **Librarian:** The library is open to the public and all ETF employees. Librarian responsibilities include maintaining and organizing the library; ordering new books and periodicals and routing information; and publishing library acquisition bulletins. The librarian also maintains the legislative history file, which is a permanent file of every bill introduced in the legislature that affects ETF or one of its programs. Currently this space is accessible for staff only but a new facility would expand the functionality by allowing public access and transformation to a resource center connected with our member services' needs. The climate controlled library/resource center would have public accessible computer(s) and be accessible to the participants on the main floor with a comfortable, relaxing environment.
- **Budget:** The supervisor is responsible for coordinating with the legislative liaison on the development and administration of the Department's biennial budget request. Once every two years the Department is given an opportunity to identify its budgetary needs and priorities and submit a request for resources to the Governor and the Legislature. The budget supervisor is responsible for assisting Department managers in identifying and quantifying workload changes, prioritizing new initiatives, and developing cost benefit justifications for all budget requests, including the Department's annual operating budget.

Following adoption of a budget by the Legislature, the supervisor establishes the agency's detailed operating budget. The budget supervisor monitors this budget throughout the year and provides regular reports to the DMS Administrator/Deputy and Secretary's Office on the status of the budget.

- **Purchasing Officers:** The Department's purchasing officers are responsible for obtaining all goods and services needed by Department staff. This includes coordinating requests for proposals or bids for large or unusual purchases. It also involves coordinating approvals from other state agencies with oversight responsibilities including the Department of Administration Bureau of Procurement and Division of Enterprise Technology.

Project Goals

- Unite all ETF staff into one building and allow sufficient expansion space to accommodate growth for at a minimum of 10-15 years
- Obtain better vehicular access, since ETF serves clients statewide
- Design a building that allows for interior flexibility to accommodate organizational changes
- Provide a welcoming, non-threatening environment for all participants seeking information
- Provide a safe, comfortable, and productive work environment for all staff
- Provide for easy and intuitive way-finding throughout the facility and parking areas for both participants as well as staff, including adequate security services
- Provide for retirement services in meeting rooms that are confidential, private, and conducive to concentrating on the presented retirement options

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

- Ensure access for deliveries is adequate and accessible via loading dock
- Provide public access for following purposes:
 - ETF receptionist
 - Private and group counseling
 - HR services (interviews, applicant testing, etc.
 - Department Board and/or other public meetings
 - Resource Center/Library. Including kiosk
- Provide separate entrance for ETF services

Parking

The agency requires a minimum car parking of 370 stalls and 1 bicycle stall per 10 car stalls. Provide additional parking and space for ETF fleet vehicles and service space. These spots must be in close proximity to the general maintenance and dock area. ETF is interested in a variety of parking options including underground, structured, and surface lot at affordable prices for its staff. Provide adequate handicap parking to meet ETF staff and member parking.

Training Facilities

The training facilities within the ETF suite, listed under Division of Management Services, will have modernized multimedia technology to support department wide training requirements. Including an area to set up and store training materials and supplies. The training room should be fully equipped with voice services, smart board, wireless and network connectivity, projector, webcam services, and laptop functionality, plus presenter/trainer computer station set-up.

Other Conference Rooms

Small, medium, and large conference rooms for ETF staff will have voice services and either a smart board or flat screen TV capability and computer hook ups.

The Library/Resource Center

The Library/Resource Center (Management Services) will be staffed. The library/resource center contains all of the legislative files, board meeting minutes and various publications. This space is accessible by the public. It should accommodate or be divided for private access to certain publications by agency personnel only and also public access to all other documents and informational materials. A pleasing, comfortable environment with chairs, tables, couch, kiosk with computer(s), and two 2-4 person small private conference rooms should be provided in the resource center for use by the agency and public. Provide climate control environment due to the volume of books and paper in this area.

Multi-Media Suite

The multi-media Suite consisting of three rooms shall have an access floor for easy cable distribution and reconfiguration and appropriate sound separation and attenuation. The production studio shall have no standard ceiling; production lights supported from ceiling mounted rack system shall be easily accessible to adjust for different lighting needs. Sound proofing and absorption is critical for this suite. Provide quality surge protection in this area due to the amount of equipment used in this area.

High Density Storage

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

The ETF program calls for 3 areas with high density shelving. Ideally the mail room, records room and library are located on the first floor allowing the high density shelving to be supported by a slab on grade. If they are not located on a slab on grade, Developer's A/E Team to design the floor slab for the appropriate loading. Developer's A/E Team is to review high density storage with the local fire department having jurisdiction in that area.

Agency Conference Rooms

The Agency Conference Rooms on each floor, ETF Retirement Services counseling rooms, board room, secretary, deputy secretary, assistant deputy secretary, chief legal counsel and human resources manager offices and secretary's suite walls to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echo.

Reception Desk Allowance

Include an allowance for one (1) professional looking reception desk within ETF suite.

Mailroom

Provide adjustable counter space for mail sorting and retirement packet assembling. Provide climate control environment due to the volume of supplies and paper in this area.

Storage

ETF would prefer a secured area near the loading dock that would provide a climate controlled storage area for forms, brochures and paper. This is listed in their program under Division of Management Services. Modular shelving will be provided.

Security

- Card readers for suite doors and doors entering the ETF Secretary's Office Suite.
- Card reader access if underground parking is provided.
- Include duress buttons at each of the following areas: (1) for ETF reception desk, one at supervisor cubicle main floor (1) secretary's office and (1) in mail room, and in each individual private counseling room.
- Coordinate all specific duress button locations with tenant for each space required and identify rough-in location for all devices.
- Office and conference room doors should have inside locking capability for security purposes in the event of an intruder situation.

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

The Department of Employee Trust Funds (ETF) Program Information

SUMMARY - ASSIGNABLE SPACE

	Current		C + 5		C + 10	
	No. of staff	ASF	No. of staff	ASF	No. of staff	ASF
OFFICE OF THE SECRETARY (includes Legal Services)	14	5,850	16	6,017	17	6,098
OFFICE OF POLICY, PRIVACY AND COMPLIANCE	4	416	5	507	5	528
OFFICE OF INTERNAL AUDIT	3	373	4	540.50	4	601.50
OFFICE OF COMMUNICATIONS	7	1,414	8	1,484	8	1,484
OFFICE OF TRUST FINANCE	20	1,917	23	2,482	23	2,888
DIVISION OF INSURANCE SERVICES	34	3,654	46	4,549	46	4,666
DIVISION OF MANAGEMENT SERVICES	90	17,107	91	17,731	91	18,027
DIVISION OF RETIREMENT SERVICES	140	13,058	162	16,324	167	16,999
OFFICE OF ENTERPRISE INITIATIVES	30	2,563	10	1,283	10	1,283
Total Staffing (FTE)	342		365		371	
TOTAL (ASF)		46,351		50,915		52,571

Department Total

52,571

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

OFFICE OF INTERNAL AUDIT - Program Details

Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	Current		C + 5		C + 10	
					No.	ASF	No.	ASF	No.	ASF
Office	Administrator		1	192						
Office	Deputy Administrator/Office Director	Financial Manager	1	160	1	160	1	160	1	160
Office	Bureau Director		1	144						
Office	Exception Private Office		1	120						
Office	Senior Manager Station		1	96						
Cubicle	Manager Station		1	80						
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative I Station	Auditor - Advanced	1	64	2	128	3	192	3	192
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative II Station		1	36						
	Files	Lateral 42x18		5.5	7	38.5	22	121	29	159.5
	Bookcase	Bookcases 36x12		3	2	6	6	18	9	27
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	3	13.5	6	27
		Coat Storage		36	1	36	1	36	1	36
OFFICE OF INTERNAL AUDIT - TOTAL					3	373	4	540.5	4	601.5

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

OFFICE OF COMMUNICATIONS - Program Details						Current		C + 5		C + 10	
Space Type	Space Name/Curent Function	Titles	No. Occupant	ASF per Space	No	ASF	No	ASF	No	ASF	
Office	Deputy Administrator/Office Director	Communications Director	1	160	1	160	1	160	1	160	
Office	Bureau Director										
Office	Exception Private Office										
Office	Administrative I Station	Trust Fund Specialist-Advanced	1	64	1	64	1	64	1	64	
Cubicle	Administrative I Station	Publications Editor 4	1	64	1	64	2	128	2	128	
Cubicle	Administrative I Station	Publications Editor 3	1	64	2	128	2	128	2	128	
Cubicle	Administrative I Station	IS Network Services-Senior	1	64	1	64	2	128	2	128	
Cubicle	Administrative I Station	Contractor	1	64	1	64	0	0	0	0	
	Files	Lateral 42x18		5.5	1	5.5	2	11	2	11	
	Bookcase	Bookcases 36x12		3	0	0	0	0	0	0	
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	1	4.5	1	4.5	
	Multi-Media	Audio Room		64	1	64	1	64	1	64	
		Production/Recording Room		340	1	340	1	340	1	340	
		Editing Room		340	1	340	1	340	1	340	
		Media Storage		80	1	80	1	80	1	80	
		SUBTOTAL (ASF)			7	1378	8	1447.5	8	1447.5	
SHARED SPACES											
		Coat Storage		36	1	36	1	36	1	36	
		SUBTOTAL (ASF)				36		36		36	
OFFICE OF COMMUNICATIONS - TOTAL					7	1,414	8	1,484	8	1,484	

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

OFFICE OF TRUST FINANCE - Program Details

Space Type	Space Name/CURRENT Function	Titles	No. Occupant	ASF per Space	Current		C + 5		C + 10		
					No.	ASF	No.	ASF	No.	ASF	
Office	Secretary		1	216							
Office	Administrator		1	192							
Office	Deputy Administrator/Office Director	Financial Manager	1	160	1	160	1	160	1	160	
Office	Bureau Director	Financial Mgt. Supervisor	1	144	2	288	2	288	2	288	
Office	Exception Private Office		1	120							
Cubicle	Senior Manager Station										
Cubicle	Manager Station		1	80							
Cubicle	Administrative I Station	Accountant-Senior	1	64	1	64	1	64	1	64	
Cubicle	Administrative I Station	Accountant-Adv.	1	64	6	384	6	384	6	384	
Cubicle	Administrative I Station	Accountant-Journey	1	64	4	256	4	256	4	256	
Cubicle	Administrative I Station	Financial Specialist 4	1	64	1	64	1	64	1	64	
Cubicle	Administrative I Station	Accountant	1	64	3	192	6	64	6	384	
Cubicle	Administrative I Station	Trust Funds Specialist	1	64	2	128	2	64	2	128	
	Outside Auditors	Common Workspace	8	250	1	250	1	250	1	250	
	Files	Lateral 42x18		5.5	23	126.5	37	203.5	41	225.5	
	Bookcase	Bookcases 36x12		3	0	0	0	0	0	0	
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	2	9	2	9	
	Conference Room	11 to 15 person	1	450			1	450	1	450	
	Conference Room	6 to 8 person	1	225			1	225	1	225	
	SUBTOTAL (ASF)					20	1,917	23	2,482	23	2,888

OFFICE OF TRUST FINANCE - TOTAL

20 1,917 23 2,482 23 2,888

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

DIVISION OF INSURANCE SERVICES - Program Details

Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	Current		C + 5		C + 10	
					No.	ASF	No.	ASF	No.	ASF
Administrator/Deputy Administrator										
Office	Secretary		1	216						
Office	Administrator	Administrator Manager	1	192	1	192	1	192	1	192
Office	Deputy Administrator	Administrator Manager	1	160	1	160	1	160	1	160
Office	Bureau Director		1	144						
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station		1	96						
Cubicle	Manager Station		1	80						
Cubicle	Administrative I Station		1	64						
Cubicle	Administrative II Station		1	36						
	Files	Lateral 42x18		5.5	0	0	0	0	0	0
	Bookcase	Bookcases 36x12		3	6	18	7	21	11	33
	Storage cabinets	Storage Cabinets 36x18		4.5	4	18	6	27	6	27
	SUBTOTAL (ASF)				2	388	2	400	2	412

HEALTH BENEFITS & INSURANCE PLANS										
Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	No.	ASF	No.	ASF	No.	ASF
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director	Trust Funds Director	1	144	1	144	1	144	1	144
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station		1	96						
Cubicle	Manager Station		1	80						
Cubicle	Administrative I Station	Employee Benefit Plan Policy Adv	1	64	9	576	10	640	10	640
Cubicle	Administrative I Station	WPS Contract Staff	1	64	1	64	1	64	1	64
	Files	Lateral 42x18		5.5	15	82.5	18	99	26	143
	Bookcase	Bookcases 36x12		3	1	3	2	6	2	6
	Storage cabinets	Storage Cabinets 36x18		4.5	0	0	0	0	0	0
	SUBTOTAL (ASF)				11	869.5	12	953	12	997

INSURANCE ADMINISTRATION BUREAU										
Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	No.	ASF	No.	ASF	No.	ASF
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director	Trust Funds Director	1	144	1	144	1	144	1	144
Office	Exception Private Office		1	120						
Cubicle	Administrative I Station	IS Bus Auto Spec	1	64	1	64	2	128	2	128
Cubicle	Manager Station	Trust Funds Supervisor	1	96	1	96	1	96	1	96
Cubicle	Administrative I Station	Trust Funds Specialist-Advanced	1	64	2	128	2	128	2	128
Cubicle	Administrative I Station	Trust Funds Specialist-Obj.	1	64	2	128	4	256	4	256
Cubicle	Administrative I Station	Contractors	1	64	4	256	0	0	0	0
	Files	Lateral 42x18		5.5	15	82.5	18	99	26	143
	Bookcase	Bookcases 36x12		3	1	3	2	6	2	6
	Storage cabinets	Storage Cabinets 36x18		4.5	0	0	0	0	0	0
	SUBTOTAL (ASF)				11	901.5	10	857	10	901

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	CURRENT		C + 5		C + 10	
					No.	ASF	No.	ASF	No.	ASF
OFFICE SERVICES BUREAU										
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director	Record Mgt Prog Supervisor	1	144	1	144	1	144	1	144
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station	Records Mgmt Supv.	1	96	1	96	1	96	1	96
Cubicle	Administrative I Station	Shipping & Mailing Supervisor	1	96	1	96	1	96	1	96
Cubicle	Manager Station		1	80						
Cubicle	Administrative I Station	Operations Prog Assoc	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Office Operations Associate	1	64	2	128	2	128	2	128
Cubicle	Administrative I Station	Office Associate	1	64	2	128	2	128	2	128
Cubicle	Administrative I Station	Shipping & Mailing Associates	1	64	1	64	2	128	2	128
Cubicle	Administrative I Station	Records/Forms Mgt. Spec.	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Records Prog. Assoc.	1	64	3	192	3	192	3	192
Cubicle	Administrative I Station	Librarian	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Supported Employment LTE's	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	LTE	1	64	2	128	1	64	1	64
Cubicle	Administrative I Station	Contractors	1	64	4	256	0	0	0	0
	Files	Lateral 42x18		5.5	13	71.5	18	99	24	132
	Bookcase	Bookcases 36x12		3	21	63	29	87	37	111
	Storage cabinets	Storage Cabinets 36x18		4.5	12	54	17	76.5	31	139.5
		Mail Area		500	1	500	1	500	1	500
		Mail Area - High Density Shelves		350	1	350	1	350	1	350
		File Room- Imaging Center		200	1	200	1	200	1	200
		File Room - High Density Shelves		350	1	350	1	350	1	350
		Library/Resource Center		800	1	800	1	800	1	800
		Library - High-Density Shelves		100	1	100	1	100	1	100
		Conference Rooms (2-4 person)		100	0	0	2	200	2	200
		SUBTOTAL (ASF)			21	3976.5	17	3994.5	17	4114.5
COMPUTER SCIENCE										
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director		1	144						
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station	IS Supervisor	1	96	1	96	1	96	1	96
Cubicle	Administrative I Station	IS Tech Serv - Cons/Admin	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	IS Tech Serv - Specialist	1	64	2	128	2	128	2	128
Cubicle	Administrative I Station	IS Network Serv - Specialist	1	64	1	64	2	128	2	128
Cubicle	Administrative I Station	IS Tech Services - Senior	1	64	2	128	3	192	3	192
Cubicle	Administrative I Station	IS Sys. Dev. Serv.-Spec.	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	IS Bus. Auto.Specialist	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	IS Tech Services - Prof	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	IS Data Serv - Cons/Admin	1	64	4	256	4	256	4	256
Cubicle	Administrative I Station	IS Comp Serv - Senior	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	LTE	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Contractor	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station									

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	CURRENT		C + 5		C + 10	
					No.	ASF	No.	ASF	No.	ASF
	Files	Lateral 42x18		5.5	8	44	9	49.5	14	77
	Bookcase	Bookcases 36x12		3	6	18	7	21	11	33
	Storage cabinets	Storage Cabinets 36x18		4.5	4	18	6	27	6	27
	Communication Center	Secured Computer Set Up/Staging		300	1	300	1	300	1	300
		Unsecured computer workarea		100	1	100	1	100	1	100
		Storage Computer Parts (Secured)		200	1	200	1	200	1	200
	Conference Room	11 to 15 person		450	1	450	1	450	1	450
						0	0	0	0	0
		Secure Storage near dock		400	1	400	1	400	1	400
		SUBTOTAL (ASF)			17	2650	19	2795.5	19	2835

HR TEAM										
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator/AA Officer	Human Resource Manager	1	160	1	160	1	160	1	160
Office	Bureau Director		1	144						
Office	Exception Private Office									
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station	Payroll+Benefit Spec.Adv Conf	1	96	1	96	2	192	2	192
Cubicle	Manager Station	Training Coordinator	1	72	1	72	1	72	1	72
Cubicle	Administrative I Station	HR - LTEs	1	64	2	128	2	64	1	64
Cubicle	Administrative I Station	Human Resources Specialist-Senior	1	64	1	64	1	64	2	128
Cubicle	Administrative I Station	IS Bus. Automation - LTE	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Testing Cube	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Human Resources Assistant	1	64	1	64	1	64	1	64
	Files	Lateral 42x18		5.5	10	55	13	71.5	19	104.5
	Bookcase	Bookcases 36x12		3	0	0	0	0	0	0
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	1	4.5	2	9
	Training Room	20 people technical training	20	600	1	600	1	600	1	600
		AV Storage Room	2	80	2	160	2	160	2	160
	Training Room	50 people seminar style	50	1350	1	1350	1	1350	1	1350
	Conference Room (applicant)	Conf Rm - 4 to 6	6	150	1	150	1	150	1	150
	Conference Room	Conf Rm - 6 to 8	8	225	1	225	1	225	1	225
		SUBTOTAL (ASF)			9	3,257	10	3,305	10	3,407

FACILITY/TELECOMM/COOP										
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director		1	144						
Office	Exception Private Office		1	120						
Cubicle	Senior Manager Station		1	96						
Cubicle	Manager Station		1	80						
Cubicle	Exception Workstation	IS Bus. Auto. Cons/Adm.	1	72	1	72	1	72	1	72
Cubicle	Exception Workstation	Facility Management Specialist	1	72	1	72	2	144	2	144
Cubicle	Administrative I Station	COOP	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	LTE	1	64	1	64	0	0	0	0
	Files	Lateral 42x18		5.5	2	11	2	11	2	11
	Bookcase	Bookcases 36x12		3	0	0	0	0	0	0
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	1	4.5	1	4.5
	Equipment Storage			450	1	450	1	450	1	450
	Conference Room	4 to 6 person		150	1	150	1	150	1	150
		SUBTOTAL (ASF)			4	896	4	896	4	896

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

Space Type	Space Name/CURRENT Function	Titles	Occupant	ASF per Space	CURRENT		C + 5		C + 10	
					No.	ASF	No.	ASF	No.	ASF
BUDGET/PROCUREMENT										
Office	Secretary		1	216						
Office	Administrator		1	192						
Office	Deputy Administrator		1	160						
Office	Bureau Director		1	144						
Cubicle	Senior Manager Station	Budget & Policy Supervisor	1	96	1	96	1	96	1	96
Cubicle	Administrative I Station	Contract Specialist-Adm.	1	64	1	64	2	128	2	128
Cubicle	Administrative I Station	Purchasing Agent Senior	1	64	2	128	3	128	3	128
Cubicle	Administrative I Station	Financial Specialist 4	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Budget Analyst	1	64	0	0	1	64	1	64
Cubicle	Administrative I Station	LTE	1	64	1	64	0	64	0	64
	Files	Lateral 42x18		5.5	6	33	6	33	7	38.5
	Bookcase	Bookcases 36x12		3	1	3	1	3	1	3
	Storage cabinets	Storage Cabinets 36x18		4.5	1	4.5	1	4.5	1	4.5
	Conference Room	6 to 8 person	1	225	1	225	1	225	1	225
	SUBTOTAL (ASF)				6	456.5	8	809.5	8	815
SHARED SPACES										
	Conference Room	Medium Conf Rm 11 to 15	15	450	1	450	1	450	1	450
		Coat Storage		36	1	36	1	36	1	36
		Coat Storage		36	2	72	2	72	2	72
	Workroom (3 per floor x 4 floors)	Copiers, mailstations, printer, stor	1	180	12	2160	12	2160	12	2160
	SUBTOTAL (ASF)					2,718		2,718		2,718

DIVISION OF MANAGEMENT SERVICES - TOTAL

90 17,107 91 17,731 91 18,027

Appendix 2.2

Hill Farms A&B Re-Development RFP No. 505-004

Department of Employee Trust Funds Program Requirements

OFFICE OF ENTERPRISE INITIATIVES - Program Details										
Space Type	Space Name/CURRENT Function	Titles	NO. Occupant	ASF per Space	Current		C + 5		C + 10	
					No	ASF	No	ASF	No	ASF
Office	Deputy Administrator/Office Director	OEI-Mgt. Info. Mgr.	1	160	1	160	1	160	1	160
Office	Bureau Director									
Office	Bureau Director	PMO-IS Supervisor 2	1	144	1	144	1	144	1	144
Office	Administrative I Station	IS Bus Auto Cons/Admin	1	64	3	192	3	192	3	192
Cubicle	Administrative I Station	IS Bus Auto. Specialist	1	64	2	128	2	128	2	128
Cubicle	Administrative I Station	IS Bus. Auto. Senior	1	64	1	64	1	64	1	64
Cubicle	Administrative I Station	Contractors	1	64	20	1280	2	128	2	128
Cubicle	Administrative I Station	LTE	1	64	2	128	0	0	0	0
	Files	Lateral 42x18		5.5	3	16.5	3	16.5	3	16.5
	Bookcase	Bookcases 36x12		3						
	Storage cabinets	Storage Cabinets 36x18								
		SUBTOTAL (ASF)			30	2112.5	10	832.5	10	832.5
SHARED SPACES										
	Conference Room	11 to 15	1	450	1	450	1	450	1	450
		SUBTOTAL (ASF)				450		450		450
OFFICE OF ENTERPRISE INITIATIVES - TOTAL					30	2,563	10	1,283	10	1,283

Appendix 2.3

Hill Farms A&B Re-Development RFP No. 505-004

Public Service Commission of Wisconsin Program Requirements

Public Service Commission of Wisconsin

The **Public Service Commission of Wisconsin (PSC)** is an independent regulatory agency dedicated to serving the public interest. The agency is responsible for the regulation of Wisconsin public utilities, including those that are municipally owned, since 1907.

The Commission works to ensure that, in the absence of competition, adequate and reasonably priced service is provided to utility customers. Types of utilities regulated include electric, natural gas, water, combined water and sewer utilities and certain aspects of local telephone service. More than 1,100 utilities are under the agency's jurisdiction. Most of these must obtain Commission approval before setting changing rates or service terms, issuing stocks or bonds, or undertaking major construction projects such as power plants, water wells, natural gas distribution facilities, and electricity transmission lines.

The Commission is composed of three full-time Commissioners who decide the cases brought to the Commission for changes in utility operations, rates and for construction projects after a complete and thorough review of all the records compiled in the case, including public comments. Commissioners are appointed by the Governor and confirmed by the State Senate for staggered, six-year terms. One of these Commissioners is appointed chairperson by the Governor for a two-year term. The Commissioners' Office, under the direction of the Chairperson, has oversight of all staff-related activities.

In keeping with its commitment to quality management principles, the Commission is organized along industry and administrative lines into four operating divisions: Division of Business and Communication Services; Division of Water and Consumer Affairs; Division of Regional Energy Markets; and Gas and Division of Gas and Energy. Commission staff consists of auditors, accountants, engineers, analysts, attorneys, economists, consumer specialists, and administrative support personnel. These experts work in an advisory role to the Commissioners.

PSC's Mission

The mission of the Public Service Commission of Wisconsin is to oversee, facilitate and foster the efficient and fair provision of quality utility services by meeting consumers' changing needs in Wisconsin's dynamic and competitive utility industry environment.

The Commission is comprised of 143 FTE, with a maximum of 155 employees. Our hours of operation follow standard state hours, of 7:45 a.m. to 4:30 p.m. By its regulatory nature, the Commission interacts with stakeholders, utility representatives, ratepayers and public interveners. The PSC hosts public and technical hearings onsite and need meeting and parking space for large groups in attendance at these hearings.

Division Overviews

The Office of Commissioners is responsible for providing administrative support to the three Commissioners who are appointed by the Governor and confirmed by the Senate for staggered six-year terms. The Commission, by majority vote, is the governing authority that ultimately decides how the Wisconsin utility industry will be regulated.

Appendix 2.3

Hill Farms A&B Re-Development RFP No. 505-004

Public Service Commission of Wisconsin Program Requirements

One Commissioner is designated Chairperson by the Governor for a two-year term. The Chairperson serves as head of the Agency. The Executive Assistant to the Chairperson is appointed by the Chairperson and assists in the development and implementation of the long-range goals of the agency. The other two Executive Assistants are appointed to serve by each of their respective Commissioners and work specifically for them.

The General Counsel serves as the primary legal advisor to the Commissioners. The Legislative Advisor is responsible for the management of the Commissioners' legislative affairs programs. The Secretary to the Commission assists in scheduling and implementing short-range goals of the agency. The Communications Director provides information services on behalf of the Commission to the public and media, and assists in implementing the Commission's goals.

The Administrative Law Judge schedules and conducts public hearings. A public hearing is one step in determining if the Commission will take action to affect the service rates offered by a utility operated facility. The Administrative Law Judge records testimony, prepares transcripts, and issues proposed or final orders as required. The testimony presented and recorded before the Administrative Law Judge becomes the record upon which Commission decisions are based.

The Commissioners' support staff provides administrative and clerical support primarily to the Commissioners and their staff, and secondarily to agency operations as determined appropriate.

The Office of General Counsel represents and defends the actions of the Commission in state and federal courts, provides legal advice to both Commissioners and staff, provides legal counsel for staff at Commission hearings and represents the Commission before federal agencies in cases of regulatory interest. The Office of General Counsel also coordinates referrals from the Commission to the Attorney General.

The Division of Business and Communication Services (DBCS) provides the Commission's business management and communications services, including the Office of Information Technology, Bureau of Financial Services, Bureau of Communications Services and the State Broadband Office. DBCS provides management and oversight of budget development, revenue collection, grant administration, intervenor compensation coordination, and procurement, as well as administering employee training and recruitment, and coordination of the Commission's affirmative action/equal opportunity and employee assistance programs. DBCS also maintains an automated case filing system (ERF), and provides printing, mail and facility services.

The Communications Services Bureau reviews carrier interconnection agreements and resolves interconnection disputes between service providers. This Division provides a series of incentives and subsidies to expand the use of telecommunication services for low income citizens, people with disabilities, residents living in areas with higher than average cost of providing service, and to expand health care availability through the use of telecommunications equipment and services.

The Division works with the Federal Communications Commission to administer federal/state joint programs, including telephone numbering, N11, and eligible telecommunications carrier programs.

Appendix 2.3

Hill Farms A&B Re-Development RFP No. 505-004

Public Service Commission of Wisconsin Program Requirements

The State Broadband Office is responsible for promoting the deployment of broadband communication services, through statewide and regional planning as well as collecting data about the current state of the broadband infrastructure throughout the state. Through a federal ARRA grant awarded in 2009, the state broadband office has been engaged in broadband mapping and planning. In partnership with the provider community, the State Broadband Office has created an interactive online map depicting the availability of different levels of advertised broadband service within each of the state's 250,000 Census Blocks. The State Broadband Office also collects updated data on broadband demand and usage. Furthermore, the State Broadband Office also provides support and training to improve local engagement within Wisconsin.

The Office of Information Technology (OIT) provides support for the information system infrastructure of the Commission. This includes acquisition and support of computer hardware, software and peripherals; administration of the local area network; development and implementation of customized computer applications; forms management; and data and database administration. OIT also helps the Commission achieve its strategic goals by researching, acquiring and implementing new technologies and planning for future capacity requirements.

The Division of Water, Compliance, and Consumer Affairs is comprised of two sections, Consumer Affairs and Water Utility Regulation, as well as a water conservation program.

The Consumer Affairs Bureau is responsible for statewide utility compliance and assisting utilities' efforts to comply with statutes, codes and record keeping requirements. This bureau also develops consumer affairs policies, coordinates consumer information, and resolves consumer concerns.

The Water Utility Regulation Bureau is responsible for regulating water and combined water and sewer public utilities, including regulation of water rates; review of water and combined water and sewer public utility financing; review of large, drinking-water-related construction projects; and review of water utilities' compliance with rules, statutes, codes and other state and federal regulations.

The Division is also responsible for developing and implementing statewide water conservation strategies. Strategies include both demand-side (consumer) and supply-side (utility) water conservation initiatives. The Division works with Wisconsin water utilities to incorporate water conservation into water supply planning and to promote the efficient and sustainable use of water.

The Division of Regional Energy Markets is responsible for all aspects of the PSC's wholesale energy market and regional transmission planning interaction with the Federal Energy Regulatory Commission, the Midcontinent Independent System Operator, the Organization of MISO States, the Southwest Power Pool, as well as other Regional Transmission Organizations and Regional State Committees. Regulation of the electric industry has taken on a regional character requiring the PSC to be involved in these new regional and federal forums to protect ratepayer interests. Presently the Division of Regional Energy Markets assists the Organization of MISO States by co-leading four strategic issue areas: regional transmission planning, demand response, governance and budget, and resource adequacy. In addition, the Division, working with the Gas and Energy Division oversees the statutorily required preparation of a biennial Strategic Energy Assessment that evaluates the adequacy and reliability of Wisconsin's current and future electrical capacity and supply.

Appendix 2.3

Hill Farms A&B Re-Development RFP No. 505-004

Public Service Commission of Wisconsin Program Requirements

The Division of Gas and Energy is primarily responsible for conducting utility audits and rate reviews to ensure that the Commission has sufficient information to establish just and reasonable rates that utilities may charge for retail natural gas and electricity service provided to Wisconsin customers. The Division is also responsible for reviewing gas and electricity related construction projects including construction of large power lines, construction of generation plants, and construction related to the natural gas distribution system. In reviewing these projects, the division considers the state's need for additional energy, potential alternatives, costs, and environmental impacts.

The Division is also responsible for the regulation of utility holding companies, reviewing changes to utility financial structures (including stock issuance and bonding), evaluating utility mergers and acquisitions, and ensuring that utilities comply with service standards and state and federal uniform electrical codes, federal energy and interstate natural gas cases. The Division administers the state/federal Gas Pipeline Safety program, Stray Voltage program, and oversees the statewide, ratepayer-funded, energy efficiency and renewable resource programs known as "Focus on Energy."



Summary Report

Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

DEPARTMENT	Current		2017		2019		NA		NA	
	Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Business and Comm. Services	32	2,819	32	2,819	32	2,819	0	0	0	0
Commissioner of Railroads	7	725	7	725	7	725	0	0	0	0
Commissioners Off/Gen. Counsel	28	3,957	28	3,957	28	3,957	0	0	0	0
Gas and Energy	61	5,149	61	5,149	61	5,149	0	0	0	0
Regional Energy Markets	10	1,034	10	1,034	10	1,034	0	0	0	0
Water, Comp & Consumer Affairs	21	1,846	21	1,846	21	1,846	0	0	0	0
Auxiliary Rooms	0	8,046	0	8,526	0	8,526	0	0	0	0
TOTAL STAFF COUNT:	159		159		159		0		0	
TOTAL ASSIGNABLE SQUARE FOOTAGE:		23,576		24,056		24,056		0		0

DEPARTMENT NOTES

The Public Service Commission requires 160 staff parking spaces as well as spaces for visitor parking. There are on-average, three hearings a week depending on the Commission calendar, but sometimes the schedule can be heavier. Hearings can have as many as 100 people and there will need to be ample visitor parking to accommodate this during both daytime and evening hours. There may also be a need for bus parking.



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Business and Comm. Services

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Executive Assistant	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Administrator	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Admin Law Judge	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Assistant Administrator	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Chief Engineer	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Deputy General Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
The Public Service	10x12	Communications Director	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Legislative Advisor	120	0	0	0	0	0	0	0	0	0	0
Depending on the C	10x12	Manager	120	3	360	3	360	3	360	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Secretary to the Commissior	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor Station	96	2	192	2	192	2	192	0	0	0	0
Workstation	8x8	Standard Workstation	64	22	1,408	22	1,408	22	1,408	0	0	0	0
Workstation	8x8	Vacant Position	64	3	192	3	192	3	192	0	0	0	0
Workstation		Spline Allowance			307		307		307		0		0
TOTAL STAFF COUNT:				32		32		32		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			24		24		24		0		0	
TOTAL SQUARE FOOTAGE:					2,819		2,819		2,819		0		0

NOTES



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Commissioner of Railroads

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	1	225	1	225	1	225	0	0	0	0
Office	12x16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Executive Assistant	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Administrator	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Admin Law Judge	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Assistant Administrator	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Engineer	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Deputy General Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	1	120	1	120	1	120	0	0	0	0
The Public Service	10x12	Communications Director	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Legislative Advisor	120	0	0	0	0	0	0	0	0	0	0
Depending on the C	10x12	Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Secretary to the Commission	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard Workstation	64	5	320	5	320	5	320	0	0	0	0
Workstation	8x8	Vacant Position	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			55		55		55		0		0
TOTAL STAFF COUNT:				7		7		7		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			5		5		5		0		0	
TOTAL SQUARE FOOTAGE:					725		725		725		0	0	

NOTES This group is currently in proximity to the Public Service Commission but in a separate suite and should remain in a separate suite in the new building.



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Commissioners Off/Gen. Counsel

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	3	675	3	675	3	675	0	0	0	0
Office	12x16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Executive Assistant	192	3	576	3	576	3	576	0	0	0	0
Office	10x16	Deputy Administrator	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Admin Law Judge	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Assistant Administrator	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Engineer	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Deputy General Counsel	144	1	144	1	144	1	144	0	0	0	0
Office	10x12	Attorney	120	10	1,200	10	1,200	10	1,200	0	0	0	0
The Public Service	10x12	Communications Director	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	Legislative Advisor	120	1	120	1	120	1	120	0	0	0	0
Depending on the C	10x12	Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	Secretary to the Commissior	120	1	120	1	120	1	120	0	0	0	0
Workstation	8x12	Supervisor Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard Workstation	64	5	320	5	320	5	320	0	0	0	0
Workstation	8x8	Vacant Position	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			55		55		55		0		0
TOTAL STAFF COUNT:				28		28		28		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Storage	Medium	150	1	150	1	150	1	150	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			21		21		21		0		0	
TOTAL SQUARE FOOTAGE:					3,957		3,957		3,957		0		0

NOTES



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Gas and Energy

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Executive Assistant	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Administrator	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Admin Law Judge	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Assistant Administrator	144	2	288	2	288	2	288	0	0	0	0
Office	12x12	Chief Engineer	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Deputy General Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
The Public Service	10x12	Communications Director	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Legislative Advisor	120	0	0	0	0	0	0	0	0	0	0
Depending on the C	10x12	Manager	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Secretary to the Commissior	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor Station	96	2	192	2	192	2	192	0	0	0	0
Workstation	8x8	Standard Workstation	64	48	3,072	48	3,072	48	3,072	0	0	0	0
Workstation	8x8	Vacant Position	64	5	320	5	320	5	320	0	0	0	0
Workstation		Spline Allowance			615		615		615		0		0
TOTAL STAFF COUNT:				61		61		61		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			46		46		46		0		0	
TOTAL SQUARE FOOTAGE:					5,149		5,149		5,149		0		0

NOTES



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Regional Energy Markets

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Executive Assistant	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Administrator	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Admin Law Judge	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Assistant Administrator	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Chief Engineer	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Deputy General Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
The Public Service	10x12	Communications Director	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Legislative Advisor	120	0	0	0	0	0	0	0	0	0	0
Depending on the C	10x12	Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	2	240	2	240	2	240	0	0	0	0
Office	10x12	Secretary to the Commissior	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard Workstation	64	5	320	5	320	5	320	0	0	0	0
Workstation	8x8	Vacant Position	64	1	64	1	64	1	64	0	0	0	0
Workstation		Spline Allowance			66		66		66		0		0
TOTAL STAFF COUNT:				10		10		10		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			8		8		8		0		0	
TOTAL SQUARE FOOTAGE:					1,034		1,034		1,034		0		0

NOTES



Project Name	Public Service Commission	Generated On	
Project Code	266-3587	Program ID	6498

Water, Comp & Consumer Affairs

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Executive Assistant	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Administrator	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Admin Law Judge	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Assistant Administrator	144	2	288	2	288	2	288	0	0	0	0
Office	12x12	Chief Engineer	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Deputy General Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
The Public Service	10x12	Communications Director	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Legislative Advisor	120	0	0	0	0	0	0	0	0	0	0
Depending on the C	10x12	Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Policy Initiatives Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Secretary to the Commissior	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard Workstation	64	17	1,088	17	1,088	17	1,088	0	0	0	0
Workstation	8x8	Vacant Position	64	1	64	1	64	1	64	0	0	0	0
Workstation		Spline Allowance			198		198		198		0		0
TOTAL STAFF COUNT:				21		21		21		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			16		16		16		0		0	
TOTAL SQUARE FOOTAGE:					1,846		1,846		1,846		0		0

NOTES



Auxiliary Room Report

Project Name	Public Service Commission	Generated On	9/3/2014
Project Code	266-3587	Program ID	6498

ROOM TYPE	ROOM SIZE	AREA	Current		2017		2019		NA		NA	
			Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF
Boardroom	14 Person Capacity	450	1	450	1	450	1	450	0	0	0	0
Conf/Training Room	12 Person Capacity	1400	1	1,400	1	1,400	1	1,400	0	0	0	0
Conference	62 Person Capacity	900	1	900	1	900	1	900	0	0	0	0
Conference	10 Person Capacity	240	3	720	5	1,200	5	1,200	0	0	0	0
Conference	8 Person Capacity	150	1	150	1	150	1	150	0	0	0	0
Conference	4 Person capacity	120	1	120	1	120	1	120	0	0	0	0
Conference Room	60 person capacity	1200	1	1,200	1	1,200	1	1,200	0	0	0	0
Copy	Typical Photocopier Area	50	4	200	4	200	4	200	0	0	0	0
Copy/Mail Center	Medium Copy/Mail RM	225	1	225	1	225	1	225	0	0	0	0
Hearing Room	100 Person Capacity	1600	1	1,600	1	1,600	1	1,600	0	0	0	0
Printer Station	Typical Printer Local	36	6	216	6	216	6	216	0	0	0	0
The Public Service Commis	4 Guest seating	225	1	225	1	225	1	225	0	0	0	0
Storage	Large	400	1	400	1	400	1	400	0	0	0	0
Depending on the Commis	Small	120	2	240	2	240	2	240	0	0	0	0
TOTAL SQUARE FOOTAGE:				8,046		8,526		8,526		0		0

Appendix 2.4

Hill Farms A&B Re-Development RFP No. 505-004

Office of the Commissioner of Insurance Program Requirements

Office of the Commissioner of Insurance

The **Office of the Commissioner of Insurance (OCI)** was created by the legislature in 1871. The original intent of the OCI has not changed drastically over the past 125 years. In 1871, OCI was vested with broad powers to ensure that the insurance industry responsibly and adequately met the insurance needs of Wisconsin citizens. Today, OCI's mission is to lead the way in informing and protecting the public and responding to its insurance needs.

OCI performs a variety of tasks to protect insurance consumers and ensure a competitive insurance environment. OCI's major functions include:

- Reviewing insurance policies that are sold in Wisconsin to make sure they meet the requirements set forth in Wisconsin law;
- Conducting examinations of domestic and foreign insurers to ensure compliance with Wisconsin laws and rules;
- Monitoring the financial solvency of licensed companies to make sure that consumers have the insurance coverage they expect when they need it;
- Issuing licenses to the various parties involved in selling and marketing insurance products; Assisting insurance consumers with their insurance problems;
- Researching special insurance issues to understand and assess their impact on Wisconsin;
- Providing technical assistance on legislation and promulgating administrative rules to interpret insurance laws;
- Creating and distributing public information and consumer education pieces to educate people about insurance; and
- Operating a state life insurance fund, a property fund for the property owned by local units of government, and a patients compensation fund insuring health care providers for medical malpractice.

Current Employees: 176

Projected Employees: 200

Hours of operations: Public 7:45 AM to 4:30 PM (except holidays)
Employees work various hours from 6:00 AM to 7:00 PM

OCI receives many types of visitors: consumers, insurance agents, legislators, reporters, researchers, and students regarding open records requests, and insurance company representatives.

Individual Work Unit Descriptions

The OCI is divided into the Legal Unit, Legislative Relations and Communications, Funds and Program Management, and the Division of Regulation and Enforcement.

Commissioners Unit

The Commissioner and Deputy Commissioner's unit leads the agency working with consumers, industry and legislators regarding insurance complaints, regulations and legislation.

Appendix 2.4

Hill Farms A&B Re-Development RFP No. 505-004

Office of the Commissioner of Insurance Program Requirements

Legal Unit

The Legal Unit represents the office in administrative proceedings, provides legal advice to staff, represents or supervises representation of the office in litigation and insurance company receiverships, provides legal services for the Injured Patients and Families Compensation Fund, Wisconsin Health Care Liability Insurance Plan, Local Government Property Insurance Fund, and State Life Insurance Fund, and develops legislative proposals and administrative rules.

Legislative Relations and Communications

The Legislative Relations and Communications unit provides advice on executive matters affecting the office's goals and initiatives including directing the office's legislative initiatives and communications activities. This unit also provides advice on technical insurance-related issues and educates underserved populations on insurance issues.

Funds and Program Management

The Funds and Program Management unit is responsible for all general administrative functions of the agency including information technology, project management, budget, accounting, facilities management, records management, and support services. This area acts as liaison between the agency and the Department of Administration for procurement, staff development and human resource services.

This unit also has program responsibilities for the Local Government Property Insurance Fund, Injured Patients and Families Compensation Fund, and State Life Insurance Fund.

- The Local Government Property Insurance Fund offers property insurance protection to participating Wisconsin local government units.
- The Injured Patients and Families Compensation Fund provides medical malpractice protection to health care providers for claims in excess of \$1,000,000 per claim or \$3,000,000 annual aggregate for each policy year.
- The State Life Insurance Fund offers life insurance to Wisconsin residents in amounts not exceeding \$10,000 per person.

Division of Regulation and Enforcement

This division is responsible for carrying out the office's insurance regulatory and enforcement responsibilities. In addition, it assists with the office's consumer education program by providing technical expertise in the development and publication of the office's insurance consumer education materials. The division is also responsible for assisting in the development and promulgation of administrative rules interpreting insurance statutes. Finally, the division has a major role in the office's participation in the National Association of Insurance Commissioners, a trade association made up of the country's chief insurance regulators.

Bureau of Financial Analysis and Examinations

This bureau monitors the financial solvency of insurers licensed to do business in Wisconsin. It conducts on-site financial examinations of domestic insurer operations, administers insurer rehabilitations and liquidations, audits and collects insurer premium taxes and fees, licenses insurance companies, reviews holding company transactions, reviews change of control transactions, and collects funds from insurers under the fire department dues program.

Appendix 2.4

Hill Farms A&B Re-Development RFP No. 505-004

Office of the Commissioner of Insurance Program Requirements

Bureau of Market Regulation

This bureau conducts market conduct examinations and market analysis of licensed insurers, determines compliance with applicable laws and rules, handles consumer contacts and consumer complaints about licensees, processes rate and policy form filings, initiates administrative actions against licensees who violate Wisconsin's insurance laws, staffs several risk-sharing plans, disseminates information to the public, investigates agent activities, and administers the insurance intermediary licensing and continuing education program. The OCI managed care specialist assigned to this bureau investigates complex managed care complaints received by OCI, educates consumers on their rights under managed care plans, and administers the state's independent review program.

Rate Review

The OCI Rate Review Team is responsible for establishing and enforcing rate filing requirements, reviewing comprehensive individual and small group rate filings, and monitoring trends in the Wisconsin comprehensive health insurance marketplace.



Summary Report

Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

DEPARTMENT	Current		2017		2019		NA		NA	
	Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Commissioners Unit	9	1,807	9	1,807	9	1,807	0	0	0	0
Community Service	4	303	4	303	4	303	0	0	0	0
Financial	75	10,047	86	10,918	86	10,918	0	0	0	0
Funds and Programs/MAPS/	10	1,529	10	1,529	10	1,529	0	0	0	0
Information Services	38	4,200	38	4,200	38	4,200	0	0	0	0
Injured Patient Comp Fund	9	1,102	9	1,102	9	1,102	0	0	0	0
Legal	11	2,206	11	2,206	11	2,206	0	0	0	0
Local Govt Property Insurance	3	272	3	272	3	272	0	0	0	0
Market Reg	59	4,963	59	4,963	59	4,963	0	0	0	0
Office Shared Spaces	5	10,754	5	10,754	5	10,754	0	0	0	0
Rate Review	6	455	6	455	6	455	0	0	0	0
Reg and Enforcement	2	269	2	269	2	269	0	0	0	0
State Life Insurance Fund	6	743	6	743	6	743	0	0	0	0
Auxiliary Rooms	0	0	0	0	0	0	0	0	0	0
TOTAL ASSIGNABLE SQUARE FOOTAGE:		38,650		39,521		39,521		0		0
TOTAL STAFF COUNT:	237		248		248		0		0	

DEPARTMENT NOTES

The agency requests 190 parking spots at the new facility. During design development, alternate pricing may be requested to provide 10x12 private offices for section chiefs.

5 of the conference rooms shall have owner provided projectors with building provided electric projections screens.

The Commissioner's unit shall be on the floor with the main secured lobby and reception desk. If this group is on two floors, the other floor should also have a secured lobby but no desk. The Commissioner's Unit should be separated with walls from the rest of the floor. The conf room should be between the Commissioner and Deputy Commissioner offices. There should be a door from the Commissioner's office into the conf room and from the common area into the conf room.

Both the complaint room and the interview room should be by the main lobby. The complaint room should have a glass entry.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Commissioners Unit

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	1	225	1	225	1	225	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	1	192	1	192	1	192	0	0	0	0
Office	12 x 16	Legislative Liason	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Deputy Commissioner	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	2	192	2	192	2	192	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	3	192	3	192	3	192	0	0	0	0
Workstation		Spline Allowance			65		65		65		0		0
TOTAL STAFF COUNT:				9		9		9		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	10 Person	300	1	300	1	300	1	300	0	0	0	0	
Copy/Mail Center	Small Copy/Mail Room	150	1	150	1	150	1	150	0	0	0	0	
Waiting Room	Small	100	1	100	1	100	1	100	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			7		7		7		0		0	
TOTAL SQUARE FOOTAGE:					1,807		1,807		1,807		0		0

NOTES This area should be separate from the rest of the floor with walls. Can have transom glass.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Community Service

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	4	256	4	256	4	256	0	0	0	0
Workstation		Spline Allowance			44		44		44		0		0
TOTAL STAFF COUNT:				4		4		4		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			3		3		3		0		0	
TOTAL SQUARE FOOTAGE:					303		303		303		0		0

NOTES Will need a shredder and 3 paper bins in their area



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Financial

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	1	192	1	192	1	192	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	1	120	1	120	1	120	0	0	0	0
Workstation	8x16	Double cube	128	1	128	1	128	1	128	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	5	480	6	576	6	576	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	66	4,224	76	4,864	76	4,864	0	0	0	0
Workstation		Spline Allowance			828		954		954		0		0
TOTAL STAFF COUNT:				75		86		86		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	20 Person	750	1	750	1	750	1	750	0	0	0	0	
Conference	22 person	800	1	800	1	800	1	800	0	0	0	0	
Locked File Storage	15'-6" x 29'	450	1	450	1	450	1	450	0	0	0	0	
Conference	14 person	375	2	750	2	750	2	750	0	0	0	0	
Conference	10 Person	225	5	1,125	5	1,125	5	1,125	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			56		65		65		0		0	
TOTAL SQUARE FOOTAGE:					10,047		10,918		10,918		0		0

NOTES

- Large locked file storage to have card reader. □
- Area adjacent to marketing reg. Conference rooms are shared between Financial and Market Reg. □
- The financial group is divided into seven different sections
- Director's office, bureau directors office, one 8x12 cube and 10 standard 8x8 cubes
- Support section - one 8x12 cube, 6 standard 8x8 cubes, printer area and close to large secured storage room
- Section Three - one 8x12 cube and 10 standard 8x8 cubes with one work area cube
- Section Four - one 8x12 cube and 10 standard 8x8 cubes with one work area cube
- Section Five - one 8x12 cube and 10 standard 8x8 cubes with one work area cube
- Section Six - one 8x12 cube and 10 standard 8x8 cubes with one work area cube
- Section Seven - one 8x12 cube and 10 standard 8x8 cubes with one work area cube



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Funds and Programs/MAPS/

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	1	120	1	120	1	120	0	0	0	0
Office	10 x 12	Policy Advisor	120	1	120	1	120	1	120	0	0	0	0
Office	10 x 12	Program Manager	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	5	320	5	320	5	320	0	0	0	0
Workstation		Spline Allowance			55		55		55		0		0
TOTAL STAFF COUNT:				10		10		10		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Copy/Mail Center	Small Copy/Mail Room	150	1	150	1	150	1	150	0	0	0	0	
File Area	15 x 15	300	1	300	1	300	1	300	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			8		8		8		0		0	
TOTAL SQUARE FOOTAGE:					1,529		1,529		1,529		0		0

NOTES Insurance Admin and the Policy Advisor offices should be located next to the Commissioners unit. □
Files (15-20 laterals) to be in open area with cubes.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Information Services

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	1	120	1	120	1	120	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	3	288	3	288	3	288	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	34	2,176	34	2,176	34	2,176	0	0	0	0
Workstation		Spline Allowance			422		422		422		0		0
TOTAL STAFF COUNT:				38		38		38		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Computer Set Up Room	30 x 23	690	1	690	1	690	1	690	0	0	0	0	
Conference Room	15 seats	475	1	475	1	475	1	475	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			29		29		29		0		0	
TOTAL SQUARE FOOTAGE:					4,200		4,200		4,200		0		0

NOTES

App/Dev - 1 section chief cube and 20 standard size cubes □
 The directors office plus 3 standard size cubes □
 Infastructure - 1 section chief cube and 8 standard size cubes □



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Injured Patient Comp Fund

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	8	512	8	512	8	512	0	0	0	0
Workstation		Spline Allowance			88		88		88		0		0
TOTAL STAFF COUNT:				9		9		9		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Copy/Mail Center	Small Copy/Mail Room	150	1	150	1	150	1	150	0	0	0	0	
File Area	15 x 15	225	1	225	1	225	1	225	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			7		7		7		0		0	
TOTAL SQUARE FOOTAGE:					1,102		1,102		1,102		0		0

NOTES This groups file area needs listed are 15-20 laterals that are in open area with cubes.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Legal

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	1	144	1	144	1	144	0	0	0	0
Office	10 x 12	Attorney Office	120	4	480	4	480	4	480	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	2	240	2	240	2	240	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	4	256	4	256	4	256	0	0	0	0
Workstation		Spline Allowance			44		44		44		0		0
TOTAL STAFF COUNT:				11		11		11		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	12 Person	375	1	375	1	375	1	375	0	0	0	0	
Library	12 x 28	336	1	336	1	336	1	336	0	0	0	0	
Storage	17 x 19	323	1	323	1	323	1	323	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			8		8		8		0		0	
TOTAL SQUARE FOOTAGE:					2,206		2,206		2,206		0		0

NOTES Storage room and library to be connected/adj. □
ALJ offices **cannot** be located by the legal area.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Local Govt Property Insurance

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	2	128	2	128	2	128	0	0	0	0
Workstation		Spline Allowance			22		22		22		0		0
TOTAL STAFF COUNT:				3		3		3		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			2		2		2		0		0	
TOTAL SQUARE FOOTAGE:					272		272		272		0		0

NOTES Should be in proximity to the Insurance Administrator (Funds and Program Mgmt)



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Market Reg

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liason	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	1	144	1	144	1	144	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	1	120	1	120	1	120	0	0	0	0
Workstation	8x16	Double cube	128	2	256	2	256	2	256	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	5	480	5	480	5	480	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	50	3,200	50	3,200	50	3,200	0	0	0	0
Workstation		Spline Allowance			674		674		674		0		0
TOTAL STAFF COUNT:				59		59		59		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Locked Storage	9x5	45	1	45	1	45	1	45	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			44		44		44		0		0	
TOTAL SQUARE FOOTAGE:					4,963		4,963		4,963		0		0

NOTES	Adjacent to Financial group. □ Locked storage needs to be a key lock. Market Regulations is divided into five different Director- one office, one cube Deputy Director (by director) -one office, 3 cubes P&C -One 8x12 cube, 10 standard 8x8 cubes H&L - One 8x12 cube, 10 standard 8x8 cubes A&H - One 8x12 cube, 10 standard 8x8 cubes
-------	--



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Office Shared Spaces

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liaison	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	1	128	1	128	1	128	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	4	256	4	256	4	256	0	0	0	0
Workstation		Spline Allowance			66		66		66		0		0
TOTAL STAFF COUNT:				5		5		5		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Boardroom	49x39	1900	1	1,900	1	1,900	1	1,900	0	0	0	0	
Central File room	60x50	3000	1	3,000	1	3,000	1	3,000	0	0	0	0	
Complaint Room	10 x 12	120	1	120	1	120	1	120	0	0	0	0	
Conference	12 Person	375	1	375	1	375	1	375	0	0	0	0	
Conference	seats 20	750	1	750	1	750	1	750	0	0	0	0	
Interview Room	Typical	120	1	120	1	120	1	120	0	0	0	0	
Kitchen	Small	100	1	100	1	100	1	100	0	0	0	0	
Mail Room	25 x 45	1125	1	1,125	1	1,125	1	1,125	0	0	0	0	
Server/Telephone Room	6x10	60	1	60	1	60	1	60	0	0	0	0	
Training Room	40 Person	1400	1	1,400	1	1,400	1	1,400	0	0	0	0	
Reception	4 Guest seating	225	2	450	2	450	2	450	0	0	0	0	
Conference	10 Person	300	3	900	3	900	3	900	0	0	0	0	
Support	File Space			0		0		0		0		0	
Support	Closet Space			4		4		4		0		0	
TOTAL SQUARE FOOTAGE:					10,754		10,754		10,754		0		0

NOTES Central File Rm needs metal files. Card reader on 1 door, key on the other. 4 cubes inside room. Large copy/scanning cube outside room. Mail Rm to have high density files
Kitchens if no bldg floor kitchen
Largest conf rm by entry



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Rate Review

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liaison	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	6	384	6	384	6	384	0	0	0	0
Workstation		Spline Allowance			66		66		66		0		0
TOTAL STAFF COUNT:				6		6		6		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			5		5		5		0		0	
TOTAL SQUARE FOOTAGE:					455		455		455		0		0

NOTES Located near Financial and Market Reg.



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

Reg and Enforcement

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liaison	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	1	64	1	64	1	64	0	0	0	0
Workstation		Spline Allowance			11		11		11		0		0
TOTAL STAFF COUNT:				2		2		2		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			2		2		2		0		0	
TOTAL SQUARE FOOTAGE:					269		269		269		0		0

NOTES



Project Name	Office of the Commissioner of Insurance	Generated On	
Project Code	264-6232	Program ID	6479

State Life Insurance Fund

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Commissioner	225	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 16	Legislative Liaison	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Commissioner	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Manager	192	0	0	0	0	0	0	0	0	0	0
Office	12 x 12	Manager	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Chief Legal Counsel	144	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Attorney Office	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Director	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Insurance Administrator	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Policy Advisor	120	0	0	0	0	0	0	0	0	0	0
Office	10 x 12	Program Manager	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	ALJ	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Deputy Bureau Director	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x16	Double cube	128	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 12	Section Chief WorkStation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Standard WorkStation	64	5	320	5	320	5	320	0	0	0	0
Workstation		Spline Allowance			55		55		55		0		0
TOTAL STAFF COUNT:				6		6		6		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
File Area	15 x 15	225	1	225	1	225	1	225	0	0	0	0	
Printer Area	6 x 3	18	1	18	1	18	1	18	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			5		5		5		0		0	
TOTAL SQUARE FOOTAGE:					743		743		743		0		0

NOTES This group's file area listed are laterals in open area by the cubes

Appendix 2.5

Hill Farms A&B Re-Development RFP No. 505-004

Department of Financial Institutions Program Requirements

Department of Financial Institutions | Mission

The **Department of Financial Institutions (DFI)** is dedicated to protecting Wisconsin citizens through financial regulation and education. DFI is committed to ensuring the safety and soundness of Wisconsin financial institutions, protecting the investing public, and enhancing the viability and accessibility of the state's business record-keeping system.

Agency Responsibility

DFI regulates state-chartered banks, savings and loan associations, savings banks and credit unions, as well as various operations of the securities industry. It examines and files charters and other documents of businesses and organizations and registers and regulates the mortgage banking industry and other financial service providers. It oversees Uniform Commercial Code filings, administers the Wisconsin Consumer Act and registers merchants who extend credit. DFI is self-supporting through program revenue derived from fees and assessments paid by regulated entities and individuals.

Division Overviews and Functions

The Division of Administrative Services and Technology provides support services to the department through its administration of the agency's budget, personnel, procurement, and information technology services.

The Division of Banking regulates and supervises state-chartered banks, savings institutions, consumer financial services industries, professional employer organizations, charitable organizations, and professional fund-raisers under statutory Chapters 202, 214, 215 and 220 through 224. In addition to chartering and regularly examining state banks, the division licenses loan companies, mortgage bankers, mortgage brokers, loan originators, collection agencies, community currency exchanges, sales finance and adjustment service companies, sellers of checks, insurance premium finance companies, payday lenders, and credit services organizations. It also regulates auto dealers' installment sales contracts. The Division investigates applications for expanded banking powers, new financial products, and interstate bank acquisitions and mergers. The Division of Banking also administers the Wisconsin Consumer Act, which resolves consumer complaints and advises consumers and lenders regarding their rights and responsibilities under consumer law.

The Division of Corporate and Consumer Services is responsible for examining and filing business records for corporations and other entities. It examines charters; documents that affect mergers, consolidations, and dissolutions; and reviews the annual reports of various businesses, including partnerships, corporations, limited liability companies, cooperatives, and out-of-state entities. The Division of Corporate and Consumer Services also examines and files documents under the Uniform Commercial Code, including statements of business indebtedness, consignments, terminations, and financing statements and maintains the statewide Uniform Commercial Code lien system. This Division also handles notary public applications and renewals, trademark registrations, and cable/video service franchise registrations.

The Office of Financial Literacy, which is housed in the Division of Corporate and Consumer Services, provides information to the public on matters of personal finance and investor protection, with an emphasis on the financial and economic literacy of Wisconsin's youth.

Appendix 2.5

Hill Farms A&B Re-Development RFP No. 505-004

Department of Financial Institutions Program Requirements

The Division of Securities, created in Section 15.183 (3), Wisconsin Statutes, by 1995 Wisconsin Act 27, regulates the sale of investment securities and franchises under Chapters 551 (the Wisconsin Uniform Securities Law) and 553 (the Wisconsin Franchise Investment Law) of the Wisconsin Statutes. The Division of Securities manages registrations and notice filings for offerings. This Division registers broker-dealers, securities agents, investment advisers and investment adviser representatives and monitors their activities through examinations. It also investigates complaints and when violations are detected, initiates the appropriate administrative, injunctive or criminal action.

The Office of Credit Unions regulates state-chartered credit unions. It charters new credit unions; examines credit union records and assets; acts on applications/requests from credit unions that require approval per Chapter 186, Wisconsin Statutes; approves mergers of credit unions within the state; and in cooperation with similar agencies in neighboring states, approves interstate mergers. If a credit union is not in compliance with state law, the office may remove its officers, suspend operations or take possession of the credit union's business.

Hours of Operations for Staff and Visitors

Monday through Friday from 7:45 AM to 4:30 PM.

Staff meets with visitors in a conference room setting and also provides services at a customer counter for the general public.

Employee Count

DFI staff count is 158.54; this includes Full-time, Part-time, Limited Term Employees and Contractors. Due to budget proposals and technical upgrades we expect to increase our contractor staff by five.



Summary Report

Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

DEPARTMENT	Current		2017		2019		NA		NA	
	Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
AST	41	6,368	52	7,286	52	7,286	0	0	0	0
Banking	32	3,771	35	4,067	35	4,067	0	0	0	0
Corporate and Consumer Service	35	3,890	34	3,815	34	3,815	0	0	0	0
Credit Unions	8	1,068	8	1,068	8	1,068	0	0	0	0
Office of The Secretary	11	2,051	11	2,051	11	2,051	0	0	0	0
Securities	18	2,375	20	2,526	20	2,526	0	0	0	0
Shared Agency Spaces	0	1,523	0	1,523	0	1,523	0	0	0	0
Auxiliary Rooms	0	0	0	0	0	0	0	0	0	0
TOTAL ASSIGNABLE SQUARE FOOTAGE:		21,046		22,336		22,336		0		0
TOTAL STAFF COUNT:	145		160		160		0		0	

Department Notes:
Agency requests 160 staff parking spaces plus 10 additional for fleet vehicles.
Server room will require a card reader and 24 hour access
All doors into this agency will require a card reader. Reception areas are public access and will be open during regular business hours. Doors out of the reception area into agency space will need to be card readed.
Agency will require 2 voice and 4 data typical at all stations
Agency high density files (banking) and the safe room (AST) will require additional structural support.
This agency has high electrical needs for specific equipment and scanners.



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

AST

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	0	0	1	160	1	160	0	0	0	0
Office	12x12	Bureau Director	144	2	288	2	288	2	288	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	1	120	1	120	1	120	0	0	0	0
Workstation	8x12	Reception Station	96	1	96	1	96	1	96	0	0	0	0
Workstation	8x12	Supervisor workstation	96	2	192	2	192	2	192	0	0	0	0
Workstation	8x8	Standard workstation	64	34	2,176	44	2,816	44	2,816	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			422		532		532		0		0
TOTAL STAFF COUNT:				41		52		52		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	8 Person	225	1	225	1	225	1	225	0	0	0	0	
Copy/Mail Center	Very Large Copy/Mail	800	1	800	1	800	1	800	0	0	0	0	
Copy/Supply Room	12x12	144	1	144	1	144	1	144	0	0	0	0	
IT Storage	20x22	440	1	440	1	440	1	440	0	0	0	0	
Library	15x18	270	1	270	1	270	1	270	0	0	0	0	
Safe Room	8x8	64	1	64	1	64	1	64	0	0	0	0	
Training Room	20 Person	800	1	800	1	800	1	800	0	0	0	0	
Printer Station	Typical Printer Loca	36	3	108	3	108	3	108	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			31		39		39		0		0	
TOTAL SQUARE FOOTAGE:					6,368		7,286		7,286		0		0

NOTES

Proximity to the Office of the Secretary
This group has lateral files in open areas with cubes
The IT group should be together (16 cubes) and one 144 sq.ft. office. This should also be close to the IT stotage room
Six of the standard workstations listed are in the large mailroom. The mailroom does not need to be in proximity to this group. It can be on a diiferent floor, in proximity to Corporate and Consumer Services.
The reception station listed should be in the main reception area.This group needs dock access for computers. The mail going to the mailroom CANNOT go to a



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Banking

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Bureau Director	144	2	288	3	432	3	432	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Reception Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor workstation	96	5	480	5	480	5	480	0	0	0	0
Workstation	8x8	Standard workstation	64	23	1,472	25	1,600	25	1,600	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			333		355		355		0		0
TOTAL STAFF COUNT:				32		35		35		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	10 Person	300	1	300	1	300	1	300	0	0	0	0	
Copy/Mail Center	Small Copy/Mail Room	150	1	150	1	150	1	150	0	0	0	0	
High density File storage	25x12	300	1	300	1	300	1	300	0	0	0	0	
Printer Station	Typical Printer Loca	36	2	72	2	72	2	72	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			24		26		26		0		0	
TOTAL SQUARE FOOTAGE:					3,771		4,067		4,067		0		0

NOTES

Group has large filing need (17-25 laterals) plus high density files in a seperate locked room.
Proximity to Credit Unions.



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Corporate and Consumer Service

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Bureau Director	144	3	432	3	432	3	432	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Reception Station	96	1	96	1	96	1	96	0	0	0	0
Workstation	8x12	Supervisor workstation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard workstation	64	25	1,600	24	1,536	24	1,536	0	0	0	0
Workstation	6x6	Scanning Station	36	4	144	4	144	4	144	0	0	0	0
Workstation		Spline Allowance			315		304		304		0		0
TOTAL STAFF COUNT:				35		34		34		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	6 Person	150	1	150	1	150	1	150	0	0	0	0	
Reception	8 Guest seating	400	1	400	1	400	1	400	0	0	0	0	
Storage	Large	225	1	225	1	225	1	225	0	0	0	0	
Printer Station	Typical Printer Loca	36	3	108	3	108	3	108	0	0	0	0	
Public Access Workstation	3.5x4	14	3	42	3	42	3	42	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			26		26		26		0		0	
TOTAL SQUARE FOOTAGE:					3,890		3,815		3,815		0		0

NOTES

The public access workstations are in the reception/waiting area.
Group has files in open areas (12-18 laterals)



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Credit Unions

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Reception Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor workstation	96	2	192	2	192	2	192	0	0	0	0
Workstation	8x8	Standard workstation	64	4	256	4	256	4	256	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			76		76		76		0		0
TOTAL STAFF COUNT:				8		8		8		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	6 Person	150	1	150	1	150	1	150	0	0	0	0	
Printer Station	Typical Printer Local	36	1	36	1	36	1	36	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			6		6		6		0		0	
TOTAL SQUARE FOOTAGE:					1,068		1,068		1,068		0		0

NOTES Proximity to Banking



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Office of The Secretary

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	1	225	1	225	1	225	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Chief Legal Counsel	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Deputy Secretary	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Division Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Public Information Officer	192	1	192	1	192	1	192	0	0	0	0
Office	10x16	Deputy Division Administrat	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	3	360	3	360	3	360	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	1	120	1	120	1	120	0	0	0	0
Workstation	8x12	Reception Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor workstation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard workstation	64	2	128	2	128	2	128	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			22		22		22		0		0
TOTAL STAFF COUNT:				11		11		11		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Coffee	Typical	20	1	20	1	20	1	20	0	0	0	0	
Conference	6 Person	150	1	150	1	150	1	150	0	0	0	0	
Copy/Mail Center	Small Copy/Mail Room	150	1	150	1	150	1	150	0	0	0	0	
Waiting Room	Small	100	1	100	1	100	1	100	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			8		8		8		0		0	
TOTAL SQUARE FOOTAGE:					2,051		2,051		2,051		0		0

NOTES

This area should be separate from the remainder of the agency, and accessible by two doors (one from the main reception area) with card readers. Inside the enclosed area should be offices for the Secretary, Deputy Secretary, Assistant Deputy Secretary, PIO, Chief Legal Counsel, and one standard Admin cube. Closely adjacent to the enclosed area would be the three attorney offices, one standard admin cube, and one additional office.



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Securities

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	2	288	2	288	2	288	0	0	0	0
Office	10x12	Attorney	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Reception Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor workstation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard workstation	64	14	896	16	1,024	16	1,024	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			154		176		176		0		0
TOTAL STAFF COUNT:				18		20		20		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	6 Person	150	1	150	1	150	1	150	0	0	0	0	
Conference	8 Person	225	1	225	1	225	1	225	0	0	0	0	
File Areas or Room	10x15	150	1	150	1	150	1	150	0	0	0	0	
Printer Station	Typical Printer Loca	36	1	36	1	36	1	36	0	0	0	0	
Storage	Medium	150	1	150	1	150	1	150	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			14		15		15		0		0	
TOTAL SQUARE FOOTAGE:					2,375		2,526		2,526		0		0

NOTES

Files are currently in open are with the cubes (16-25 lateral files) In addition they have a seperate locked file storage area with 10-12 additional laterals listed in auxillary rooms.



Project Name	Department of Financial Institutions	Generated On	
Project Code	267-1707	Program ID	6484

Shared Agency Spaces

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	15x15	Secretary's office	225	0	0	0	0	0	0	0	0	0	0
Office	12x16	Assistant Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Chief Legal Counsel	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Deputy Secretary	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Division Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	12x16	Public Information Officer	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Deputy Division Administrat	160	0	0	0	0	0	0	0	0	0	0
Office	12x12	Bureau Director	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Attorney	120	0	0	0	0	0	0	0	0	0	0
Office	10x12	Director/Manager/Hoteling	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Reception Station	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x12	Supervisor workstation	96	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Standard workstation	64	0	0	0	0	0	0	0	0	0	0
Workstation	6x6	Scanning Station	36	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			0		0		0		0		0
TOTAL STAFF COUNT:				0		0		0		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Boardroom	16 Person	500	1	500	1	500	1	500	0	0	0	0	
Reception	8 Guest seating	400	1	400	1	400	1	400	0	0	0	0	
Server Room	15x18	270	1	270	1	270	1	270	0	0	0	0	
Storage	Large	225	1	225	1	225	1	225	0	0	0	0	
Coat Closet	4x8	32	4	128	4	128	4	128	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			0		0		0		0		0	
TOTAL SQUARE FOOTAGE:					1,523		1,523		1,523		0		0

NOTES

Appendix 2.6

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Economic Development Corporation Program Requirements

The **Wisconsin Economic Development Corporation (WEDC)** leads economic development efforts for the state by advancing Wisconsin's business climate. WEDC nurtures business growth and job creation by providing resources, technical support and financial assistance to companies, partners and communities in Wisconsin. WEDC has four focus areas: business and industry development, economic and community development, entrepreneurship and innovation and international business development. Together with more than 600 regional and local business development partners, it represents a highly responsive and coordinated network. Visit www.inwisconsin.com or follow WEDC on Twitter [@InWisconsin](https://twitter.com/InWisconsin) to learn more.

WEDC currently has 106 staff members, 93 of which work in the Madison Office. This agency would like parking for all of their employees. The remaining 13 work throughout the State of Wisconsin. WEDC's core business hours are 8:00 a.m. to 5:00 p.m. WEDC's visitors and guests include representatives of businesses and communities, foreign delegations and dignitaries, state and local governmental agencies, legislators, the Governor's office, and the media.

Division Overviews

Business and Industry Development

The mission of the Business and Industry (BID) division is to advance targeted, high-growth economic development opportunities in Wisconsin that produce strategic leaps in the growth and competitiveness of priority industries. The BID division works to extend the geographic reach and implementation of Target Industry Projects investments in the Technology Booster model to achieve increased competitiveness for identified priority industry sectors; achieve short- and long-term sustainable new business creation and retention through deployment of Revolving Loan Funds to the Minority Business Communities of Wisconsin; support priority special projects to achieve unique and substantial economic benefit to defined needs in Wisconsin; and demonstrate the capacity to engage to priority needs quickly, effectively and with the requisite resources to positively impact economic development at the local, regional and state level.

Credit and Risk

The Credit and Risk division is primarily responsible for the administration of financial awards from the time they are submitted to underwriting up through the life of the contract. The division analyzes applications for financial assistance taking into account qualifications outlined in the statutes and program guidelines as well as the project's overall economic impact and financial risk, and makes recommendations for financial assistance to management. Once an assistance has been approved, the division is responsible for ensuring that contracts are drafted and executed in accordance with the approved project parameters. The division is also responsible for document management, data management, and collections.

Economic and Community Development

The mission of the Economic and Community Development (ECD) division is to develop business and community assistance opportunities throughout the state; manage key accounts through the assistance process; and improve economic development assistance capabilities in Wisconsin. The ECD division works to: provide financial and technical assistance to Wisconsin businesses and communities to help them take advantage of opportunities that increase their economic future and long-term success; effectively leverage WEDC funds with private dollars to maximize business and community investments;

Appendix 2.6

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Economic Development Corporation Program Requirements

promote Wisconsin as a place attractive for new business and investment, while building relationships with key corporate decision makers and commercial real estate professionals; expand extended partnership capabilities and coordination in all regions of the state; increase the number of Wisconsin economic developers with professional certifications; and provide substantive technical assistance to businesses and communities.

Entrepreneurship and Innovation

The mission of the Entrepreneurship and Innovation (E&I) division is to advance Wisconsin's startup and emerging growth businesses by integrating a system of increased deal flow, entrepreneurial development/ support networks, and access to early stage capital and investment incentives. The E&I division works to accomplish the following primary goals: support the development of high potential businesses across industries and throughout the state; increase the amount of seed, early stage and expansion capital in Wisconsin; provide support in developing initiatives that advance R&D to commercialization; and provide substantive technical assistance to startup through emerging growth companies.

Finance

The Finance department is responsible for aiding in the strategic administration of the finance policies and procedures for WEDC, for maintaining the accounts and financial records, and providing accurate and timely financial information. The Finance department's services include transaction processing such as accounts receivable and loan billing and tracking; accounts payable and payment processing; cash management and investment of funds; oversight of all financial transactions and processes to ensure compliance with federal, state and local regulations; coordination of the annual budget process and continued monitoring of budget to actual results; and preparation of the annual financial statements in accordance with generally accepted accounting principles as applicable to governments. The ultimate goal of the Finance department is to safeguard WEDC's assets and ensure that Wisconsin taxpayers benefit from a sound and prudent system of financial and administrative management.

Human Resources

As a strategic partner with WEDC's leadership, the WEDC Human Resources department develops and delivers innovative human resource programs and services designed to support the mission of WEDC. The department's core services and competencies include acquiring talent by standing out as an employer of choice, employee relations, organizational and employee development and training, risk management, compensation and benefits, payroll, HR information management, and regulatory compliance related to personnel management.

Information Technology

The Information Technology department provides strategic IT vision, guidance, and solutions to WEDC staff and partners so they can meet their goals to nurture business growth and job creation in the State of Wisconsin. Information Technology staff members accomplish this by being highly customer focused and act as trusted advisors as well as hands-on implementers of technology solutions.

International Business Development

The mission of the International Business Development (IBD) division is to accelerate Wisconsin exports by expanding international markets, enhancing export assistance resources in the state and promoting Wisconsin as a destination for foreign investment. The IBD division works to: develop and deploy new-

Appendix 2.6

Hill Farms A&B Re-Development RFP No. 505-004

Wisconsin Economic Development Corporation Program Requirements

to-export programming to increase the number of Wisconsin firms exporting; align in-country representation with Wisconsin target markets by implementing and deploying a Global Network; execute trade enhancing projects in Wisconsin's strategic markets to increase our state's exports and market share in priority markets; and deliver substantive technical assistance to businesses in the areas of export development.

Legal and Compliance

The Legal and Compliance team supports the Board and executive management to achieve WEDC's operational and programmatic goals and obligations. This support is provided with counsel, analysis, and oversight on economic development program development and implementation, assisting other departments on legal or compliance related matters and supporting the Board and executive management in strategic and operational plans for WEDC. The Legal and Compliance Team also manages an internal monitoring program that tests compliance with WEDC's systems policies and procedures, develops corrective actions and assesses areas of risk. The team also oversees conflicts of interest and facilitates the production of external reports.

Marketing and Communications

The mission of the Marketing and Communications division is to support business/job growth in Wisconsin by promoting the state's unique economic assets, including the economic development programs and services available to companies doing business here. The Marketing and Communications division works to: improve perception of Wisconsin's business climate; demonstrate industry leadership; increase engagement and participation in programs and resources available to help businesses succeed; support marketing efforts within Wisconsin's economic development network with integrated messaging and materials; and reinforce WEDC's long-term positive impact on Wisconsin's economy.

Process Improvement

The Process Improvement department works to: drive continuous improvement initiatives throughout WEDC; build a lean culture within the organization and through its extended network of partners; lead the development and implementation of project and portfolio management opportunities.

UW System Economic Development Liaison

The UW System is one of Wisconsin's largest economic development assets. The liaison role with WEDC represents a vital partnership for identifying and coordinating linkages between the UW System and WEDC's strategies. A core function of this role is to work in close collaboration with WEDC leadership, with the UW System Board of Regents, and with internal networks in order to leverage UW System resources in support of WEDC's economic and business development initiatives.

Skills Wisconsin Project

The Skills Wisconsin project works to: lead the extended partners performance by providing training, guidance and assistance to economic development organizations in coordination with workforce partners to advance a business-focused, demand-driven model for career pathways and job creation and fulfillment; facilitate coordination of WEDC, WEDC partners, state and regional resources in each region; and lead the development and implementation of CRM tools to advance WEDC and regional economic development goals related to connecting businesses to available and ready workforce.



Summary Report

Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

DEPARTMENT	Current		2017		2019		NA		NA	
	Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Business and Industry Dev.	7	823	11	1,126	11	1,126	0	0	0	0
Credit and Risk	16	1,461	17	1,537	19	1,688	0	0	0	0
Economic & Community Dev.	13	1,486	17	1,989	20	2,216	0	0	0	0
Entrepreneurship & Innovation	5	672	7	823	9	975	0	0	0	0
Executive Office	5	737	5	737	6	813	0	0	0	0
Finance	6	864	8	1,015	11	1,242	0	0	0	0
Human Resources	4	673	5	794	6	915	0	0	0	0
Information Technology	7	1,346	9	1,498	9	1,498	0	0	0	0
International Business Dev.	8	1,211	10	1,363	12	1,514	0	0	0	0
Legal and Compliance	7	1,239	9	1,568	11	1,719	0	0	0	0
Marketing	9	1,535	11	1,755	13	1,907	0	0	0	0
Office of Public Policy	4	403	5	548	6	624	0	0	0	0
Process Improvement	1	226	1	226	2	302	0	0	0	0
UW Systems Liaison	1	76	1	76	1	76	0	0	0	0
Auxiliary Rooms	0	4,661	0	4,661	0	4,661	0	0	0	0
TOTAL ASSIGNABLE SQUARE FOOTAGE:		17,413		19,716		21,276		0		0
TOTAL STAFF COUNT:	93		116		136		0		0	

Department Notes:

WEDC is not on the State computer network for outside connectivity. Instead they are on the WiscNet network. WiscNet fiber does run close to the current DOT building. WEDC will need to have a fiber connection into the new building to their network gear.

Currently, WEDC a TDS customer and they have two PRIs coming into their facility. It wouldn't necessarily need to be TDS, but they would need PRI's from some provider.

WEDC needs Wi-Fi throughout their space and has large wall-mounted monitors in each conference room for display purposes. They use cloud computing heavily and so will need a small amount of data center space.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Business and Industry Dev.

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	1	64	1	64	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	1	64	1	64	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	4	256	6	384	6	384	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			66		110		110		0		0
TOTAL STAFF COUNT:				7		11		11		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Collaboration Space	12x12	144	1	144	1	144	1	144	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			5		8		8		0		0	
TOTAL SQUARE FOOTAGE:					823		1,126		1,126		0		0

NOTES



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Credit and Risk

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	1	175	1	175	1	175	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	2	128	2	128	2	128	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	4	256	4	256	5	320	0	0	0	0
Workstation	8x8	Project Position	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	3	192	4	256	5	320	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	3	192	3	192	3	192	0	0	0	0
Workstation		Spline Allowance			154		165		187		0		0
TOTAL STAFF COUNT:				16		17		19		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			12		13		14		0		0	
TOTAL SQUARE FOOTAGE:					1,461		1,537		1,688		0		0

DEPARTMENT NOTES VP to be in Executive Office Area. Proximity to Finance and Legal. Shared 20x20 storage room with marketing (shown in Marketing). Large File cabinets for loan processing.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Economic & Community Dev.

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	2	350	2	350	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	2	128	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	4	256	7	448	8	512	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	3	192	4	256	5	320	0	0	0	0
Workstation	8x8	Specialist	64	2	128	2	128	3	192	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			132		154		187		0		0
TOTAL STAFF COUNT:				13		17		20		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Collaborative Space	12x12	144	2	288	2	288	2	288	0	0	0	0	
Hoteling Docking Stations	2x8	16	4	64	4	64	4	64	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			10		13		15		0		0	
TOTAL SQUARE FOOTAGE:					1,486		1,989		2,216		0		

NOTES Proximity to Credit and Risk and International Business Dev.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Entrepreneurship & Innovation

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	1	64	1	64	2	128	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	3	192	5	320	6	384	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			44		66		88		0		0
TOTAL STAFF COUNT:				5		7		9		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Collaboration Space	12x12	144	1	144	1	144	1	144	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			4		5		7		0		0	
TOTAL SQUARE FOOTAGE:					672		823		975		0		0

NOTES Proximity to Legal, Credit and Risk, and International Business Dev. File cabinets in cube area for use by managers.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Executive Office

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	1	270	1	270	1	270	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	1	238	1	238	1	238	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	2	128	2	128	3	192	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Project Position	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			33		33		44		0		0
TOTAL STAFF COUNT:				5		5		6		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			4		4		5		0		0	
TOTAL SQUARE FOOTAGE:					737		737		813		0		0

NOTES



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Finance

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	1	224	1	224	1	224	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	1	175	1	175	1	175	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	4	256	5	320	7	448	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	1	64	2	128	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			44		66		99		0		0
TOTAL STAFF COUNT:				6		8		11		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Conference	6 Person	150	1	150	1	150	1	150	0	0	0	0	
File Space	2x5	10	1	10	1	10	1	10	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			5		6		8		0		0	
TOTAL SQUARE FOOTAGE:					864		1,015		1,242		0		0

NOTES CFO to be in Exec office area. Group to have proximity to common conf rooms and Credit and Risk. Allow space for full size storage cabinets.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Human Resources

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	1	175	1	175	1	175	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	1	120	2	240	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	1	64	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	1	64	2	128	2	128	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			33		33		33		0		0
TOTAL STAFF COUNT:				4		5		6		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Secured Storage	10x15	150	1	150	1	150	1	150	0	0	0	0	
Training/Conference Room	10x12	120	1	120	1	120	1	120	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			3		4		5		0		0	
TOTAL SQUARE FOOTAGE:					673		794		915		0	0	

NOTES Proximity to IT, Access to one of the larger conf rooms, and training room. Group has extra file cabinets and bookshelves for training materials. This group should be in an enclosed suite for confidentiality reasons.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Information Technology

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	1	175	1	175	1	175	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Architect	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	1	64	2	128	2	128	0	0	0	0
Workstation	8x8	Technician	64	1	64	2	128	2	128	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			66		88		88		0		0
TOTAL STAFF COUNT:				7		9		9		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Bench Space	10x15	150	1	150	1	150	1	150	0	0	0	0	
Collaboration Space	12x12	144	1	144	1	144	1	144	0	0	0	0	
Hardware storage closet	8x10	80	1	80	1	80	1	80	0	0	0	0	
Help desk	12x16	192	1	192	1	192	1	192	0	0	0	0	
Secured Storage	10x15	150	1	150	1	150	1	150	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			5		7		7		0		0	
TOTAL SQUARE FOOTAGE:					1,346		1,498		1,498		0		0

NOTES This group will have equipment server racks that will need a separate room if there is not a floor data/tele closet for use.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

International Business Dev.

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	3	192	5	320	6	384	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	1	64	1	64	2	128	0	0	0	0
Workstation	8x8	Project Position	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			77		99		121		0		0
TOTAL STAFF COUNT:				8		10		12		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Collaboration Area	12x12	144	1	144	1	144	1	144	0	0	0	0	
Gift Closet	3x4	12	1	12	1	12	1	12	0	0	0	0	
Conference	6 Person	150	2	300	2	300	2	300	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			6		8		9		0		0	
TOTAL SQUARE FOOTAGE:					1,211		1,363		1,514		0		0

NOTES Proximity to Economic and Community Dev and Marketing managers.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Legal and Compliance

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	1	252	2	504	2	504	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	2	336	2	336	2	336	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	1	64	1	64	2	128	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	2	128	3	192	4	256	0	0	0	0
Workstation	8x8	Project Position	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			44		55		77		0		0
TOTAL STAFF COUNT:				7		9		11		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Collaboration Space	12x12	144	1	144	1	144	1	144	0	0	0	0	
File Space	2x5	10	1	10	1	10	1	10	0	0	0	0	
Secured storage	8x12	96	1	96	1	96	1	96	0	0	0	0	
Workroom or Area	8x12	96	1	96	1	96	1	96	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			5		7		8		0		0	
TOTAL SQUARE FOOTAGE:					1,239		1,568		1,719		0		0

NOTES Chief Legal Counsel and project position to be in Executive Office Area.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Marketing

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	1	224	1	224	1	224	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	1	144	1	144	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	1	64	2	128	2	128	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	5	320	4	256	5	320	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	2	128	3	192	4	256	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			88		99		121		0		0
TOTAL STAFF COUNT:				9		11		13		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Closet	2x5	10	1	10	1	10	1	10	0	0	0	0	
Collaboration Space	12x12	144	1	144	1	144	1	144	0	0	0	0	
Storage	20x20	400	1	400	1	400	1	400	0	0	0	0	
Storage by Dock	10x15	150	1	150	1	150	1	150	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			7		8		10		0		0	
TOTAL SQUARE FOOTAGE:					1,535		1,755		1,907		0		0

NOTES Proximity to common conference rms. PIM in Executive office area. Dock storage to be secure and ventilated. Storage rm shared with Credit and Risk. Shelving throughout suite for marketing material, in area for storage of marketing material.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Office of Public Policy

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	1	175	1	175	1	175	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	1	144	1	144	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	1	64	1	64	0	0	0	0
Workstation	8x8	Analyst	64	1	64	1	64	2	128	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Liason	64	1	64	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			33		33		44		0		0
TOTAL STAFF COUNT:				4		5		6		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			3		4		5		0		0	
TOTAL SQUARE FOOTAGE:					403		548		624		0		0

NOTES Proximity to the Executive Office.



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

Process Improvement

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	1	64	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Manager	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			11		11		22		0		0
TOTAL STAFF COUNT:				1		1		2		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Closet	2x3	6	1	6	1	6	1	6	0	0	0	0	
Collaboration Area	12x12	144	1	144	1	144	1	144	0	0	0	0	
Support	File Space			0		0		0		0		0	
	Closet Space			1		1		2		0		0	
TOTAL SQUARE FOOTAGE:					226		226		302		0		0

NOTES



Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

UW System Liason

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	18x15	Chief Operating Officer	270	0	0	0	0	0	0	0	0	0	0
Office	21x12	Chief Legal Counsel	252	0	0	0	0	0	0	0	0	0	0
Office	17x14	Chief Executive Officer	238	0	0	0	0	0	0	0	0	0	0
Office	16x14	Chief Financial Officer	224	0	0	0	0	0	0	0	0	0	0
Office	16x14	Vice President	224	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Chief Information Officer	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Controller	175	0	0	0	0	0	0	0	0	0	0
Office	14x12.5	Director	175	0	0	0	0	0	0	0	0	0	0
Office	14x12	Staff Counsel	168	0	0	0	0	0	0	0	0	0	0
Office	12x12	Legislative Liason	144	0	0	0	0	0	0	0	0	0	0
Office	12x12	Public Information Manager	144	0	0	0	0	0	0	0	0	0	0
Office	10x12	Generalist	120	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Accountant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Advisor	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Analyst	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Architect	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Assistant	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Coordinator	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Director	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Generalist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Intern	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Liason	64	1	64	1	64	1	64	0	0	0	0
Workstation	8x8	Manager	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Project Position	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Researcher	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Specialist	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Technician	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Trainer	64	0	0	0	0	0	0	0	0	0	0
Workstation	8x8	Underwriter	64	0	0	0	0	0	0	0	0	0	0
Workstation		Spline Allowance			11		11		11		0		0
TOTAL STAFF COUNT:				1		1		1		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
	File Space			0		0		0		0		0	
	Closet Space			1		1		1		0		0	
TOTAL SQUARE FOOTAGE:					76		76		76		0	0	

NOTES In the office part time.



Auxiliary Room Report

Project Name	Wisconsin Economic Dev. Corp.	Generated On	
Project Code	210-6811	Program ID	6497

ROOM TYPE	ROOM SIZE	AREA	Current		2017		2019		NA		NA	
			Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF
Boardroom	16 Person	500	2	1,000	2	1,000	2	1,000	0	0	0	0
Boardroom	14 Person	450	1	450	1	450	1	450	0	0	0	0
Conference	10 Person	300	1	300	1	300	1	300	0	0	0	0
Conference	8 Person	225	1	225	1	225	1	225	0	0	0	0
Conference	6 Person	150	2	300	2	300	2	300	0	0	0	0
Conference Room	30x21	630	1	630	1	630	1	630	0	0	0	0
Copy	Typical Photocopier Area	50	4	200	4	200	4	200	0	0	0	0
Copy/Supply/Storage Room	10x10	100	3	300	3	300	3	300	0	0	0	0
Executive Kitchen	Small	25	1	25	1	25	1	25	0	0	0	0
File Room	17x19	325	1	325	1	325	1	325	0	0	0	0
Printer Station	Typical Printer Loca	36	6	216	6	216	6	216	0	0	0	0
Reception	8-10 Guest seating	540	1	540	1	540	1	540	0	0	0	0
Storage Closet	5x10	50	3	150	3	150	3	150	0	0	0	0
TOTAL SQUARE FOOTAGE:				4,661		4,661		4,661		0		0

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements

The **Department of Administration (DOA)** will have two Divisions occupying the new building: the Division of Facilities Management and the Division of Hearings and Appeals.

The Division of Facilities Management

DFM will have offices in the new building and will operate and manage the building and potentially the parking structure. The Division of Facilities Management (DFM) is responsible for building management, maintenance, and tenant occupancy services for 30 State office buildings including the State Capitol and Executive Residence. This totals approximately 4 million square feet of space throughout the State.

The Division of Hearings and Appeals

The Division of Hearings and Appeals (DHA) was created by Wis. Stat. §§ 15.103(1) and 301.035 and consists of a classified division administrator and a staff of administrative law judges (attorney hearing examiners) as well as clerical support. The DHA operates the enterprise court system to provide dispute resolution for most of the State's large agencies. Offices of the DHA are located in Madison and Milwaukee so that it can provide prompt and low cost hearing services in every county of the State as required by law. DHA primarily attempts to meet the Department of Administration's strategic goal of Protecting and Upholding the Security of State Government.

DHA currently has 33 employees located in the Madison office. In January 2015 DHA will add a full-time attorney position and a half-time support staff position to handle the processing of additional hearings for the Department of Children and Families. Currently there is discussion of DHA entering into an MOU to conduct hearings for the Office of the Insurance Commissioner. DHA would receive an attorney position with these hearings. It is possible that DHA will contract with other agencies to conduct administrative hearings. In 2009 DHA began conducting hearings for Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection. In 2013 DHA contracted with the Department of Workforce Development, Division of Vocational Services to conduct hearings.

DHA is open for business Monday through Friday, 7:45 AM - 04:30 PM. Department of Corrections agents attend video hearings at DHA offices 2-3 days per week. Also, DHA conducts miscellaneous hearings for the Department of Health Services and the Department of Children and Families approximately once or twice per week in the Madison office. Generally, these hearings are quite small (4-5 attendees). DHA holds large public hearings (20-50 attendees) at DHA offices for the Department of Natural Resources or the Department of Transportation bi-monthly. DHA has daily pick-up and delivery from UPS, USPS, DOA mail staff, and FedEx.

DHA Unit Descriptions

The DHA's **General Government Unit** conducts administrative hearings for several State agencies. Among these are the Department of Health Services (hearings involving nursing home regulation); the Department of Natural Resources (contested cases dealing with environmental protection and resource regulation); the Department of Justice (crime victim compensation program hearings); the Department of Transportation (contested case hearings on motor vehicle dealers, dealer bonds and signage on roadways); the Department of Public Instruction (special education placements and teacher licensure hearings); the Department of Employee Trust Funds (contested cases regarding the State retirement system and the fringe benefit programs for State and local employees); the Department of Agriculture,

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements

Trade and Consumer Protection (regulation and licensing actions of the department); the Department of Safety and Professional Services (cases generated by licensure issuance and disciplinary actions of the State's 26 professional boards and 10 licensing programs under the umbrella of the DSPS); the Department of Workforce Development, Division of Vocational Rehabilitation (persons aggrieved by a determination of eligibility or ineligibility for vocational rehabilitation services), and; the State Historical Society (disturbance of burial sites).

The DHA's **Corrections Unit** handles adult probation and parole matters, extended supervision and juvenile aftercare supervision cases from the Department of Corrections. Revocation of supervision in these matters requires a due-process administrative hearing unless the hearing is waived by the individual involved in the revocation action. The hearings are typically held at the place of detention, usually a county jail or State correctional institution.

The DHA's **Work and Family Services Unit** conducts a large volume of administrative hearings for a variety of public assistance programs and State licensed care activities. The vast majority of these hearings are telephonic and resolved within 90 days of the appeal. The DHA works to ensure the correct administration of benefits available to Wisconsin residents under the FoodShare, Medical Assistance (MA), State Supplemental SSI, and Family Care Programs for the Department of Health Services (DHS). The DHA also reviews disputes about DHS regulation of MA providers and a small number of public health-related occupations. The DHA's administrative law judges hold hearings in disputes concerning Child Care and Kinship Care benefits, Child Abuse & Protection Treatment Act (CAPTA) abuse and neglect findings, and foster home, group home, child welfare agency, and child care licensing decisions for the Department of Children and Families. Most of the foregoing listed programs also have benefit overpayment recovery procedures concerning the availability of recovery by recoupment, administrative liens, or tax intercept certification, which require administrative hearings, when requested by the affected person or business. Finally, the Work and Family Services Unit provides a forum for administrative hearings concerning actions of the Department of Administration with respect to applications for the Wisconsin Home Energy Assistance Program (WHEAP).

Staff of the DHA also supports the **Waste Facility Siting Board** which oversees the arbitration/negotiation process utilized by companies and municipalities in siting new landfills and hazardous waste facilities.

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements

DOA - Division of Facilities Management Program - Building Management Support Space					<i>All Numbers are NET SF</i>		
Space Type	Building Amenity		FTE or LTE	ASF per Space	Total ASF		Comments
					Number	ASF	
DOA Building Management Offices:							
PO-5	DOA Private Offices	Assistant Director		120	1	120	
PO-5	DOA Private Offices	Building Superintendent		120	1	120	
WS-3	DOA	Facility Mechanics		64	5	320	5 cubicle work stations
CR-2	DOA	Small B - Conf Rm	6 to 8	150	1	150	Adjacent to Asst Directors office
		Unisex Restroom		60	1	60	located close to building management office suites
DOA Building Management Offices						770	
DOA Building-Wide Support Spaces:							
	Building Wide	Loading Docks/Receiving		350	6	2,100	6 bays with dock levelers, 1 dedicated to garbage/recycling and 1 dedicated for food service. Minimum 20 parking spots for DOA staff and a minimum of 5 parking spots for vendor/contractor day visits.
	Building Wide	Mailroom		1800	1	1,800	Adjacent to Loading Dock
	DOA	Building Maintenance Shops		800	3	2,400	
	DOA	Building Maint. Storage for Supplies		1200	1	1,200	Adjacent to Loading Dock
	DOA	Building Maint. Storage		2000	1	2,000	Adjacent to BM Staging Area
	DOA	Building Maint. Staging area		800	1	800	
	DOA Building-wide	Main Data Room		250	2	500	Smaller data closets can be located within the building
BUILDING SUPPORT						10,800	
Building Management Support Space						11,570	

Total	60,300
--------------	---------------

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements

DOA - Division of Facilities Management Program - Building Amenities	<i>All Numbers are NET SF</i>
---	-------------------------------

Space Type	Building Amenity		FTE or LTE	A SF per Space	Total ASF		Comments	
					Number	ASF		
	Building-wide	Lobby/Waiting/Reception		2000	1	1	2000	If multi towers or entrances split SF appropriately with security reception desk for visitors
		LOBBY					2000	
	Building-wide	Very Large Meeting Rm	40-50	1000	2	2	2,000	Rooms to be close to the public main entrance. These rooms should be adjoining and separated by a moveable divider wall. Both meeting rooms would be set up for Disaster & Recovery program
CR-6	Building-wide	Large B Conference Rm	20 to 22	720	6	6	4,320	
CR-5	Building-wide	Large A Conference Rm	16 to 18	480	8	8	3,840	
CR-4	Building-wide	Medium B - Conf Rm	10 to 12	375	8	8	3,000	
CR-3	Building-wide	Medium A - Conf Rm	8 to 10	240	10	10	2,400	
		Board Room	50	1350	1	1	1,350	
								All meeting, conference and training rooms will be equipped with door card readers.
								Refer to the technical specs for furniture cost allowance
		CONFERENCE ROOMS					16,910	
	Building-wide	Training Room - Seating for 130		2600	1	1	2,600	close to public main entrance , closet for storage
	Building-wide	Training Room - Seating for 30		1000	1	1	1,000	closet for storage
	Building-wide	Training Room - Seating for 18		600	2	2	1,200	closet for storage
		TRAINING ROOMS					4,800	

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements

DOA - Division of Facilities Management Program - Building Amenities				All Numbers are NET SF				
Space Type	Building Amenity		FTE or LTE	ASF per Space	Total ASF		Comments	
					Number	ASF		
Each/Flr	BW - on each Flr	Kitchenettes		180	20	3,600	budgetary number for each Flr; includes cabinetry, sink, water filter, coffee & ice hook ups, microwave, refrigerators	
	BW - 1 / 110,000 GSF	Vending Areas		90	6	540	beverage & snack machines	
CAF/DIN	Building-wide	Cafe/Dining-1/4 of total staff		18	750	13,500	main public area with outdoor seating	
	Building-wide	Kitchen - 20% of dining area		2700	1	2,700	main public area, access to the loading dock area	
CLST	Building-wide every other Floor	Janitorial Closet		98	10	980	budgetary number for ever other Flr; includes floor sink	
	FOOD SERVICE						21,320	
	DOA-Building-wide	Main Security & Fire Auto		350	1	350	Adjacent to DOA Building Management offices	
						350		
	Building-wide	Shower/Changing Area		300	4	1,200	Adjacent to day lockers	
	Building-wide	Day lockers		50	6	300	Includes 1/2 lockers & bench seating	
		Lactation Rooms		200	3	600	includes cabinetry, sink, under counter refrigerator and small lockers	
		Wellness Center		25	50	1,250	Adjacent to Shower/Changing area	
	WELL-BEING						3,350	
	Building Amenities -						48,730	

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004
 Department of Administration Program Requirements



Summary Report

Project Name	DOA - Division of Hearings and Appeals	Generated On	8/18/2014
Project Code	100	Program ID	6387

DEPARTMENT	Current		2017		2019		NA		NA	
	Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Corrections-General Gov	20	2,497	22	2,718	23	2,793	0	0	0	0
Work and Family Services	13	1,574	15	1,794	16	1,870	0	0	0	0
Auxiliary Rooms	0	3,040	0	3,040	0	3,040	0	0	0	0
TOTAL STAFF COUNT:	33		37		39		0		0	
TOTAL ASSIGNABLE SQUARE FOOTAGE:		7,111		7,552		7,703		0		0

DEPARTMENT NOTES

Hearings and Appeals will require 33 parking spaces initially with growth to 35-38 parking spaces. They have public access for hearings and will need 20-50 visitor parking stalls during those hearings. They would use a common larger hearing room in the building periodically.

All offices and hearing rooms will require sound batt insulation.

The Department will need dock access for deliveries. A small (10x12) dock area storage unit would be beneficial.

The computer room listed also serves as a COOP COG space for the Department of Administration

Each video hearing room will have a smart board and would best be situated within the two work groups.

The two hearing rooms (large and small) should be located near the entry and should be situated so that people who visit the office for hearings are not able to wander around the office. Both of these rooms have video capability.

Admin staff in cubes from both work groups can be together in a central location and should have the offices around them. At least one person in the admin group should be able to see the entry door either visually or with a camera. The main entry door will need a doorbell with intercom and card reader lock. The admin staff will need a door release button to control that door. The open meeting area listed under aux rooms is for this staff to meet/and or have lunch and still be able to see the door and answer the phones. Each work group has a manager that will need to be in close proximity to admin staff. The third manager office and the IT office can be located anywhere in the lease.

If the floor layouts do not include a lounge area for eating lunch, this agency would like to have one in their suite. The square footage for this is not currently listed in the program.

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004
 Department of Administration Program Requirements



Project Name	DOA - Division of Hearings and Appeals	Generated On	8/18/2014
Project Code	100	Program ID	6387

Corrections-General Gov

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	12x16	Division Administrator	192	1	192	1	192	1	192	0	0	0	0
Office	10x16	Assistant Administrator	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Admin Law judge	144	10	1,440	11	1,584	11	1,584	0	0	0	0
Office	10 x 12	Manager's Office	120	2	240	2	240	2	240	0	0	0	0
Office	10x12	IT Manager	120	0	0	0	0	0	0	0	0	0	0
Workstation	8 x 8	Administrative I Station	64	6	384	7	448	8	512	0	0	0	0
Workstation		Spline Allowance			66		77		88		0		0
TOTAL STAFF COUNT:				20		22		23		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			15		17		17		0		0	
TOTAL SQUARE FOOTAGE:					2,497		2,718		2,793		0		0

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004
 Department of Administration Program Requirements



Project Name	DOA - Division of Hearings and Appeals	Generated On	8/18/2014
Project Code	100	Program ID	6387

Work and Family Services

TYPE	SIZE	DESCRIPTION	AREA	Current		2017		2019		NA		NA	
				Staff	SF	Staff	SF	Staff	SF	Staff	SF	Staff	SF
Office	12x16	Division Administrator	192	0	0	0	0	0	0	0	0	0	0
Office	10x16	Assistant Administrator	160	1	160	1	160	1	160	0	0	0	0
Office	12x12	Admin Law judge	144	6	864	7	1,008	7	1,008	0	0	0	0
Office	10 x 12	Manager's Office	120	1	120	1	120	1	120	0	0	0	0
Office	10x12	IT Manager	120	1	120	1	120	1	120	0	0	0	0
Workstation	8 x 8	Administrative I Station	64	4	256	5	320	6	384	0	0	0	0
Workstation		Spline Allowance			44		55		66		0		0
TOTAL STAFF COUNT:				13		15		16		0		0	
AUXILIARY ROOM	DESCRIPTION	AREA	Count	SF	Count	SF	Count	SF	Count	SF	Count	SF	
Support	File Space			0		0		0		0		0	
	Closet Space			10		11		12		0		0	
TOTAL SQUARE FOOTAGE:					1,574		1,794		1,870		0		0

Appendix 2.7

Hill Farms A&B Re-Development RFP No. 505-004

Department of Administration Program Requirements



Auxiliary Room Report

Project Name	DOA - Division of Hearings and Appeals	8/18/2014
Project Code	100	6387

ROOM TYPE	ROOM SIZE	AREA	Current		2017		2019		NA		NA	
			Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF	Rooms	SF
Coat Clo	3x8	24	5	120	5	120	5	120	0	0	0	0
Computer/COOP COG Roc	10x12	120	1	120	1	120	1	120	0	0	0	0
Conference	8 Person	225	1	225	1	225	1	225	0	0	0	0
Copy/Mail/Print/FileRoom	14x22	308	1	308	1	308	1	308	0	0	0	0
Large Hearing Room	30x40	1200	1	1,200	1	1,200	1	1,200	0	0	0	0
Open gathering area	8x8	64	1	64	1	64	1	64	0	0	0	0
Small Hearing Room	15x25	375	1	375	1	375	1	375	0	0	0	0
Storage Room	8x12	96	1	96	1	96	1	96	0	0	0	0
Video Hearing Room	12x12	144	3	432	3	432	3	432	0	0	0	0
Waiting Room	10x10	100	1	100	1	100	1	100	0	0	0	0
TOTAL SQUARE FOOTAGE:				3,040		3,040		3,040		0		0

APPENDIX 2.8

Hill Farms A&B Re-Development RFP No. 505-004

Parking Needs Summary

Agency	Parking Stall Type					
	Car	Visitor	Motorcycle /Scooter	Van	Fleet Vehicles	Motor Coach /Bus
Department of Transportation	950	120				
Department of Employee Trust Funds	370					
Public Service Commission	160	100				2
Office of the Commissioner of Insurance	190					
Department of Financial Institutions	160				10	
Wisconsin Economic Development Corporation	106					
Department of Administration	58	50				
Totals:	1,994	270	0	0	10	2

APPENDIX 3

State of Wisconsin, Department of Administration

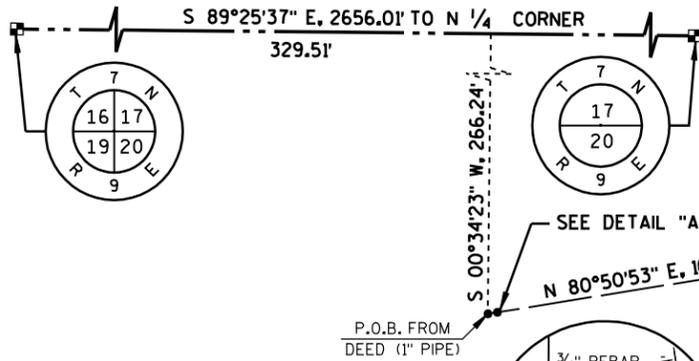
Hill Farms A&B Re-Development RFP No. 505-004

Informational Documents Related to the Hill Farms Property

1. ALTA Survey
2. Aerial Photo of Hill Farms Property
3. Search and Hold Title Insurance Policy [{Click Here}](#)
4. Demographic Report | 1, 2, 3 Mile Radius
5. Population and Income Map
6. Traffic Count Map
7. Retail Amenity Map

ALTA / ACSM LAND TITLE SURVEY

PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 7 NORTH, RANGE 9 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.



LEGEND

UTILITY - LINES

- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- TELEPHONE
- GAS
- ELECTRIC

UTILITY - SYMBOLS

- WATER VALVE
- FIRE HYDRANT
- SPRINKLER
- MANHOLE (SAN, SS, & TELE)
- CATCH BASIN
- UTILITY POLE
- LIGHT POLE
- VALVE (GENERIC)
- GAS VALVE

MISC. LINES, SYMBOLS & ANNOTATIONS

- SIGN
- POST
- FLAGPOLE
- TREE (SIZE)"
- BUSH
- BRUSHLINE
- FENCE
- INDEX CONTOUR
- INTERMEDIATE CONTOUR

PROPERTY SYMBOLS & ANNOTATIONS

- EXISTING CENTERLINE
- EASEMENT LINE
- EXISTING H.E. LINE
- SECTION LINE
- BOUNDARY LINE
- LOT AND TIE LINE

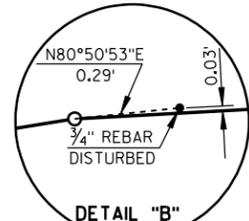
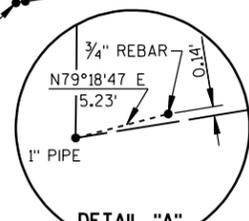
SECTION CORNER

- SET 3/4" x 24" REBAR (WEIGHING 1.13 LBS./L.F.)
- IRON FOUND
- CHISELED CROSS SET
- FOUND BRASS CAP
- RECORDED AS

BURIED UTILITIES FLAGGED BY:



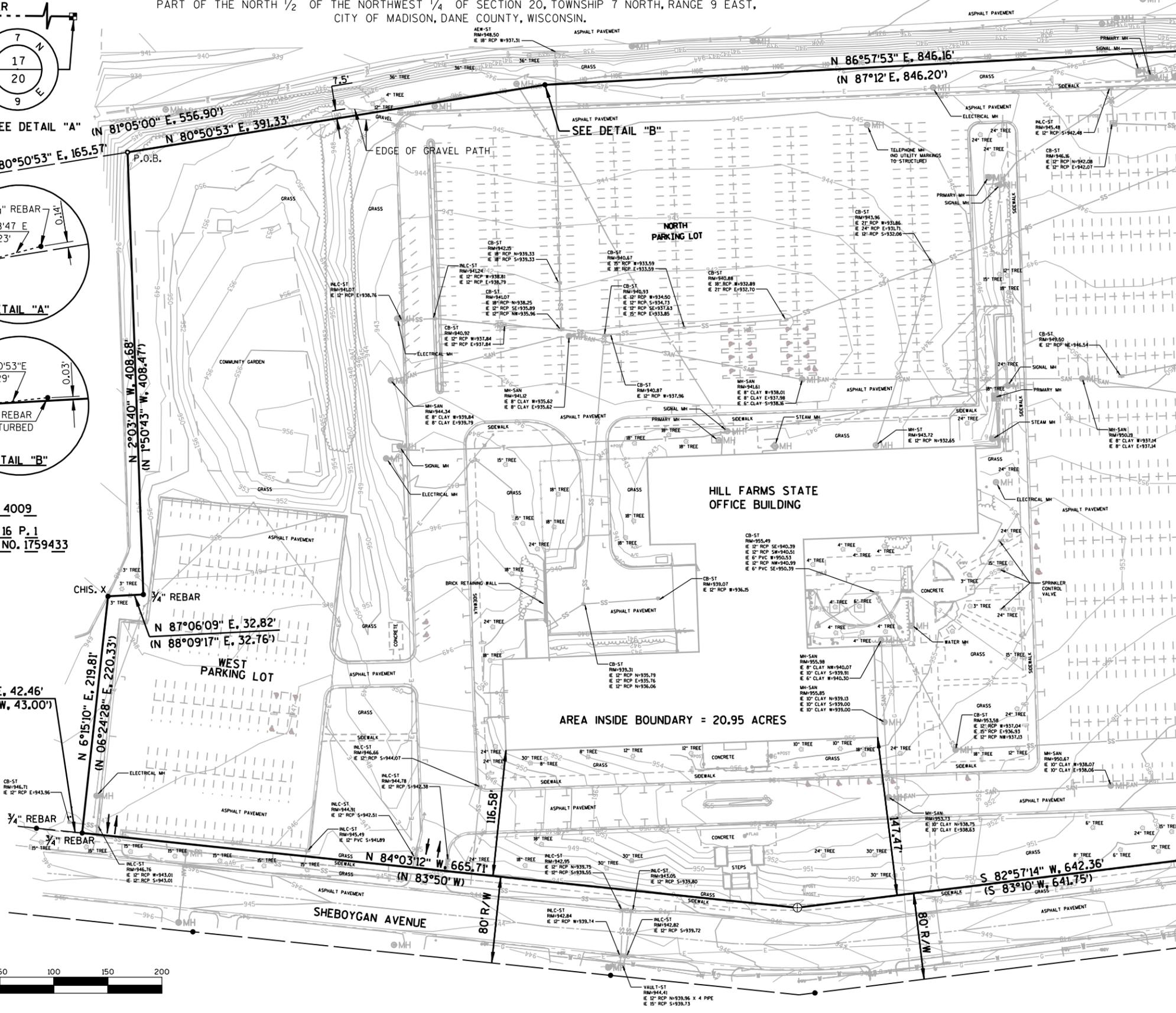
Toll Free (800) 242-8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com



CSM 4009
VOL. 16 P.1
DOC. NO. 1759433

S 84°07'08" E, 42.46'
(N 83°52'39" W, 43.00')
(N 83°50' W)

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 20 IS ASSUMED TO BEAR S 89°25'37" E.



AREA INSIDE BOUNDARY = 20.95 ACRES

NO.	REVISIONS	DATE:

DATE: 1/15/08
DES BY: HSB
CHK BY:
RECORD DRAWING
BY:
DATE:
CONTRACTOR:

ALTA / ACSM LAND TITLE SURVEY
HILLFARMS GDP
STATE OF WISCONSIN DEPARTMENT OF STATE FACILITIES



SHEET
1 OF 2
JOB NO. 1.574-1010

ALTA / ACSM LAND TITLE SURVEY

PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 7 NORTH, RANGE 9 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

Part of the North 1/2 of the Northwest 1/4 of Section 20, Township 7 North, Range 9 East, City of Madison, Dane County, Wisconsin, more fully described as follows:

Description from Deed: Beginning at the Northwest corner of Section 20; thence South along the West line 286.80 feet; thence North 87°12' East 324.60 feet to the point of beginning of this description; thence North 81°05' East 556.90 feet; thence North 87°12' East 846.20 feet; thence South 1°50' East 725.50 feet; thence South 83°10' West 641.75 feet; thence North 83°50' West 709.30 feet; thence on a 3°02' curve to the left 527.94 feet, the long chord of said curve bears South 88°10' West for a distance of 526.00 feet; thence North 17°20' West 537.40 feet; thence North 72°40' East 79.47 feet; thence North 81°38' East 539.39 feet to the point of beginning, excepting therefrom C.S.M. 4009, recorded in Volume 16 of Certified Survey Maps, Page 1, as Document No. 1759433.

Description from Evidence: Commencing at the NW corner of said Section 20, thence South 89° 25' 37" East, 329.51 feet along the north line of said Section; thence South 0° 34' 23" West a distance 266.24 feet to a 1" iron pipe found; thence North 80° 50' 53" East, 165.57 feet to the P.O.B. From the P.O.B. thence North 80° 50' 53" East 391.33 feet (also recorded as North 81° 05' East); thence North 86° 57' 53" East, 846.16 feet (also recorded as North 87° 12' East, 846.20 feet) to the west right-of-way line of Segoe Road; thence South 2° 04' 30" East, 726.27 feet (also recorded as South 1° 50' East, 725.50 feet) along the said west right-of-way line of Segoe Rd to the North right-of-way line of Sheboygan Avenue; thence South 82° 57' 14" West, 642.36 feet (also recorded as South 83° 10' West, 641.75 feet) along the said north right of way line of Sheboygan Avenue; thence North 84° 03' 12" West, 665.71 feet (also recorded as North 83° 50' West) along the said north right-of-way line of Sheboygan Avenue to the east line of C.S.M. 4009; thence North 6° 15' 10" East, 219.81 feet (also recorded as North 6° 24' 28" East, 220.33 feet) along the east line of said C.S.M. 4009; thence North 87° 06' 09" East, 32.82 feet (also recorded as North 88° 09' 17" East, 32.76 feet) along the said east line of C.S.M. 4009; thence North 2° 03' 40" West, 408.67 feet (also recorded as North 1° 50' 43" East, 408.47 feet) along the east line of said C.S.M. 4009 to the P.O.B.

Containing 20.95 acres, more or less.

NOTES:

THE BASIC ZONING INFORMATION LISTED IF FROM INFORMATION PROVIDED BY DANE COUNTY GIS AND MAY NOT REFLECT ALL REGULATIONS THAT COULD APPLY. PARCEL IS ZONED G-2 COMMERCIAL.

CONTOURS ARE BASED ON NAVD 88

THIS SURVEY WAS PREPARED BASED ON A 60-YEAR TITLE REPORT BY DANE COUNTY TITLE COMPANY, INC. ORDER NO. B-178233, DATED OCTOBER 3, 2007 AT 5:59 A.M. WHICH LISTS NO EASEMENTS OR RESTRICTIONS ON THIS PARCEL.

AS OF THIS DATE THERE ARE 3 ACCESSES TO THIS PARCEL - A DRIVEWAY OFF NORTH SEGOE ROAD; A DRIVEWAY OFF SHEBOYGAN AVENUE WEST OF THE BUILDING, AND A DRIVEWAY OFF SHEBOYGAN AVENUE EAST OF THE BUILDING.

TO STATE OF WISCONSIN DEPARTMENT OF STATE FACILITIES:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS," JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS IN 2005, AND INCLUDES ITEMS 1, 4, 5, 8, 11a OF TABLE A THEREOF. PURSUANT TO THE ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION, UNDERSIGNED FURTHER CERTIFIES THAT IN MY PROFESSIONAL OPINION, AS A LAND SURVEYOR REGISTERED IN THE STATE OF WISCONSIN, THE MAXIMUM RELATIVE POSITIONAL ACCURACY IS 0.04 FEET, AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

JANUARY 15, 2008

HEATHER S. BARTELT
REGISTERED LAND SURVEYOR S-2797
AGENT FOR STRAND ASSOCIATES, INC.
NOTE: THIS SURVEY IS NOT FOR LAND DIVISION PURPOSES-
NO NEW PARCELS HAVE BEEN CREATED

UTILITY STATEMENT

The underground utilities shown have been located from field survey information and from facility location maps provided by utilities. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although she does certify that they are located as accurately as possible from the information available. The surveyor has not physically located the underground utilities. Except shown hereon, there are no visible easements benefiting or burdening the premises or right-of-way across the land or any other unrecorded easements or rights-of-way of which the surveyor has been advised.

LEGEND

UTILITY - LINES

WATER MAIN
SANITARY SEWER
STORM SEWER
TELEPHONE
GAS
ELECTRIC

UTILITY - SYMBOLS

WATER VALVE
FIRE HYDRANT
SPRINKLER
MANHOLE (SAN, SS, & TELE)
CATCH BASIN
UTILITY POLE
LIGHT POLE
VALVE (GENERIC)
GAS VALVE

MISC. LINES, SYMBOLS & ANNOTATIONS

SIGN
POST
FLAGPOLE
TREE (SIZE)"
BUSH
BRUSHLINE
FENCE
INDEX CONTOUR
INTERMEDIATE CONTOUR

PROPERTY SYMBOLS & ANNOTATIONS

EXISTING CENTERLINE
EASEMENT LINE
EXISTING H.E. LINE
SECTION LINE
BOUNDARY LINE
LOT AND TIE LINE

SECTION CORNER

SET 3/4" x 24" REBAR
(WEIGHING 1.13 LBS./L.F.)
IRON FOUND
CHISELED CROSS SET
FOUND BRASS CAP
RECORDED AS

BURIED UTILITIES FLAGGED BY:



Toll Free (800) 242-8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM. THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 20 IS ASSUMED TO BEAR S 89°25'37" E.

ALTA / ACSM LAND TITLE SURVEY
HILLFARMS GDP
STATE OF WISCONSIN DEPARTMENT OF STATE FACILITIES



SHEET
2 OF 2

JOB NO. 1.574-1010

MATCHLINE
SEE SHEET 1 OF 2

THIS INSTRUMENT DRAFTER BY HEATHER S. BARTELT

4802 SHEBOYGAN AVENUE MADISON, WISCONSIN

September 2014



Google earth

© 2013 CBRE, Inc. This information has been obtained from sources believed reliable. We have not verified it and make no guarantee, warranty or representation about it. Any projections, opinions, assumptions or estimates used are for example only and do not represent the current or future performance of the property. You and your advisors should conduct a careful, independent investigation of the property to determine to your satisfaction the suitability of the property for your needs. CBRE and the CBRE logo are service marks of CBRE, Inc. and/or its affiliates or related companies in the United States and other countries. All other marks on this document are the property of their respective owners. All Rights Reserved.



**First American Title Insurance Company National Commercial Services
10 W. Mifflin Street, Suite 302, Madison, WI 53703
(608)204-7409 - Fax (608)204-7414**

COMMITMENT FOR TITLE INSURANCE

Issued by

First American Title Insurance Company

Agreement to Issue Policy

We agree to issue a policy to you accordingly to the terms of this Commitment.

When we show the policy amount and your name as the proposed insured in Schedule A, this Commitment becomes effective as of the Commitment Date shown in Schedule A.

If the Requirements shown in this Commitment have not been met within six months after the Commitment Date, our obligation under this Commitment will end. Also, our obligation under this Commitment will end when the Policy is issued and then our obligation to you will be under the Policy.

Our obligation under this Commitment is limited by the following:

The Provisions in Schedule A.

The Requirements in Schedule B-1.

The Exceptions in Schedule B-2.

The Conditions.

This Commitment is not valid without Schedule A and Sections 1 and 2 of Schedule B.

SCHEDULE A

1. Commitment Date: September 29, 2014 at 7:30 A.M.

2. Policy or Policies to be issued: Amount

(A) ALTA Owners Policy \$

Proposed Insured:

(B) ALTA Loan Policy \$

Proposed Insured:

3. (A) The estate or interest in the land described in this Commitment is:

Fee Simple

(B) Title to said estate or interest at the date hereof is vested in:

State of Wisconsin Building Commission

4. The land referred to in this Commitment is situated in the City of Madison, State of Wisconsin, County of Dane, and described as follows:

Tax ID No.: 251/0709-202-0301-8

Property Address: 4802 Sheboygan Avenue, Madison, WI
For reference purposes only.

See Exhibit "A" attached for Legal Description.

Exhibit "A "

Part of the Northeast 1/4 of the Northeast 1/4 of Section 19 and part of the North 1/2 of the Northwest 1/4 of Section 20, Town 7 North, Range 9 East (Township of Madison), now City of Madison, Dane County, Wisconsin, which is more fully described as follows: Beginning at the Northwest corner of Section 20; thence South along the West line 286.80 feet; thence North 87°-12' East 324.60 feet to the point of beginning of this description; thence North 81°-05' East 556.90 feet; thence North 87°-12' East 846.20 feet; thence South 1°-50' East 725.50 feet; thence South 83°-10' West 641.75 feet; thence North 83°-50' West 709.30 feet; thence on a 3°-02' curve to the left 527.94 feet, the long chord of said curve bears South 88°-10' West for a distance of 526.00 feet; thence North 17°-20' West 537.40 feet; thence North 72°-40' East 79.47 thence North 81°-38' East 539.39 feet to the point of beginning, excluding therefrom an approximate 7.0 acre parcel described in Volume 16 of Certified Survey maps on page 329 as Lot 1, CSM 4009. FURTHER EXCEPTING Lot 2 of Certified Survey Map No. 4009 recorded in Volume 16 of Certified Survey Maps, page 329 as Document NO. 1759433.

SCHEDULE B
SECTION ONE
REQUIREMENTS

The following requirements must be met:

- (A) Pay the agreed amount for the interest in the land and/or the mortgage to be insured.
- (B) Pay us the premiums, fees and charges for the policy.
- (C) Documents satisfactory to us creating the interest in the land and/or the mortgage to be insured must be signed, delivered and recorded.

THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT A REPRESENTATION REGARDING THE CONDITION OF TITLE TO REAL PROPERTY. IT IS NOT AN ABSTRACT, LEGAL OPINION OF TITLE, OR ANY FORM OF TITLE INSURANCE. AS A PART OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE ISSUANCE OF THIS REPORT, RECIPIENT AGREES THAT FIRST AMERICAN'S SOLE LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY AN ERROR OR OMISSION IN THIS REPORT SHALL BE LIMITED TO THE COST OF THE REPORT, WHETHER SUCH ERROR OR OMISSION RESULTS FROM NEGLIGENCE, ACCIDENT, OR OTHER CAUSE. ALL OTHER LIABILITY FOR LOSS OR DAMAGE IS EXPRESSLY DISCLAIMED.

You must tell us in writing the name of anyone not referred to in this Commitment who will get an interest in the land or who will make a loan on the land. We may then make additional requirements or exceptions.

SCHEDULE B

SECTION TWO

EXCEPTIONS

Any policy we issue will have the following exceptions unless they are taken care of to our satisfaction.

1. Any facts, rights, interests, or claims that are not shown by the public records but that could be ascertained by an inspection of the land or by making inquiry of persons in possession of the land.
2. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title including, discrepancies, conflict in boundary lines, shortages in area, or any other facts that would be disclosed by an accurate and complete land survey of the land, and that are not shown in the public records.
4. Any lien, or right to a lien, for services, labor or material theretofore or hereafter furnished imposed by law and not shown in the public records.
5. Defects, liens, encumbrances, adverse claims, or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date the proposed Insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment.
6. Special taxes, assessments or charges, if any.
7. Taxes, general and special for the year 2014, not now due and payable.
8. Final Special Assessment for Street Improvement, outstanding principal balance of \$47,861.16. Special assessment for sidewalk in the preliminary amount of \$1,435.31
9. Rights of tenants now in possession of the land under unrecorded leases or otherwise.
10. Public or private rights in such portion of the subject premises as may be presently used, laid out or dedicated in any manner whatsoever, for street, highway, and/or alley purposes.
11. Effect of Transportation Project Plat No. 5992-08-18-4.09 recorded July 15, 2011 as Document No. [4777515](#).

CONDITIONS

1. **DEFINITIONS**

- (a) "Mortgage" means mortgage, deed of trust or other security instrument.
- (b) "Public Records" means title records that give constructive notice of matters affecting the title according to the state law where the land is located.

2. **LATER DEFECTS**

The Exceptions in Schedule B - Section Two may be amended to show any defects, liens or encumbrances that appear for the first time in the public records or are created or attached between the Commitment Date and the date on which all of the Requirements (a) and (c) of Schedule B - Section One are met. We shall have no liability to you because of this amendment.

3. **EXISTING DEFECTS**

If any defects, liens or encumbrances existing at Commitment Date are not shown in Schedule B, we may amend Schedule B to show them. If we do amend Schedule B to show these defects, liens or encumbrances, we shall be liable to you according to Paragraph 4 below unless you know of this information and did not tell us about it in writing.

4. **LIMITATION OF OUR LIABILITY**

Our only obligation is to issue to you the Policy referred to in this Commitment, when you have met its Requirements. If we have any liability to you for any loss you incur because of an error in this Commitment, our liability will be limited to your actual loss caused by your relying on this Commitment when you acted in good faith to;

comply with the Requirements shown in Schedule B - Section One
or

eliminate with our written consent any Exceptions shown in Schedule B - Section Two.

We shall not be liable for more than the Policy Amount shown in A of this Commitment and our liability is subject to the terms of the Policy form to be issued to you.

5. **CLAIMS MUST BE BASED ON THIS COMMITMENT**

Any claim, whether or not based on negligence, which you may have against us concerning the title to the land must be based on this commitment and is subject to its terms.

Privacy Policy

We Are Commitment to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our parent company, The First American Corporation, we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability

This Privacy Policy governs our use of the information which you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its *Fair Information Values*, a copy of which can be found on our website at www.firstam.com.

Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, and escrow companies involved in real estate services, such as appraisal companies, home warranty companies, and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies, or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's *Fair Information Values*. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Demographic Report

Hill Farms

4802 Sheboygan Ave 4802 Sheboygan Ave 4802 Sheboygan Ave

	1 mile radius	2 mile radius	3 mile radius	
POPULATION	2014 Estimated Population	11,677	36,892	82,422
	2019 Projected Population	11,976	37,877	84,980
	2010 Census Population	11,394	35,956	79,894
	2000 Census Population	11,330	36,104	78,633
	Growth 2010-2014	2.48%	2.60%	3.17%
	Growth 2014-2019	2.56%	2.67%	3.10%
	2014 Estimated Median Age	38.37	37.65	33.25
2014 Estimated Average Age	41.77	40.51	38.17	
HOUSEHOLDS	2014 Estimated Households	6,158	17,911	36,612
	2019 Projected Households	6,401	18,665	38,269
	2010 Census Households	5,912	17,142	34,926
	2000 Census Households	5,828	16,824	33,338
	Growth 2010-2014	4.15%	4.49%	4.83%
	Growth 2014-2019	3.95%	4.21%	4.53%
	2014 Est. Average Household Size	1.91	2.05	2.15
INCOME	2014 Est. Median Household Income	\$55,380	\$60,450	\$57,605
	2019 Prj. Median Household Income	\$63,580	\$69,787	\$65,493
	2000 Cen. Median Household Income	\$45,052	\$49,838	\$48,943
	2014 Est. Average Household Income	\$82,608	\$84,993	\$81,016
2014 Estimated Per Capita Income	\$43,562	\$41,265	\$35,988	
HOUSING	2014 Estimated Housing Units	6,481	18,781	38,553
	2014 Estimated Occupied Units	6,158	17,911	36,612
	2014 Estimated Vacant Units	324	870	1,941
	2014 Est. Owner Occupied Units	3,108	10,002	19,131
	2014 Est. Renter Occupied Units	3,049	7,909	17,482
	2014 Est. Median Housing Value	\$265,442	\$274,167	\$266,704
	2014 Est. Average Housing Value	\$334,379	\$320,924	\$307,362

Demographic Report

Hill Farms



4802 Sheboygan Ave 4802 Sheboygan Ave 4802 Sheboygan Ave

	1 mile radius	2 mile radius	3 mile radius	
INCOME	2014 Estimated Households	6,158	17,911	36,612
	- Income Less than \$15,000	810 (13.2%)	2,240 (12.5%)	4,853 (13.3%)
	- Income \$15,000 - \$24,999	559 (9.1%)	1,502 (8.4%)	3,371 (9.2%)
	- Income \$25,000 - \$34,999	573 (9.3%)	1,560 (8.7%)	3,082 (8.4%)
	- Income \$35,000 - \$49,999	878 (14.3%)	2,309 (12.9%)	4,902 (13.4%)
	- Income \$50,000 - \$74,999	1,032 (16.8%)	2,952 (16.5%)	6,157 (16.8%)
	- Income \$75,000 - \$99,999	766 (12.4%)	2,296 (12.8%)	4,570 (12.5%)
	- Income \$100,000 - \$124,999	494 (8.0%)	1,560 (8.7%)	3,011 (8.2%)
	- Income \$125,000 - \$149,999	280 (4.5%)	959 (5.4%)	1,923 (5.3%)
	- Income \$150,000 - \$199,999	306 (5.0%)	1,194 (6.7%)	2,315 (6.3%)
	- Income \$200,000 - \$249,999	138 (2.2%)	502 (2.8%)	916 (2.5%)
	- Income \$250,000 - \$499,999	209 (3.4%)	612 (3.4%)	1,149 (3.1%)
	- Income Over \$500,000	113 (1.8%)	224 (1.3%)	366 (1.0%)
	2014 Est. Average Household Income	\$82,608	\$84,993	\$81,016
2019 Prj. Average Household Income	\$95,068	\$98,224	\$92,727	
2000 Cen. Avg. Household Income	\$65,544	\$67,773	\$66,842	
HOUSEHOLD SIZE	2014 Estimated Households	6,158	17,911	36,612
	- 1 Person Household	2,586 (42.0%)	6,668 (37.2%)	13,102 (35.8%)
	- 2 Person Household	2,309 (37.5%)	6,769 (37.8%)	13,128 (35.9%)
	- 3 Person Household	678 (11.0%)	2,264 (12.6%)	4,903 (13.4%)
	- 4 Person Household	416 (6.8%)	1,595 (8.9%)	3,668 (10.0%)
	- 5 Person Household	129 (2.1%)	473 (2.6%)	1,271 (3.5%)
	- 6 Person Household	35 (.6%)	113 (.6%)	390 (1.1%)
	- 7 or More Person Household	4 (.1%)	29 (.2%)	150 (.4%)
2014 Est. Average Household Size	1.91	2.05	2.15	
VEHICLES	2014 Estimated Households	6,158	17,911	36,612
	- Households with No Vehicles	862 (14.0%)	1,864 (10.4%)	3,804 (10.4%)
	- Households with 1 Vehicle	3,025 (49.1%)	8,567 (47.8%)	16,373 (44.7%)
	- Households with 2 Vehicles	1,927 (31.3%)	6,237 (34.8%)	13,215 (36.1%)
	- Households with 3 Vehicles	294 (4.8%)	1,017 (5.7%)	2,468 (6.7%)
	- Households with 4 Vehicles	38 (.6%)	187 (1.0%)	591 (1.6%)
	- Households with 5+ Vehicles	11 (.2%)	40 (.2%)	162 (.4%)
2014 Est. Average Number of Vehicles	1.29	1.40	1.47	



Demographic Report

Hill Farms



4802 Sheboygan Ave 4802 Sheboygan Ave 4802 Sheboygan Ave

	1 mile radius	2 mile radius	3 mile radius	
RACE & ETHNICITY	2014 Estimated Population by Race and Origin	11,677	36,892	82,422
	- White Population	8,939 (76.6%)	29,416 (79.7%)	66,819 (81.1%)
	- Black Population	335 (2.9%)	937 (2.5%)	3,625 (4.4%)
	- Asian Population	1,884 (16.1%)	4,882 (13.2%)	7,759 (9.4%)
	- Pacific Islander Population	3 (.0%)	7 (.0%)	27 (.0%)
	- American Indian and Alaska Native	53 (.5%)	170 (.5%)	382 (.5%)
	- Other Race Population	128 (1.1%)	438 (1.2%)	1,409 (1.7%)
	- Two or More Races Population	335 (2.9%)	1,042 (2.8%)	2,403 (2.9%)
	- Hispanic Population	497 (4.3%)	1,586 (4.3%)	4,192 (5.1%)
	- White Non-Hispanic Population	8,620 (73.8%)	28,457 (77.1%)	64,554 (78.3%)
AGE	2014 Estimated Population by Age	11,677	36,892	82,422
	- Aged 0 to 4 Years	532 (4.6%)	1,846 (5.0%)	3,850 (4.7%)
	- Aged 5 to 9 Years	529 (4.5%)	1,843 (5.0%)	3,770 (4.6%)
	- Aged 10 to 14 Years	478 (4.1%)	1,770 (4.8%)	3,643 (4.4%)
	- Aged 15 to 17 Years	280 (2.4%)	1,035 (2.8%)	2,533 (3.1%)
	- Aged 18 to 20 Years	306 (2.6%)	1,332 (3.6%)	6,264 (7.6%)
	- Aged 21 to 24 Years	538 (4.6%)	2,242 (6.1%)	9,096 (11.0%)
	- Aged 25 to 34 Years	2,596 (22.2%)	7,003 (19.0%)	14,011 (17.0%)
	- Aged 35 to 44 Years	1,491 (12.8%)	4,604 (12.5%)	8,939 (10.8%)
	- Aged 45 to 54 Years	1,328 (11.4%)	4,356 (11.8%)	8,690 (10.5%)
	- Aged 55 to 64 Years	1,572 (13.5%)	4,943 (13.4%)	10,099 (12.3%)
	- Aged 65 to 74 Years	1,033 (8.8%)	3,143 (8.5%)	6,400 (7.8%)
	- Aged 75 to 84 Years	630 (5.4%)	1,767 (4.8%)	3,353 (4.1%)
- Aged 85 Years and Older	365 (3.1%)	1,007 (2.7%)	1,773 (2.2%)	
	2014 Estimated Median Age	38.37	37.65	33.25
	2014 Estimated Average Age	41.77	40.51	38.17
EDUCATION	2014 Estimated Population Over 25 by Educational Attainment	9,015	26,824	53,266
	- Less than 9th Grade	108 (1.2%)	200 (.7%)	632 (1.2%)
	- High School - No Diploma	128 (1.4%)	353 (1.3%)	1,057 (2.0%)
	- High School Diploma	836 (9.3%)	2,563 (9.6%)	6,143 (11.5%)
	- Some College	1,054 (11.7%)	2,951 (11.0%)	6,868 (12.9%)
	- Associate Degree	473 (5.2%)	1,237 (4.6%)	3,075 (5.8%)
	- Bachelor's Degree	2,851 (31.6%)	8,072 (30.1%)	15,771 (29.6%)
	- Master's Degree	2,007 (22.3%)	6,207 (23.1%)	11,093 (20.8%)
	- Professional Degree	584 (6.5%)	1,989 (7.4%)	3,533 (6.6%)
- Doctoral Degree	974 (10.8%)	3,251 (12.1%)	5,095 (9.6%)	



Demographic Report

Hill Farms



4802 Sheboygan Ave 4802 Sheboygan Ave 4802 Sheboygan Ave

	1 mile radius	2 mile radius	3 mile radius	
HOUSING VALUE	2014 Estimated Owner Occupied Units by Housing Value	3,108	10,002	19,131
	- Valued Less than \$20,000	0	5 (.0%)	59 (.3%)
	- Valued \$20,000 - \$39,999	16 (.5%)	71 (.7%)	180 (.9%)
	- Valued \$40,000 - \$59,999	22 (.7%)	51 (.5%)	96 (.5%)
	- Valued \$60,000 - \$79,999	7 (.2%)	33 (.3%)	168 (.9%)
	- Valued \$80,000 - \$99,999	54 (1.7%)	130 (1.3%)	270 (1.4%)
	- Valued \$100,000 - \$149,999	148 (4.8%)	484 (4.8%)	1,349 (7.1%)
	- Valued \$150,000 - \$199,999	446 (14.4%)	1,210 (12.1%)	2,599 (13.6%)
	- Valued \$200,000 - \$299,999	1,265 (40.7%)	4,000 (40.0%)	7,086 (37.0%)
	- Valued \$300,000 - \$399,999	541 (17.4%)	2,231 (22.3%)	4,034 (21.1%)
	- Valued \$400,000 - \$499,999	229 (7.4%)	838 (8.4%)	1,607 (8.4%)
	- Valued \$500,000 - \$749,999	206 (6.6%)	605 (6.0%)	1,150 (6.0%)
	- Valued \$750,000 - \$999,999	82 (2.6%)	180 (1.8%)	299 (1.6%)
	- Valued More than \$1,000,000	92 (3.0%)	164 (1.6%)	235 (1.2%)
	2014 Est. Median Housing Value	\$265,442	\$274,167	\$266,704
	2014 Est. Average Housing Value	\$334,379	\$320,924	\$307,362
HOUSING TYPE	2014 Estimated Housing Units by Housing Type	6,481	18,781	38,553
	- 1 Unit Detached	3,195 (49.3%)	10,131 (53.9%)	18,487 (48.0%)
	- 1 Unit Attached	218 (3.4%)	615 (3.3%)	2,210 (5.7%)
	- 2 Units	71 (1.1%)	422 (2.2%)	1,226 (3.2%)
	- 3-4 Units	243 (3.7%)	1,059 (5.6%)	2,497 (6.5%)
	- 5-19 Units	771 (11.9%)	2,506 (13.3%)	6,059 (15.7%)
	- 20-49 Units	471 (7.3%)	1,520 (8.1%)	4,072 (10.6%)
	- 50+ Units	1,486 (22.9%)	2,486 (13.2%)	3,898 (10.1%)
	- Mobile Home Units	26 (.4%)	42 (.2%)	103 (.3%)
	- Other Units	0	0	0
UNIT BUILT	2014 Estimated Housing Units by Year Structure Built	6,481	18,781	38,553
	- Structure Built 2005 or Later	232 (3.6%)	495 (2.6%)	1,271 (3.3%)
	- Structure Built 2000 to 2004	215 (3.3%)	589 (3.1%)	1,662 (4.3%)
	- Structure Built 1990 to 1999	264 (4.1%)	901 (4.8%)	3,366 (8.7%)
	- Structure Built 1980 to 1989	523 (8.1%)	1,486 (7.9%)	4,295 (11.1%)
	- Structure Built 1970 to 1979	1,392 (21.5%)	3,357 (17.9%)	8,095 (21.0%)
	- Structure Built 1960 to 1969	1,427 (22.0%)	3,590 (19.1%)	6,404 (16.6%)
	- Structure Built 1950 to 1959	1,366 (21.1%)	4,061 (21.6%)	5,949 (15.4%)
	- Structure Built 1940 to 1949	591 (9.1%)	1,862 (9.9%)	2,452 (6.4%)
	- Structure Built 1939 or Earlier	472 (7.3%)	2,440 (13.0%)	5,058 (13.1%)
	2014 Est. Median Year Structure Built	1966	1963	1969

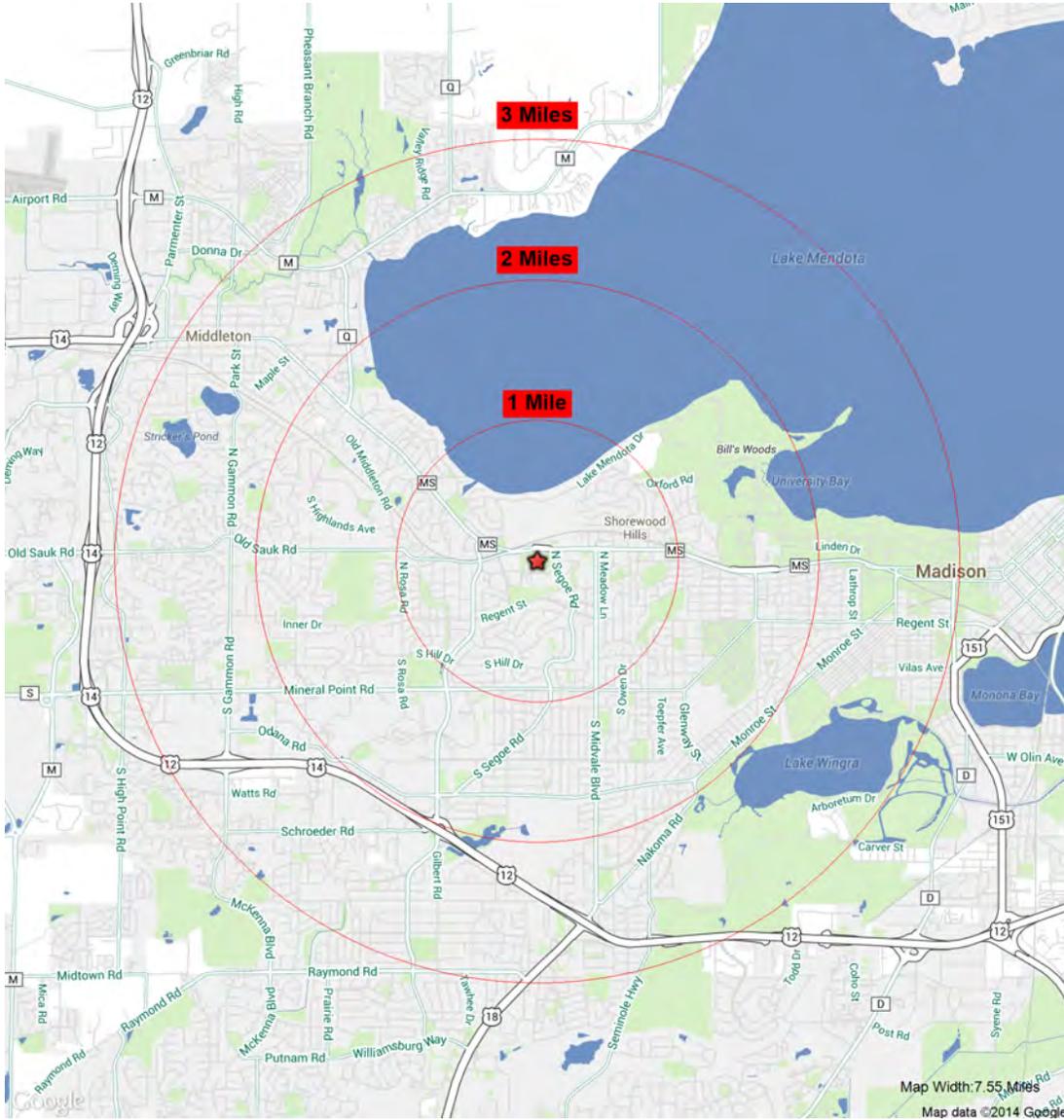


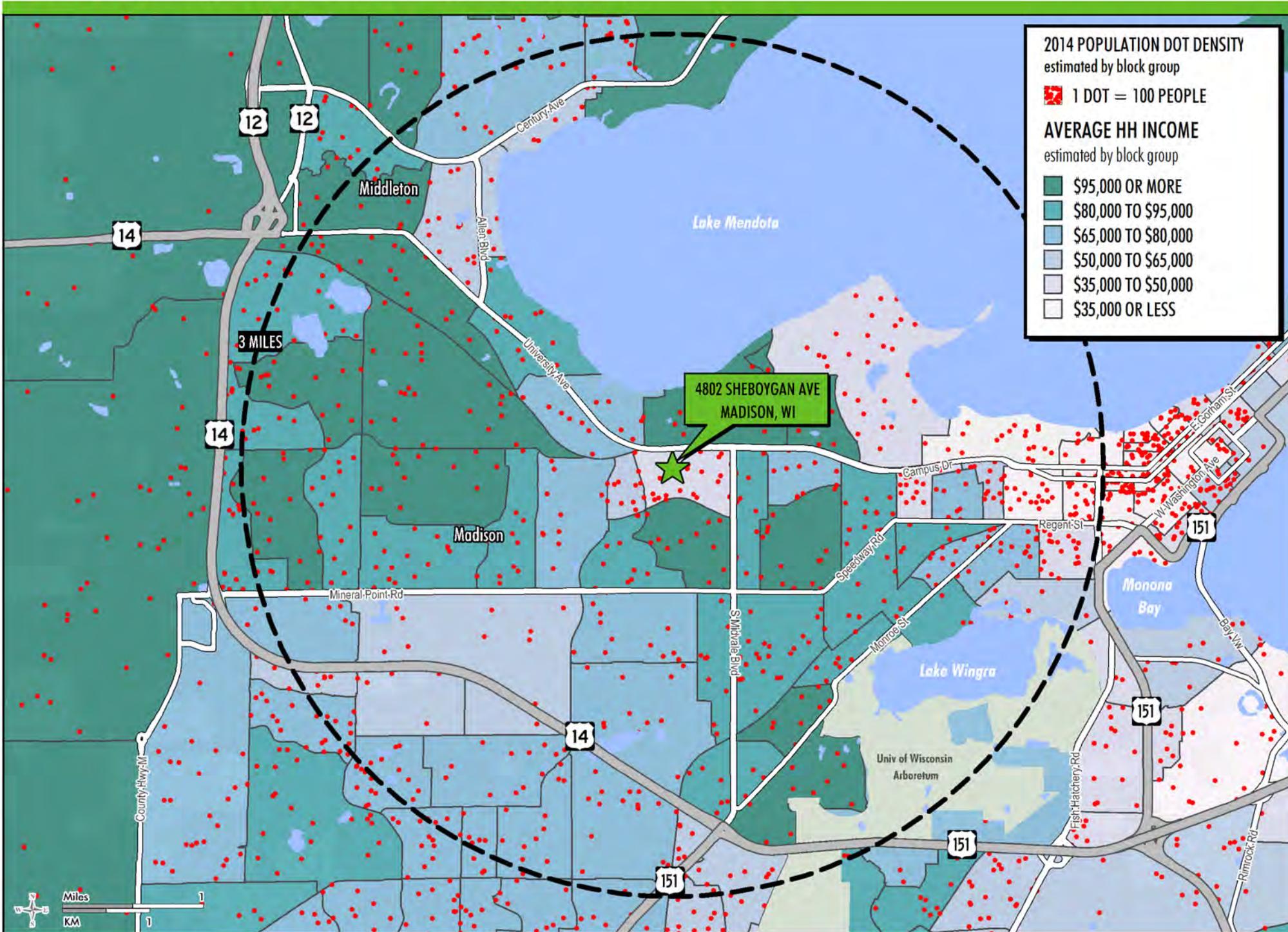
Demographic Report

Hill Farms

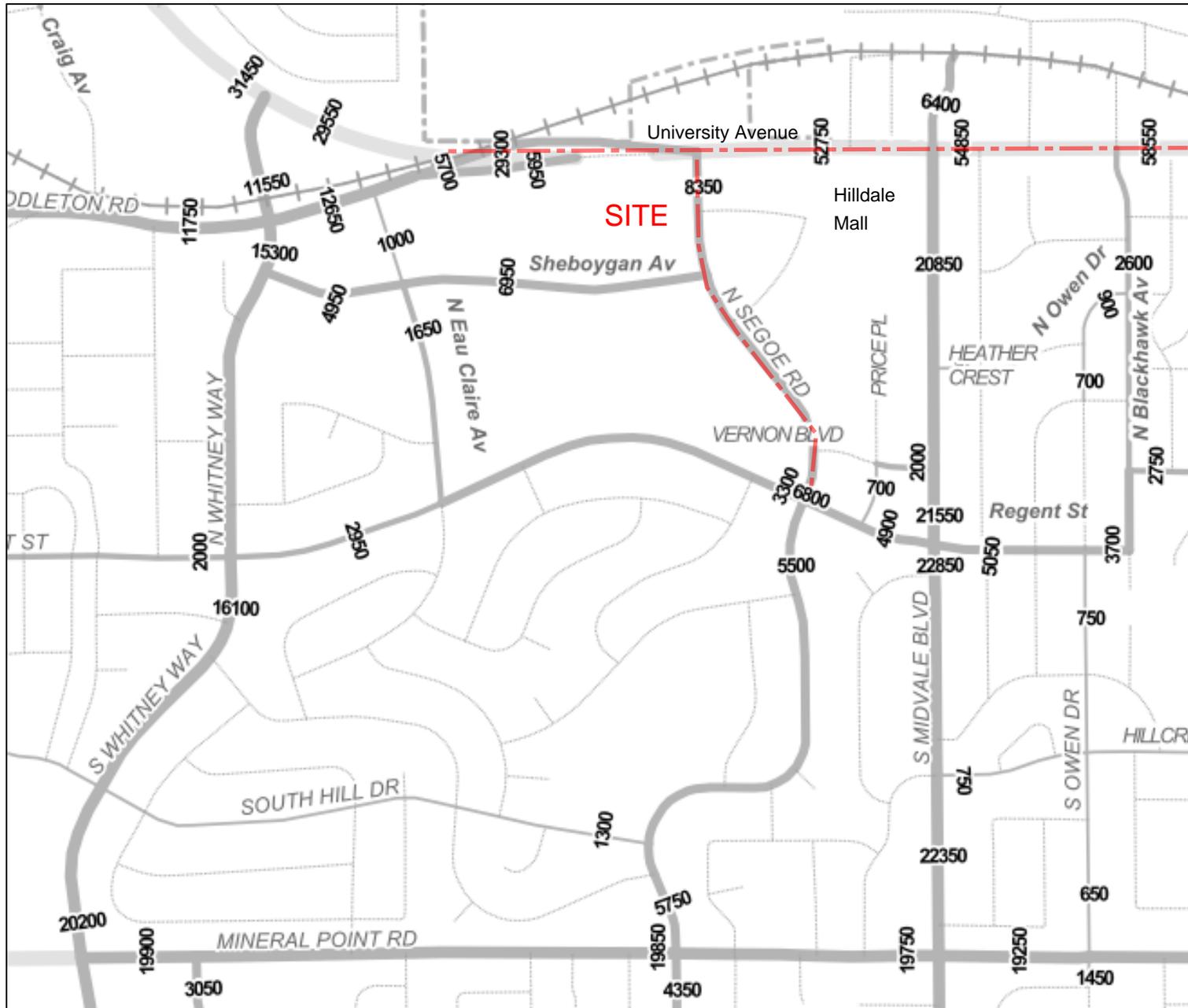


Location	Longitude	Latitude
1. 4802 Sheboygan Ave - 1 mile radius	-89.45945625396729	43.07406925203644
2. 4802 Sheboygan Ave - 2 mile radius	-89.45945625396729	43.07406925203644
3. 4802 Sheboygan Ave - 3 mile radius	-89.45945625396729	43.07406925203644





© 2014 CBRE, Inc. The information has been obtained from sources believed reliable. We do not warrant its accuracy, completeness, timeliness or suitability for any purpose. Any projections, opinions, assumptions or estimates contained herein are only used to illustrate the current or future performance of the property. You and your advisors should conduct a careful, independent investigation of the property to determine its value and the suitability of the property for your needs. CBRE and the CBRE logo are service marks of CBRE, Inc. and/or its affiliates or related companies in the United States and other countries. All other marks included on this document are the property of their respective owners. All Rights Reserved. Source: US Census Bureau (2013), ESRI, Inc. (2014), CBRE, Inc. (2014), CBRE, Inc. (2014)



HILL FARMS – RETAIL AMENITY MAP

September 2014



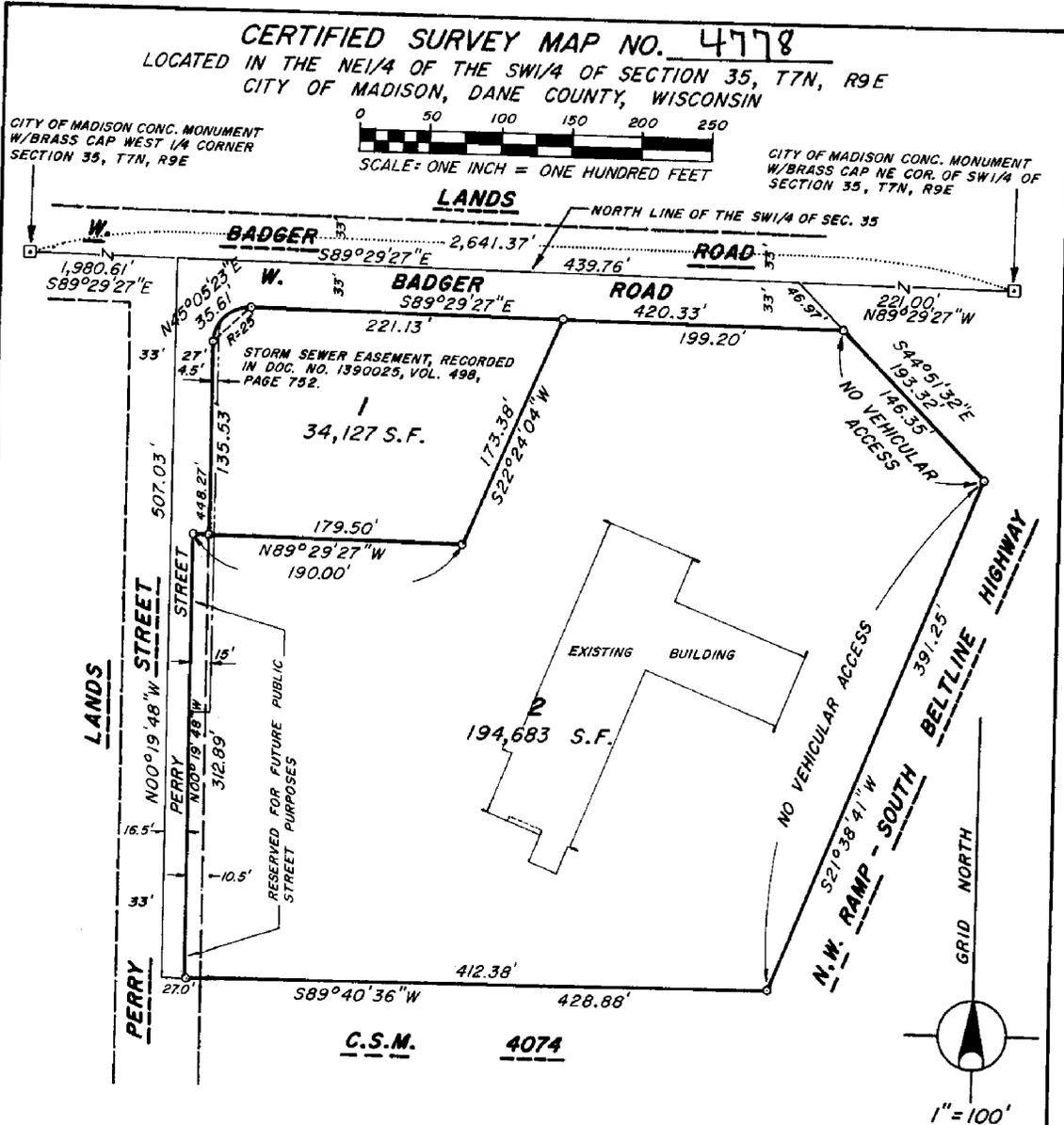
APPENDIX 4

State of Wisconsin, Department of Administration

Hill Farms A&B Re-Development RFP No. 505-004

Informational Documents Related to the Badger Road Property

1. Certified Survey Map
2. Aerial Photo of Badger Road Property
3. Search and Hold Title Insurance Policy [{Click Here}](#)
4. Demographic Report | 1, 2, 3 Mile Radius
5. Population and Income Map
6. Traffic Count Map
7. Retail Amenity Map



A PARCEL OF LAND LOCATED IN THE NE 1/4 OF THE SW 1/4 OF SECTION 35, T7N, R9E, CITY OF MADISON, DANE COUNTY, WISCONSIN, TO-WIT: COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 35; THENCE N89°29'27"W, 221.00 FEET TO THE POINT OF BEGINNING; THENCE S44°51'32"E, 193.32 FEET; THENCE S21°38'41"W, 391.25 FEET; THENCE S89°40'36"W, 428.88 FEET; THENCE N00°19'48"W, 507.03 FEET; THENCE S89°29'27"E, 439.76 FEET TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 253,516 SQUARE FEET OR 5.82 ACRES.

affidavit correction
 # 1963838
 V8779 P62



D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7820 WESTWARD WAY
 MADISON, WISCONSIN 53717
 AREA CODE: 608-833-7630

DATE: AUGUST 5, 1985

JOB NUMBER: 85 07 104

PAGE 1 OF 2 PAGES

CERT. SUR. MAP NO. 4778

DOC. NO. 1903990

VOL. 21 PAGES 120

CERTIFIED SURVEY MAP NO. 4778

LOCATED IN THE NE1/4 OF THE SW1/4 OF SECTION 35, T7N, R9E,
CITY OF MADISON, DANE COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Richard G. Rasmussen, Registered Land Surveyor, S-1034, do hereby certify that this survey is in full compliance with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the City of Madison, Dane County, Wisconsin. I also certify that I have surveyed and mapped the lands described herein and that the map hereon is a correctly dimensioned representation of said lands in accordance with the information furnished.

Dated this 5 day of AUGUST, 1985

Richard G. Rasmussen
Richard G. Rasmussen, Registered Land Surveyor, S-1034



OWNER'S CERTIFICATE

The state of Wisconsin, as owner, hereby certifies that we caused the lands described on this Certified Survey to be surveyed, divided, mapped and dedicated as represented on this map.

STATE OF WISCONSIN

Doris J. Hanson

Doris J. Hanson, Secretary
State Department of Administration

STATE OF WISCONSIN)
COUNTY OF DANE) S.S.

Personally came before me this 7th day of October, 1985, to me known to be the above named persons who executed the foregoing instrument and acknowledged the same.

My commission expires 9-20-87 Ruth Haber
Notary Public, Dane County, Wisconsin

STATE OF WISCONSIN)
COUNTY OF DANE) S.S.

Resolved that this Certified Survey located in the City of Madison was hereby approved by Resolution Number 41,549, file number 5078-1176, adopted on this 20th day of AUGUST, 1985, and that said resolution further provided for the acceptance of those lands and right dedicated by said certified survey to the City for public use.

Dated this 10th day of October, 1985.

Dolores J. Meiller
Dolores J. Meiller, Deputy City Clerk, City of Madison

Approved for recording per the Secretary of the City of Madison Plan Commission.

Date: 9-20-1985 George Austin Sec. G.E.A. 10-7-85
George Austin, Secretary, City of Madison Plan Commission

Received for recording this 10th day of October, 1985 at 10:03 A.M. and recorded in Volume 21 of Certified Surveys on Pages 120 AND 121 as Document Number 1903990

CAROL R MAHNKE By KAREN LC SUBERA Deputy
Carol R. Mahnke, Dane County Register of Deeds



D'ONOFRIO KOTTKE
AND ASSOCIATES, INC.

7830 WESTWARD WAY
MADISON, WISCONSIN 53717
AREA CODE: 608-233-7830

DATE: AUGUST 5, 1985 CERT. SURV. MAP NO. 4778
JOB NUMBER: 85 07 104 DOC. NO. 1903990
PAGE 2 OF 2 PAGES VOL. 21 PAGES 121

801 W BADGER RD MADISON, WISCONSIN

September 2014



Google earth

© 2013 CBRE, Inc. This information has been obtained from sources believed reliable. We have not verified it and make no guarantee, warranty or representation about it. Any projections, opinions, assumptions or estimates used are for example only and do not represent the current or future performance of the property. You and your advisors should conduct a careful, independent investigation of the property to determine its suitability for your needs. CBRE and the CBRE logo are service marks of CBRE, Inc. and/or its affiliates or related companies in the United States and other countries. All other marks on this document are the property of their respective owners. All Rights Reserved.



**First American Title Insurance Company National Commercial Services
10 W. Mifflin Street, Suite 302, Madison, WI 53703
(608)204-7409 - Fax (608)204-7414**

COMMITMENT FOR TITLE INSURANCE

Issued by

First American Title Insurance Company

Agreement to Issue Policy

We agree to issue a policy to you accordingly to the terms of this Commitment.

When we show the policy amount and your name as the proposed insured in Schedule A, this Commitment becomes effective as of the Commitment Date shown in Schedule A.

If the Requirements shown in this Commitment have not been met within six months after the Commitment Date, our obligation under this Commitment will end. Also, our obligation under this Commitment will end when the Policy is issued and then our obligation to you will be under the Policy.

Our obligation under this Commitment is limited by the following:

The Provisions in Schedule A.

The Requirements in Schedule B-1.

The Exceptions in Schedule B-2.

The Conditions.

This Commitment is not valid without Schedule A and Sections 1 and 2 of Schedule B.

SCHEDULE A

1. Commitment Date: September 29, 2014 at 7:30 A.M.

2. Policy or Policies to be issued: Amount

(A) ALTA Owners Policy \$

Proposed Insured:

(B) ALTA Loan Policy \$

Proposed Insured:

3. (A) The estate or interest in the land described in this Commitment is:

Fee Simple

(B) Title to said estate or interest at the date hereof is vested in:

The State of Wisconsin Department of Administration

4. The land referred to in this Commitment is situated in the City of Madison, State of Wisconsin, County of Dane, and described as follows:

Tax ID No.: 251/0709-353-0091-6

Property Address: 801 W. Badger Road, Madison, WI
For reference purposes only.

See Exhibit "A" attached for Legal Description.

Exhibit "A "

Lot Two (2), Certified Survey Map No. 4778 recorded in the Office of the Register of Deeds for Dane County, Wisconsin on October 10, 1985, in Volume 21 of Certified Survey Maps, Page 120, as Document No. 1903990, located in the City of Madison, Dane County, Wisconsin.

SCHEDULE B
SECTION ONE
REQUIREMENTS

The following requirements must be met:

- (A) Pay the agreed amount for the interest in the land and/or the mortgage to be insured.
- (B) Pay us the premiums, fees and charges for the policy.
- (C) Documents satisfactory to us creating the interest in the land and/or the mortgage to be insured must be signed, delivered and recorded.

THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT A REPRESENTATION REGARDING THE CONDITION OF TITLE TO REAL PROPERTY. IT IS NOT AN ABSTRACT, LEGAL OPINION OF TITLE, OR ANY FORM OF TITLE INSURANCE. AS A PART OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE ISSUANCE OF THIS REPORT, RECIPIENT AGREES THAT FIRST AMERICAN'S SOLE LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY AN ERROR OR OMISSION IN THIS REPORT SHALL BE LIMITED TO THE COST OF THE REPORT, WHETHER SUCH ERROR OR OMISSION RESULTS FROM NEGLIGENCE, ACCIDENT, OR OTHER CAUSE. ALL OTHER LIABILITY FOR LOSS OR DAMAGE IS EXPRESSLY DISCLAIMED

You must tell us in writing the name of anyone not referred to in this Commitment who will get an interest in the land or who will make a loan on the land. We may then make additional requirements or exceptions.

SCHEDULE B

SECTION TWO

EXCEPTIONS

Any policy we issue will have the following exceptions unless they are taken care of to our satisfaction.

1. Any facts, rights, interests, or claims that are not shown by the public records but that could be ascertained by an inspection of the land or by making inquiry of persons in possession of the land.
2. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title including, discrepancies, conflict in boundary lines, shortages in area, or any other facts that would be disclosed by an accurate and complete land survey of the land, and that are not shown in the public records.
4. Any lien, or right to a lien, for services, labor or material theretofore or hereafter furnished imposed by law and not shown in the public records.
5. Defects, liens, encumbrances, adverse claims, or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date the proposed Insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment.
6. Special taxes, assessments or charges, if any.
7. Taxes, general and special for the year 2014, not now due and payable.
8. Rights of tenants, if any, in possession under unrecorded leases.
9. Public or private rights in such portion of the subject premises as may be presently used, laid out or dedicated in any manner whatsoever, for street, highway, and/or alley purposes. Area reserved for future public street purposes as disclosed by Certified Survey Map No. 4778
10. No vehicular access as disclosed by Certified Survey Map No. 4778.
11. Storm Sewer Easement recorded in Volume 498 of Records, Page 752, as Document No. [1390025](#) and as disclosed by Certified Survey Map No. 4778.
12. Limitations imposed upon ingress to and egress from the above described premises to: Highway 12 and 18 (Beltline) including ramps and connection roads on the right of way thereof, as set forth in a finding, determination and declaration by the State Highway Commission of Wisconsin, Recorded: August 10, 1950, in Volume 232 of Misc., Page 204, as Document No. [802720](#) wherein said highway is designated a controlled-access highway under the provisions of Section 84.25 of the Wisconsin Statutes.

13. Perpetual Easement for Public Highway recorded in Volume 12051 of Records, Page 65, as Document No. [2108073](#).
14. Perpetual Easement for Public Water Main Purposes recorded in Volume 15895 of Records, Page 4, as Document No. [2262489](#).
15. Redevelopment Plan for the Badger Ann Park Redevelopment District recorded June 1, 2007, as Document No. [4315648](#).
16. The effect of Transportation Project Plat No. 5992-08-21-4.03 recorded March 25, 2010 as Document No. [4643582](#).

CONDITIONS

1. **DEFINITIONS**

- (a) "Mortgage" means mortgage, deed of trust or other security instrument.
- (b) "Public Records" means title records that give constructive notice of matters affecting the title according to the state law where the land is located.

2. **LATER DEFECTS**

The Exceptions in Schedule B - Section Two may be amended to show any defects, liens or encumbrances that appear for the first time in the public records or are created or attached between the Commitment Date and the date on which all of the Requirements (a) and (c) of Schedule B - Section One are met. We shall have no liability to you because of this amendment.

3. **EXISTING DEFECTS**

If any defects, liens or encumbrances existing at Commitment Date are not shown in Schedule B, we may amend Schedule B to show them. If we do amend Schedule B to show these defects, liens or encumbrances, we shall be liable to you according to Paragraph 4 below unless you know of this information and did not tell us about it in writing.

4. **LIMITATION OF OUR LIABILITY**

Our only obligation is to issue to you the Policy referred to in this Commitment, when you have met its Requirements. If we have any liability to you for any loss you incur because of an error in this Commitment, our liability will be limited to your actual loss caused by your relying on this Commitment when you acted in good faith to;

comply with the Requirements shown in Schedule B - Section One
or

eliminate with our written consent any Exceptions shown in Schedule B - Section Two.

We shall not be liable for more than the Policy Amount shown in A of this Commitment and our liability is subject to the terms of the Policy form to be issued to you.

5. **CLAIMS MUST BE BASED ON THIS COMMITMENT**

Any claim, whether or not based on negligence, which you may have against us concerning the title to the land must be based on this commitment and is subject to its terms.

Privacy Policy

We Are Commitment to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our parent company, The First American Corporation, we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability

This Privacy Policy governs our use of the information which you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its *Fair Information Values*, a copy of which can be found on our website at www.firstam.com.

Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, and escrow companies involved in real estate services, such as appraisal companies, home warranty companies, and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies, or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's *Fair Information Values*. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Demographic Report

Badger Road

ETF Building

	801 W Badger Rd 1 mile radius	801 W Badger Rd 2 mile radius	801 W Badger Rd 3 mile radius	
POPULATION	2014 Estimated Population	9,692	27,867	87,569
	2019 Projected Population	9,919	28,836	91,116
	2010 Census Population	9,478	26,921	84,090
	2000 Census Population	10,083	26,478	80,318
	Growth 2010-2014	2.26%	3.51%	4.14%
	Growth 2014-2019	2.34%	3.47%	4.05%
POPULATION	2014 Estimated Median Age	30.41	30.64	25.50
	2014 Estimated Average Age	32.07	33.43	32.12
HOUSEHOLDS	2014 Estimated Households	4,123	12,097	36,595
	2019 Projected Households	4,262	12,627	38,609
	2010 Census Households	3,960	11,524	34,520
	2000 Census Households	4,061	11,419	32,008
	Growth 2010-2014	4.11%	4.97%	6.01%
	Growth 2014-2019	3.37%	4.38%	5.50%
HOUSEHOLDS	2014 Est. Average Household Size	2.35	2.26	2.15
INCOME	2014 Est. Median Household Income	\$32,287	\$38,610	\$34,620
	2019 Prj. Median Household Income	\$34,955	\$42,651	\$39,195
	2000 Cen. Median Household Income	\$28,341	\$31,649	\$29,321
	2014 Est. Average Household Income	\$45,656	\$56,233	\$58,051
INCOME	2014 Estimated Per Capita Income	\$19,420	\$24,410	\$24,259
HOUSING	2014 Estimated Housing Units	4,500	13,008	39,036
	2014 Estimated Occupied Units	4,123	12,097	36,595
	2014 Estimated Vacant Units	377	911	2,441
	2014 Est. Owner Occupied Units	1,179	3,947	11,768
	2014 Est. Renter Occupied Units	2,944	8,150	24,827
	2014 Est. Median Housing Value	\$177,446	\$204,495	\$259,102
	2014 Est. Average Housing Value	\$196,167	\$239,072	\$306,678

Demographic Report



Badger Road

ETF Building

	801 W Badger Rd 1 mile radius	801 W Badger Rd 2 mile radius	801 W Badger Rd 3 mile radius	
INCOME	2014 Estimated Households	4,123	12,097	36,595
	- Income Less than \$15,000	735 (17.8%)	2,068 (17.1%)	9,215 (25.2%)
	- Income \$15,000 - \$24,999	845 (20.5%)	1,955 (16.2%)	5,084 (13.9%)
	- Income \$25,000 - \$34,999	638 (15.5%)	1,528 (12.6%)	4,138 (11.3%)
	- Income \$35,000 - \$49,999	660 (16.0%)	1,856 (15.3%)	4,357 (11.9%)
	- Income \$50,000 - \$74,999	524 (12.7%)	1,702 (14.1%)	4,624 (12.6%)
	- Income \$75,000 - \$99,999	343 (8.3%)	1,235 (10.2%)	3,123 (8.5%)
	- Income \$100,000 - \$124,999	182 (4.4%)	711 (5.9%)	1,948 (5.3%)
	- Income \$125,000 - \$149,999	79 (1.9%)	377 (3.1%)	1,216 (3.3%)
	- Income \$150,000 - \$199,999	74 (1.8%)	366 (3.0%)	1,442 (3.9%)
	- Income \$200,000 - \$249,999	22 (.5%)	127 (1.0%)	578 (1.6%)
	- Income \$250,000 - \$499,999	18 (.4%)	136 (1.1%)	683 (1.9%)
	- Income Over \$500,000	4 (.1%)	36 (.3%)	186 (.5%)
2014 Est. Average Household Income	\$45,656	\$56,233	\$58,051	
2019 Prj. Average Household Income	\$50,225	\$64,207	\$67,119	
2000 Cen. Avg. Household Income	\$35,637	\$44,400	\$45,077	
HOUSEHOLD SIZE	2014 Estimated Households	4,123	12,097	36,595
	- 1 Person Household	1,589 (38.5%)	4,606 (38.1%)	14,830 (40.5%)
	- 2 Person Household	1,128 (27.4%)	3,657 (30.2%)	11,067 (30.2%)
	- 3 Person Household	550 (13.3%)	1,638 (13.5%)	4,813 (13.2%)
	- 4 Person Household	408 (9.9%)	1,172 (9.7%)	3,561 (9.7%)
	- 5 Person Household	264 (6.4%)	618 (5.1%)	1,490 (4.1%)
	- 6 Person Household	112 (2.7%)	248 (2.1%)	542 (1.5%)
	- 7 or More Person Household	72 (1.7%)	158 (1.3%)	291 (.8%)
2014 Est. Average Household Size	2.35	2.26	2.15	
VEHICLES	2014 Estimated Households	4,123	12,097	36,595
	- Households with No Vehicles	496 (12.0%)	1,505 (12.4%)	8,345 (22.8%)
	- Households with 1 Vehicle	1,868 (45.3%)	5,225 (43.2%)	14,894 (40.7%)
	- Households with 2 Vehicles	1,493 (36.2%)	4,247 (35.1%)	10,279 (28.1%)
	- Households with 3 Vehicles	196 (4.8%)	803 (6.6%)	2,138 (5.8%)
	- Households with 4 Vehicles	30 (.7%)	213 (1.8%)	680 (1.9%)
	- Households with 5+ Vehicles	39 (.9%)	105 (.9%)	258 (.7%)
2014 Est. Average Number of Vehicles	1.39	1.45	1.26	



Demographic Report



Badger Road

ETF Building

	801 W Badger Rd 1 mile radius	801 W Badger Rd 2 mile radius	801 W Badger Rd 3 mile radius	
RACE & ETHNICITY	2014 Estimated Population by Race and Origin	9,692	27,867	87,569
	- White Population	4,538 (46.8%)	16,943 (60.8%)	66,576 (76.0%)
	- Black Population	1,876 (19.4%)	3,966 (14.2%)	6,555 (7.5%)
	- Asian Population	1,089 (11.2%)	2,113 (7.6%)	6,656 (7.6%)
	- Pacific Islander Population	9 (.1%)	15 (.1%)	28 (.0%)
	- American Indian and Alaska Native	110 (1.1%)	245 (.9%)	471 (.5%)
	- Other Race Population	1,605 (16.6%)	3,390 (12.2%)	4,493 (5.1%)
	- Two or More Races Population	465 (4.8%)	1,195 (4.3%)	2,790 (3.2%)
	- Hispanic Population	3,174 (32.7%)	6,670 (23.9%)	9,844 (11.2%)
- White Non-Hispanic Population	3,218 (33.2%)	14,206 (51.0%)	62,106 (70.9%)	
AGE	2014 Estimated Population by Age	9,692	27,867	87,569
	- Aged 0 to 4 Years	827 (8.5%)	1,986 (7.1%)	3,610 (4.1%)
	- Aged 5 to 9 Years	781 (8.1%)	1,897 (6.8%)	3,445 (3.9%)
	- Aged 10 to 14 Years	669 (6.9%)	1,597 (5.7%)	3,043 (3.5%)
	- Aged 15 to 17 Years	360 (3.7%)	836 (3.0%)	2,581 (2.9%)
	- Aged 18 to 20 Years	384 (4.0%)	1,234 (4.4%)	11,641 (13.3%)
	- Aged 21 to 24 Years	671 (6.9%)	2,572 (9.2%)	18,018 (20.6%)
	- Aged 25 to 34 Years	2,116 (21.8%)	6,418 (23.0%)	16,822 (19.2%)
	- Aged 35 to 44 Years	1,418 (14.6%)	3,802 (13.6%)	8,425 (9.6%)
	- Aged 45 to 54 Years	1,048 (10.8%)	2,913 (10.5%)	6,996 (8.0%)
	- Aged 55 to 64 Years	818 (8.4%)	2,532 (9.1%)	6,810 (7.8%)
	- Aged 65 to 74 Years	420 (4.3%)	1,393 (5.0%)	3,918 (4.5%)
	- Aged 75 to 84 Years	136 (1.4%)	508 (1.8%)	1,516 (1.7%)
- Aged 85 Years and Older	46 (.5%)	179 (.6%)	744 (.8%)	
2014 Estimated Median Age	30.41	30.64	25.50	
2014 Estimated Average Age	32.07	33.43	32.12	
EDUCATION	2014 Estimated Population Over 25 by Educational Attainment	6,002	17,744	45,230
	- Less than 9th Grade	403 (6.7%)	943 (5.3%)	1,409 (3.1%)
	- High School - No Diploma	522 (8.7%)	1,037 (5.8%)	1,711 (3.8%)
	- High School Diploma	1,622 (27.0%)	3,813 (21.5%)	7,469 (16.5%)
	- Some College	1,325 (22.1%)	3,409 (19.2%)	7,235 (16.0%)
	- Associate Degree	391 (6.5%)	1,284 (7.2%)	2,745 (6.1%)
	- Bachelor's Degree	1,046 (17.4%)	3,932 (22.2%)	12,127 (26.8%)
	- Master's Degree	409 (6.8%)	1,974 (11.1%)	7,185 (15.9%)
	- Professional Degree	129 (2.1%)	662 (3.7%)	2,574 (5.7%)
- Doctoral Degree	154 (2.6%)	692 (3.9%)	2,774 (6.1%)	



Demographic Report



Badger Road

ETF Building

	801 W Badger Rd 1 mile radius	801 W Badger Rd 2 mile radius	801 W Badger Rd 3 mile radius	
HOUSING VALUE	2014 Estimated Owner Occupied Units by Housing Value	1,179	3,947	11,768
	- Valued Less than \$20,000	154 (13.1%)	254 (6.4%)	324 (2.8%)
	- Valued \$20,000 - \$39,999	48 (4.1%)	143 (3.6%)	235 (2.0%)
	- Valued \$40,000 - \$59,999	28 (2.4%)	60 (1.5%)	96 (.8%)
	- Valued \$60,000 - \$79,999	35 (3.0%)	66 (1.7%)	131 (1.1%)
	- Valued \$80,000 - \$99,999	59 (5.0%)	110 (2.8%)	152 (1.3%)
	- Valued \$100,000 - \$149,999	112 (9.5%)	425 (10.8%)	782 (6.6%)
	- Valued \$150,000 - \$199,999	289 (24.5%)	848 (21.5%)	1,911 (16.2%)
	- Valued \$200,000 - \$299,999	308 (26.1%)	1,190 (30.1%)	3,620 (30.8%)
	- Valued \$300,000 - \$399,999	54 (4.6%)	412 (10.4%)	2,249 (19.1%)
	- Valued \$400,000 - \$499,999	29 (2.5%)	169 (4.3%)	898 (7.6%)
	- Valued \$500,000 - \$749,999	54 (4.6%)	205 (5.2%)	975 (8.3%)
	- Valued \$750,000 - \$999,999	5 (.4%)	38 (1.0%)	221 (1.9%)
- Valued More than \$1,000,000	6 (.5%)	28 (.7%)	175 (1.5%)	
	2014 Est. Median Housing Value	\$177,446	\$204,495	\$259,102
	2014 Est. Average Housing Value	\$196,167	\$239,072	\$306,678
HOUSING TYPE	2014 Estimated Housing Units by Housing Type	4,500	13,008	39,036
	- 1 Unit Detached	1,099 (24.4%)	3,730 (28.7%)	11,340 (29.1%)
	- 1 Unit Attached	128 (2.8%)	908 (7.0%)	1,582 (4.1%)
	- 2 Units	202 (4.5%)	726 (5.6%)	1,853 (4.7%)
	- 3-4 Units	521 (11.6%)	1,156 (8.9%)	3,129 (8.0%)
	- 5-19 Units	1,368 (30.4%)	3,049 (23.4%)	7,265 (18.6%)
	- 20-49 Units	798 (17.7%)	2,220 (17.1%)	6,873 (17.6%)
	- 50+ Units	95 (2.1%)	780 (6.0%)	6,457 (16.5%)
	- Mobile Home Units	284 (6.3%)	425 (3.3%)	509 (1.3%)
- Other Units	5 (.1%)	14 (.1%)	28 (.1%)	
UNIT BUILT	2014 Estimated Housing Units by Year Structure Built	4,500	13,008	39,036
	- Structure Built 2005 or Later	244 (5.4%)	777 (6.0%)	2,896 (7.4%)
	- Structure Built 2000 to 2004	141 (3.1%)	742 (5.7%)	3,069 (7.9%)
	- Structure Built 1990 to 1999	354 (7.9%)	1,223 (9.4%)	3,422 (8.8%)
	- Structure Built 1980 to 1989	551 (12.2%)	1,456 (11.2%)	3,460 (8.9%)
	- Structure Built 1970 to 1979	1,345 (29.9%)	3,397 (26.1%)	6,970 (17.9%)
	- Structure Built 1960 to 1969	721 (16.0%)	1,903 (14.6%)	5,110 (13.1%)
	- Structure Built 1950 to 1959	611 (13.6%)	1,352 (10.4%)	3,915 (10.0%)
	- Structure Built 1940 to 1949	171 (3.8%)	425 (3.3%)	1,767 (4.5%)
	- Structure Built 1939 or Earlier	363 (8.1%)	1,731 (13.3%)	8,427 (21.6%)
	2014 Est. Median Year Structure Built	1973	1973	1970

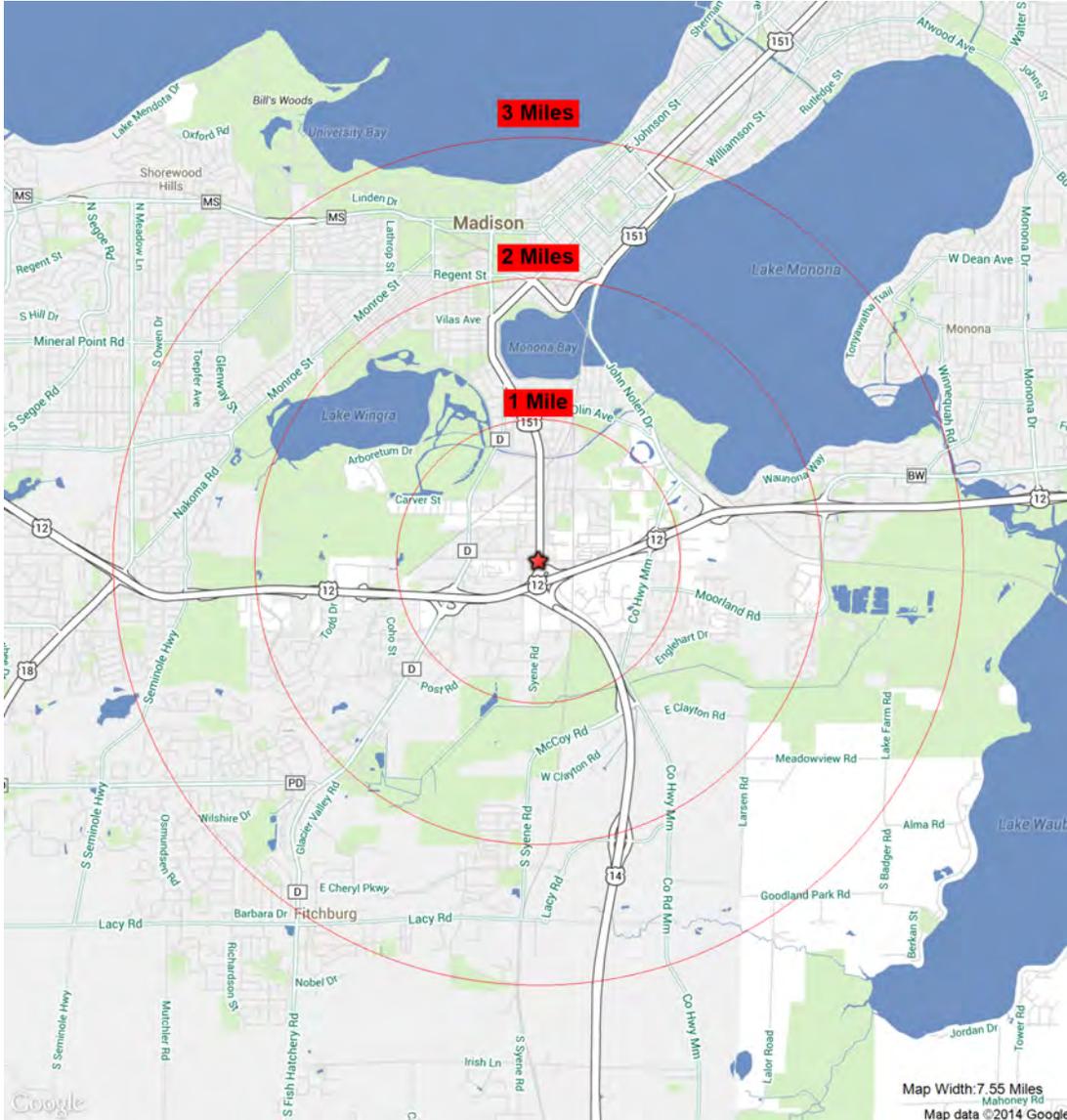


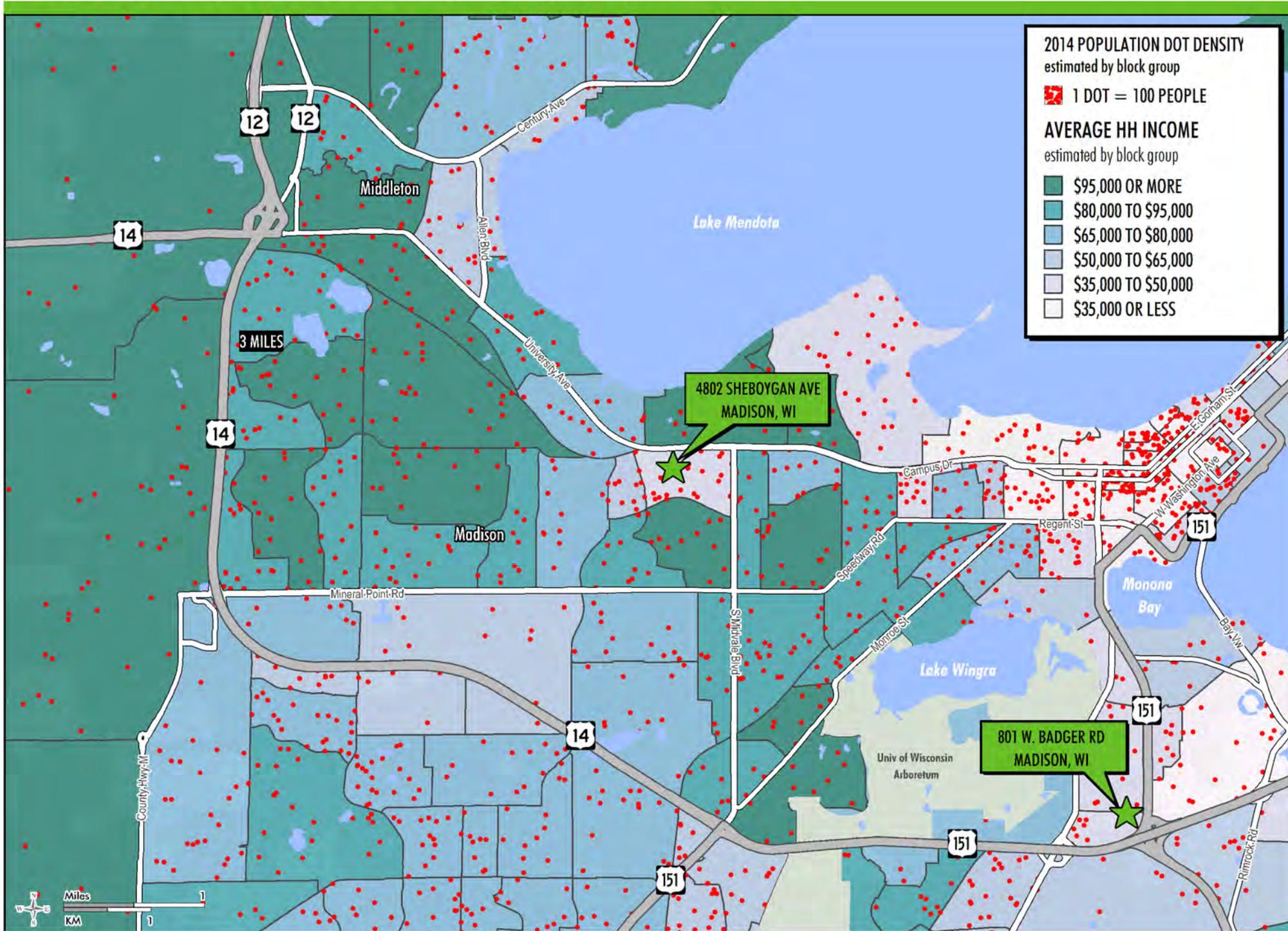
Demographic Report



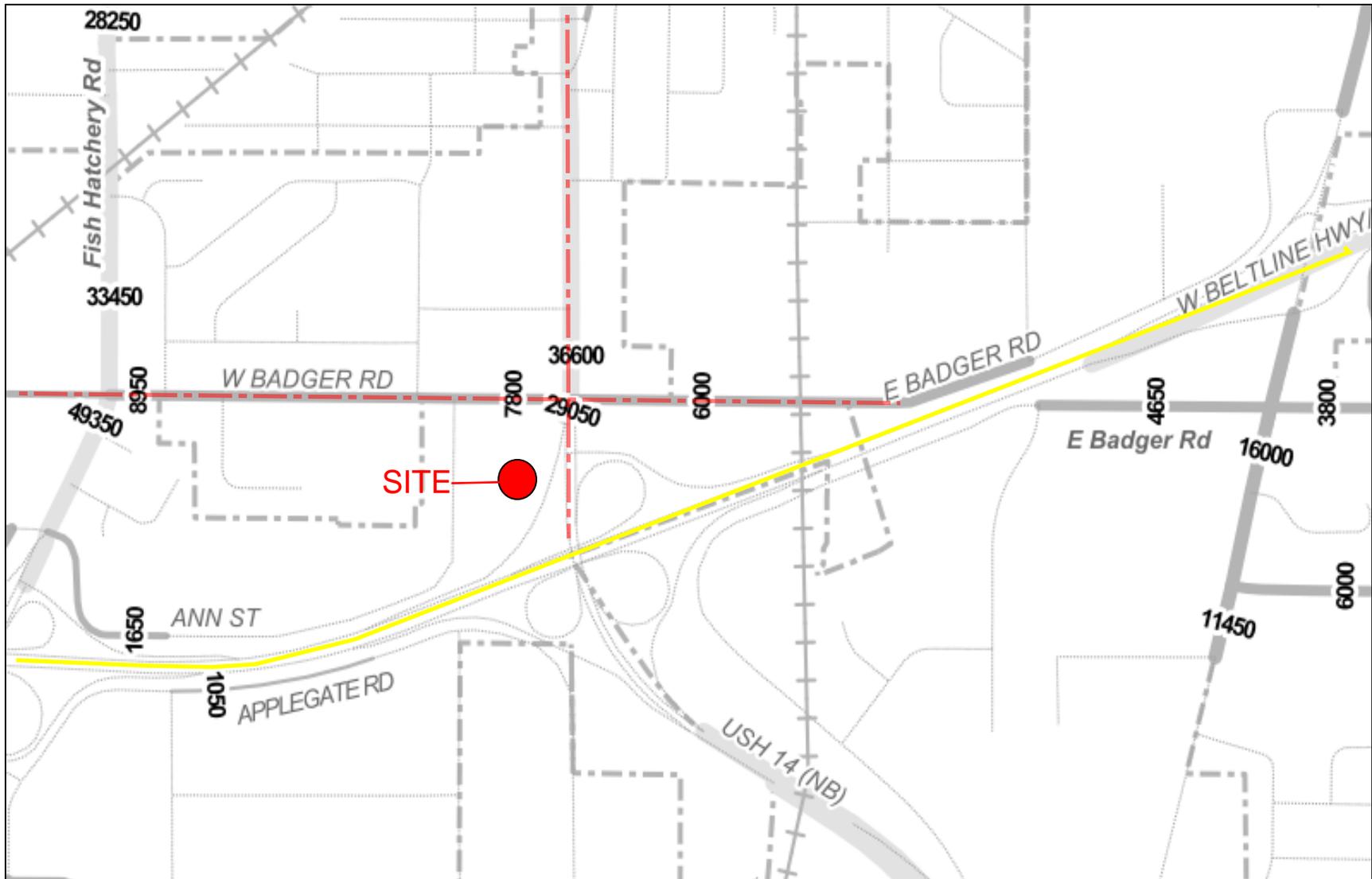
Badger Road ETF Building

Location	Longitude	Latitude
1. 801 W Badger Rd - 1 mile radius	-89.394255	43.038412
2. 801 W Badger Rd - 2 mile radius	-89.394255	43.038412
3. 801 W Badger Rd - 3 mile radius	-89.394255	43.038412





© 2014 CBRE, Inc. The information has been obtained from sources believed reliable. We do not warrant its accuracy, reliability or completeness. Any projections, opinions, assumptions or estimates contained herein are for general informational purposes only and do not constitute an offer of insurance or any other financial product. The information is provided for informational purposes only and is not intended to be used as a basis for any investment decision. The information is provided for informational purposes only and is not intended to be used as a basis for any investment decision. The information is provided for informational purposes only and is not intended to be used as a basis for any investment decision. The information is provided for informational purposes only and is not intended to be used as a basis for any investment decision.



BADGER ROAD – RETAIL AMENITY MAP

September 2014



APPENDIX 5

State of Wisconsin, Department of Administration Hill Farms A&B Re-Development RFP No. 505-004

City of Madison Information

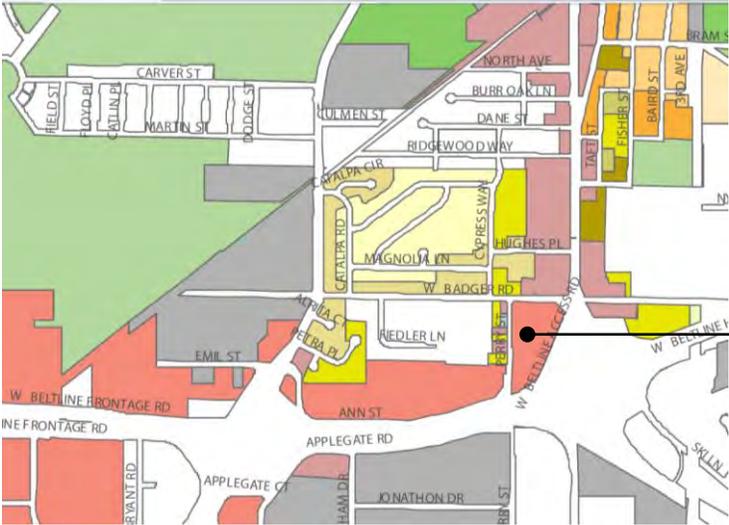
1. [City of Madison Website](#) {Click Here}
2. Zoning Information {Click Here}
3. [Transportation Planning Services](#) {Click Here}
4. [University Hill Farms Neighborhood Association](#) {Click Here}
5. Madison Office and Retail Market Report – 2nd Quarter 2014

City of Madison Zoning Information - Zoning Districts

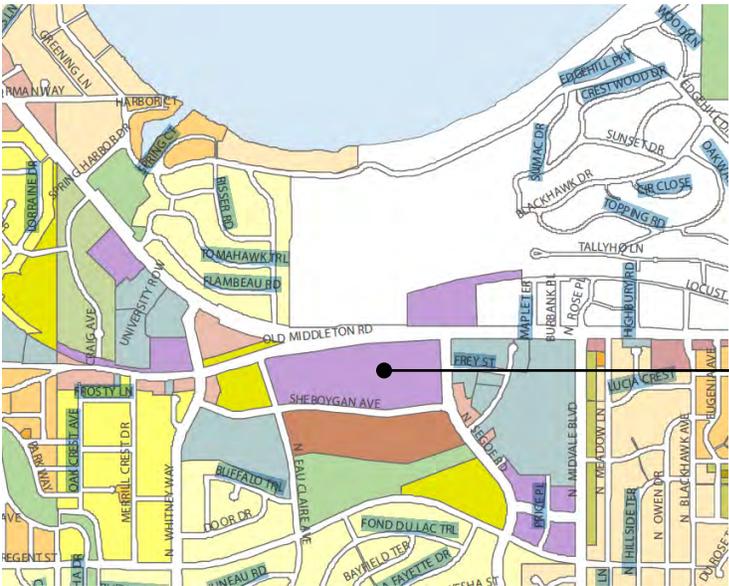
For more information: <http://www.cityofmadison.com/neighborhoods/zoningrewrite/>

Zoning Districts

- | | |
|---|--|
| <p>Residential Districts</p> <ul style="list-style-type: none"> SR-C1 Suburban Residential - Consistent District 1 SR-C2 Suburban Residential - Consistent District 2 SR-C3 Suburban Residential - Consistent District 3 SR-V1 Suburban Residential - Varied District 1 SR-V2 Suburban Residential - Varied District 2 TR-C1 Traditional Residential - Consistent District 1 TR-C2 Traditional Residential - Consistent District 2 TR-C3 Traditional Residential - Consistent District 3 TR-C4 Traditional Residential - Consistent District 4 TR-U1 Traditional Residential - Urban District 1 TR-U2 Traditional Residential - Urban District 2 TR-V1 Traditional Residential - Varied District 1 TR-V2 Traditional Residential - Varied District 2 TR-R Traditional Residential - Rustic District TR-P Traditional Residential - Planned District | <p>Employment Districts</p> <ul style="list-style-type: none"> TE Traditional Employment District SE Suburban Employment District SEC Suburban Employment Center District EC Employment Campus District IL Industrial - Limited District IG Industrial - General District |
| <p>Commercial and Mixed-Use Districts</p> <ul style="list-style-type: none"> LMX Limited Mixed Use District NMX Neighborhood Mixed Use District TSS Traditional Shopping Street District MXC Mixed-Use Center District CC-T Commercial Corridor - Transitional District CC Commercial Center District | <p>Special Districts</p> <ul style="list-style-type: none"> A Agricultural District UA Urban Agricultural District CN Conservancy District PR Parks and Recreation District AP Airport District CI Campus Institutional District PD Planned Development District PMHP Planned Mobile Home Park District |



**Badger Road Parcel
CC - Commercial Center**



**Hill Farms A&B Parcel
SE - Suburban Employment**

CHAPTER 28

ZONING CODE ORDINANCE

Chapter 28 Amended by ORD-12-00134
Adopted 10/16/2012, Effective 1/2/2013

Chapter 28 Repealed and Recreated by ORD-11-00061
Adopted 3/29/2011, Effective 1/2/2013

Published by the direction of the Common Council of the City of Madison,
in accordance with Wis. Stats § 66.0103.

TABLE OF CONTENTS

Subchapter 28A: Introductory Provisions

- 28.001 Title.
- 28.002 Intent and Purpose.
- 28.003 Relationship to Comprehensive Plan.
- 28.004 Interpretation.
- 28.005 Zoning of Annexed Land.
- 28.006 Scope of Regulations.
- 28.007 Severability.
- 28.008 Transition Rules.
- 28.009 Repeal of Conflicting Ordinances and Effective Date.

Subchapter 28B: Zoning Districts and Map

- 28.021 Establishment of Zoning Districts.
- 28.022 Incorporation of Zoning District Maps.

Subchapter 28C: Residential Districts

- 28.031 General Provisions For Residential Districts.
- 28.032 Residential District Uses.
- 28.033 Residential District Building Forms.
- 28.034 Suburban Residential - Consistent Districts.
- 28.035 SR-C1 District.
- 28.036 SR-C2 District.
- 28.037 SR-C3 District.
- 28.038 Suburban Residential - Varied Districts.
- 28.039 SR-V1 District.
- 28.040 SR-V2 District.
- 28.041 Traditional Residential - Consistent Districts.
- 28.042 TR-C1 District.
- 28.043 TR-C2 District.
- 28.044 TR-C3 District.
- 28.045 TR-C4 District.
- 28.046 Traditional Residential - Varied Districts.
- 28.047 TR-V1 District.
- 28.048 TR-V2 District.
- 28.049 Traditional Residential - Urban Districts.
- 28.050 TR-U1 District.
- 28.051 TR-U2 District.
- 28.052 Traditional Residential - Rustic (TR-R) District.
- 28.053 Traditional Residential - Planned (TR-P) District.

Subchapter 28D: Mixed-Use and Commercial Districts

- 28.060 General Provisions For Mixed-Use and Commercial Districts.
- 28.061 Mixed-Use and Commercial Districts Uses.
- 28.062 Mixed-Use and Commercial Districts Building Forms.
- 28.063 Limited Mixed-Use District.
- 28.064 Neighborhood Mixed-Use District.
- 28.065 Traditional Shopping Street (TSS) District.
- 28.066 Mixed-Use Center (MXC) District.
- 28.067 Commercial Corridor - Transitional District.
- 28.068 Commercial Center District.

Subchapter 28E: Downtown and Urban Districts

- 28.071 General Provisions For Downtown and Urban Districts.
- 28.072 Downtown District Uses.
- 28.073 Downtown District Building Forms.
- 28.074 Downtown Core District.
- 28.075 Urban Office-Residential (UOR) District.
- 28.076 Urban Mixed-Use (UMX) District.
- 28.077 Downtown Residential Districts.
- 28.078 Downtown Residential 1 District.
- 28.079 Downtown Residential 2 District.

Subchapter 28F: Employment Districts

- 28.081 Employment Districts.
- 28.082 Employment District Uses.
- 28.083 Employment Districts Building Forms.
- 28.084 Traditional Employment District.
- 28.085 Suburban Employment District.
- 28.086 Suburban Employment Center District.
- 28.087 Employment Campus District.
- 28.088 Industrial - Limited District.
- 28.089 Industrial - General District.

Subchapter 28G: Special Districts

- 28.091 Special District Uses.
- 28.092 Agricultural District.
- 28.093 Urban Agricultural District.
- 28.094 Conservancy District.
- 28.095 Parks and Recreation District.
- 28.096 Airport District.
- 28.097 Campus-Institutional District.
- 28.098 Planned Development District.
- 28.099 Planned Mobile Home Park District.

Subchapter 28H: Overlay Districts

- 28.101 Applicability.
- 28.102 Wellhead Protection Districts.
- 28.103 Wetland Overlay District.
- 28.104 Transit Oriented Development Overlay District.
- 28.105 Neighborhood Conservation Overlay Districts.
- 28.121 Floodplain Overlay Districts.
- 28.122 F1 Floodway District.
- 28.123 F2 Flood Fringe District.
- 28.124 F3 General Floodplain District.
- 28.125 F4 Flood Storage District.
- 28.126 Nonconformities.

Subchapter 28I: General Regulations

- 28.131 Accessory Buildings and Structures.
- 28.132 Encroachments Into Setback Areas.
- 28.133 Environmental Protection Standards.
- 28.134 Height and Bulk Regulations.
- 28.135 Lot Division, Creation and Access.

- 28.136 Use of Trailers and Containers.
- 28.137 Zoning Lots and Planned Multi-Use Sites.
- 28.138 Lakefront Development.
- 28.139 Development Adjacent to Public Parks.
- 28.140 Usable Open Space.
- 28.141 Parking and Loading Standards.
- 28.142 Landscaping and Screening Requirements.
- 28.143 Mobile Tower Siting Regulations. (Am. by ORD-13-00189, 11-26-13)
- 28.144 Development Adjacent to A Landmark Or Landmark Site.
- 28.145 Lots With Split Zoning.
- 28.146 Historic District Suffixes.
- 28.147 Negative Use Restrictions Prohibited As Against Public Policy.
- 28.148 Radio Broadcast Service Facility Regulations. (Cr. by ORD-13-00189, 11-26-13)

Subchapter 28J: Supplemental Regulations

- 28.151 Applicability.

Subchapter 28K: Building Form Standards

- 28.171 General Provisions.
- 28.172 Residential Building Forms.
- 28.173 Mixed-Use and Non-Residential Building Forms.

Subchapter 28L: Procedures

- 28.181 In General.
- 28.182 Text and Map Amendments
- 28.183 Conditional Uses.
- 28.184 Variances.
- 28.185 Approval of Demolition (Razing, Wrecking) and Removal.
- 28.186 Site and Building Plan Review.

Subchapter 28M: Nonconformities

- 28.190 Statement of Purpose.
- 28.191 Nonconforming Uses.
- 28.192 Nonconforming Buildings Or Structures.
- 28.193 Nonconforming Lots.
- 28.194 Restoration of A Nonconforming Building Or Structure.
- 28.195 Certificate of Occupancy For Nonconforming Use.

Subchapter 28N: Administration and Enforcement

- 28.201 General Provisions.
- 28.202 Zoning Administrator.
- 28.203 Common Council.
- 28.204 Plan Commission.
- 28.205 Zoning Board of Appeals.
- 28.206 Fees.
- 28.207 Penalties.

Subchapter 28O: Definitions and Rules of Construction

- 28.210 Rules of Construction.
- 28.211 Definitions.

- 12. Composting.
- 13. Outdoor recreation.
- 14. Keeping of chickens and keeping of honeybees.

28.068 COMMERCIAL CENTER DISTRICT.

- (1) Statement of Purpose.
The CC District is established to recognize the existing large-format retail and office sites within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use centers that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity. The district is also intended to:
 - (a) Improve the quality of landscaping, site design and urban design within commercial centers.
 - (b) Encourage diversification of land use in commercial centers.
 - (c) Encourage appropriate transitions between higher-intensity uses and adjacent lower-density residential districts.
 - (d) Facilitate preservation, development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans.
- (2) Permitted and Conditional Uses.
 - (a) See Table 28D-2 for a complete list of allowed uses within the mixed-use and commercial districts.
- (3) Dimensional Requirements.
Requirements represent minimums unless otherwise noted. Dimensions are in feet unless otherwise noted.

Commercial Center District	
Front yard setback	See (a) below
Side yard setback: Where buildings abut residentially-zoned lots at side lot line	Minimum side yard required in the adjacent residential district
Side yard setback: other cases	One-story: 5 Two-story or higher: 6
Rear yard setback	The lesser of 20% of lot depth or 20 feet
Rear yard setback: For corner lots, where all abutting property is in a nonresidential zoning district	The required rear yard setback shall be the same as the required side yard setback
Maximum lot coverage	85%
Maximum height	5 stories / 68 See (d) below
Usable open space – residential only	160 sq. ft. per lodging room or 1-bedroom unit; 320 sq. ft. for >1-bedroom units

(Am. by ORD-13-00007, 1-15-13)

- (a) Front Yard Setback. Unless designated otherwise on the zoning map, at least seventy percent (70%) of the street-facing building wall shall be setback no more than eighty-five (85) feet. This setback shall allow for a single drive aisle and two (2) rows of parking or landscaped area. This setback may be extended to a maximum of one hundred (100) feet if traffic circulation, drainage and or other site design issues are shown to require additional space. Front yard setbacks on the zoning map may be designated as a specific location (build-to-line) or as a range. (Am. by ORD-13-00127, 7-26-13)
- (b) Exclusive Residential Use. Buildings with exclusively residential uses shall meet the Lot Area, Lot Width, and Side Yard Setback Requirements in the TR-V2 District, Sec. 28.047.

- (c) Rear Yard Height Transitions to Residential Districts. Where the CC District abuts a residential district at the rear lot line, building height at the rear yard setback line shall not exceed two (2) stories/twenty-five (25) feet. From this point, building height may increase at a ratio of one foot of rise to one foot of horizontal distance away from the property line, (a 45° angle) up to the maximum allowed height. Transitions exceeding this height and/or ratio limitation require conditional use approval. (See Figure D12)
- (d) Additional Height. Heights exceeding the maximum may be allowed with conditional use approval.
- (4) Site Standards.
The following standards are applicable to new buildings and additions exceeding 50% of original building's floor area.
 - (a) Maximum Size. Buildings shall not exceed twenty-five thousand (25,000) square feet gross floor area for an individual establishment or forty thousand (40,000) square feet gross floor area for a multi-tenant building. Buildings exceeding this size may be allowed as conditional uses, meeting the standards governing large retail developments in Section 33.24(4)(f), Madison General Ordinances.
 - (b) Buildings shall be oriented to the primary abutting street or to an internal street, court, walkway or plaza.
 - (c) All building facades visible from a public street or walkway shall employ materials and design features similar to or complementary to those of the front facade.
 - (d) Surface parking shall be divided into separate modules no greater in size than one hundred (100) spaces; modules shall be separated by buildings, landscaped open space areas, internal streets or landscaped pedestrian pathways at least twenty (20) feet in width.
 - (e) For the Single-Family Attached, Small Multi-Family, Large Multi-Family and Courtyard Multi-Family Building Forms, parking shall be located behind or beside each building, below the building, or in a common parking court in the interior of the block. If located on the side of the building, surface or structured parking shall occupy no more than twenty-five percent (25%) of the frontage along the primary abutting street. For Large Multi-Family Buildings, structured parking at ground level shall not be visible on the front façade of the building.
- (5) Site Standards: New and Existing Development.
 - (a) All activities shall be conducted within completely enclosed buildings, except:
 1. Off-street parking and off-street loading.
 2. Outdoor display and outdoor storage stores.
 3. Outdoor eating, cooking, and service areas associated with food and beverage establishments. (Am. by ORD-13-00178, 10-23-13)
 4. Bicycle-sharing facilities.
 5. Auto service stations.
 6. Vehicle access sales and service windows.
 7. Walk-up service windows.
 8. Solar energy systems and wind energy systems.
 9. Yard sales.
 10. Vending machines.
 11. Agricultural activities.
 12. Temporary outdoor events.
 13. Cemeteries.
 14. Composting.
 15. Keeping of honeybees.

- (b) Outside storage shall be effectively screened with screening between six (6) and eight (8) feet in height. Storage shall not exceed the height of the screening. Storage and loading areas shall be screened from direct view from the street, including views down access driveways.

28.085 SUBURBAN EMPLOYMENT DISTRICT.

- (1) Statement of Purpose.
The SE District is established to encourage a broad range of employment activities, including limited industrial uses conducted within enclosed buildings, while also encouraging shared access, improved landscaping and site design, and bicycle and pedestrian facilities. The district is also intended to:
 - (a) Encourage the integration of complementary employment and related uses in an attractive and pedestrian-oriented environment.
 - (b) Discourage proliferation of highway-oriented commercial uses that reduce the land area available for development or expansion of employment uses.
 - (c) Facilitate preservation, development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and adopted neighborhood, corridor or special area plans.
- (2) Permitted and Conditional Uses.
See Table 28F-1 for a complete list of allowed uses within the employment districts.
- (3) Dimensional Requirements, Permitted and Conditional Uses.
Requirements represent minimums unless otherwise noted. Dimensions are in feet unless otherwise noted.

Suburban Employment District	
Lot area (sq. ft.)	20,000
Lot width	65
Front yard setback	See (a) below
Side yard setback	15 or 20% building height
Rear yard setback	30
Maximum lot coverage	75%
Minimum height	22, measured to building cornice
Maximum height	5 stories/68 Residential uses: 4 stories/55 See (d) below
Usable open space – residential only	400 sq. ft./unit

- (a) Front Yard Setback. For buildings at corner locations, within thirty (30) feet of the corner, at least seventy percent (70%) of the building facade shall be located within twenty-five (25) feet of the front lot line. Parking shall not be placed between the building and the street in this area.

- (b) Exclusive Residential Use. Buildings with exclusively residential uses shall meet the Lot Area, Lot Width, and Side Yard Setback requirements in the TR-V2 District, Section 28.047.
 - (c) Rear Yard Height Transitions to Adjacent Residential Districts. Where the SE District abuts a residential district, building height at the rear yard setback line shall not exceed two (2) stories/ twenty-five (25) feet. From this point, building height may increase at a ratio of one foot of rise to one foot of horizontal distance away from the property line, (a 45° angle) up to the maximum allowed height.
 - (d) Additional Height. Building heights exceeding the maximum may be allowed with conditional use approval.
 - (e) For lots of record created prior to adoption of this ordinance with existing buildings exceeding five (5) stories or sixty-eight (68) feet, the maximum building height shall be limited to the height of any existing buildings exceeding five (5) stories or sixty-eight (68) feet.
- (4) Site Standards: New Development.
The following standards apply to new buildings and additions exceeding fifty percent (50%) of the original building's floor area.
- (a) Parking Placement. For the Single-Family Attached, Small Multi-Family, Large Multi-Family, and Courtyard Multi-Family Building Forms, parking shall be located behind or beside each building, below the building, or in a common parking court in the interior of a block. If located on the side of the building, surface or structured parking shall occupy no more than twenty-five percent (25%) of the frontage along the primary abutting street. For Large Multi-Family buildings, structured parking at ground level shall not be visible from the front facade of the building
 - (b) For all Building Forms other than (a) above, the majority of off-street parking shall be located to the rear or side of the principal building. A maximum of one drive aisle and two rows of parking, not to exceed seventy (70) feet of parking, may be located between the front of the principal building and the street, set back at least twenty-five (25) feet from the front lot line.
 - (c) The building front shall be oriented to the primary street. Loading and service areas shall be located at the rear or side of the building, but not facing an arterial street. Loading docks may be located in the rear yard, or a side yard facing a street that is internal to an SE district.
- (5) Site Standards: New and Existing Development.
- (a) All business activities shall be conducted within completely enclosed building, except:
 1. Off-street parking and off-street loading.
 2. Composting.
 3. Bicycle-sharing facilities.
 4. Outdoor display and outdoor storage.
 5. Temporary outdoor events.
 6. Agricultural activities.
 7. Solar energy systems and wind energy systems.
 8. Outdoor eating, cooking, and service areas associated with food and beverage establishments. (Am. by ORD-13-00178, 10-23-13)
 9. Vehicle access sales and service windows.
 10. Outdoor recreation.
 - (b) All storage, except for storage of licensed operable vehicles, shall be within completely enclosed buildings or located to the rear of buildings and limited to a maximum of five percent (5%) of the total lot area. Outside storage shall be effectively screened with screening between six (6) and eight (8) feet in height. Storage shall not exceed the height of the screening. Storage and loading areas shall be screened from direct view from the street, including views down access driveways.

Madison, WI

2nd Quarter 2014

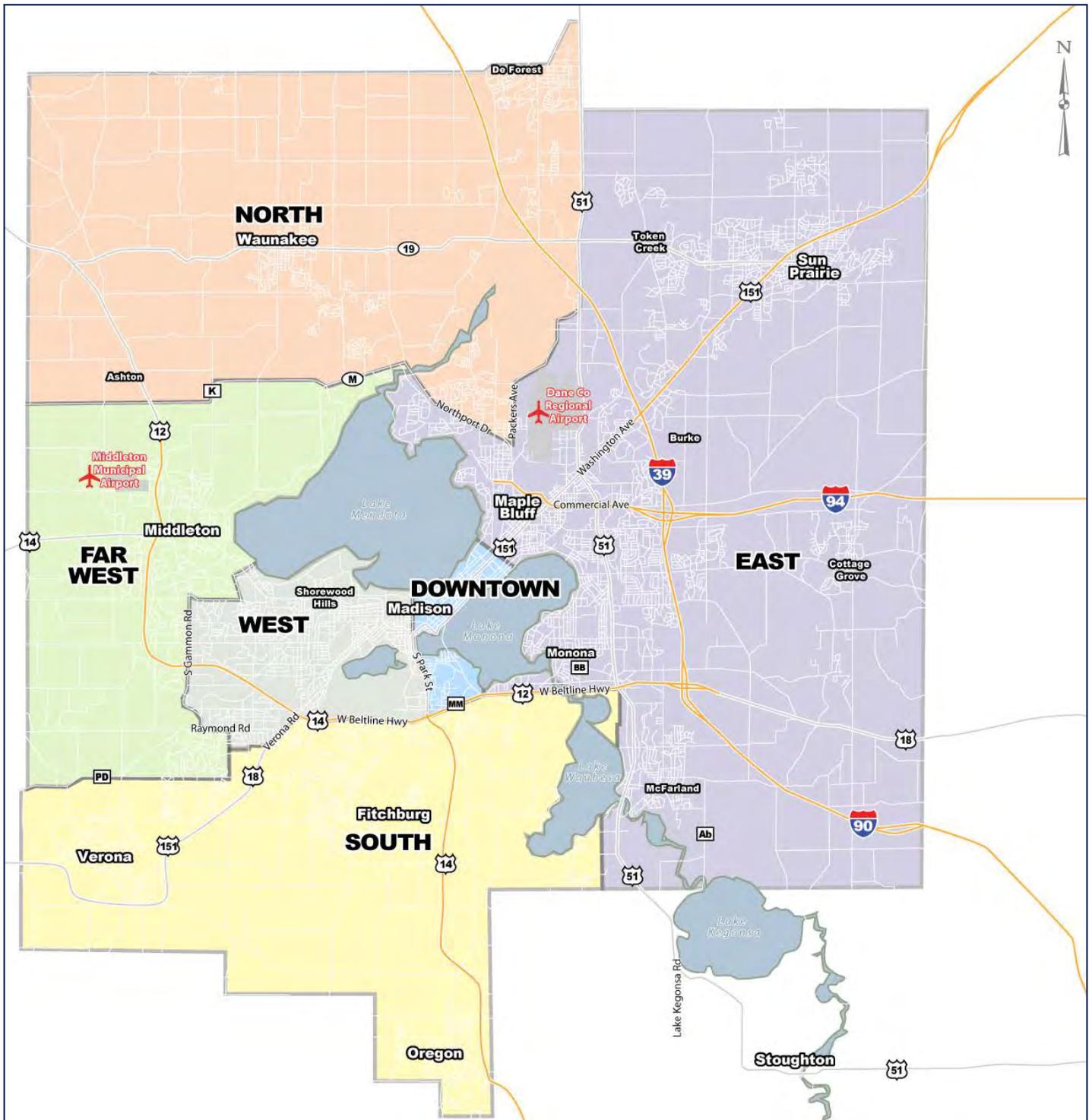
OFFICE
Market Trends



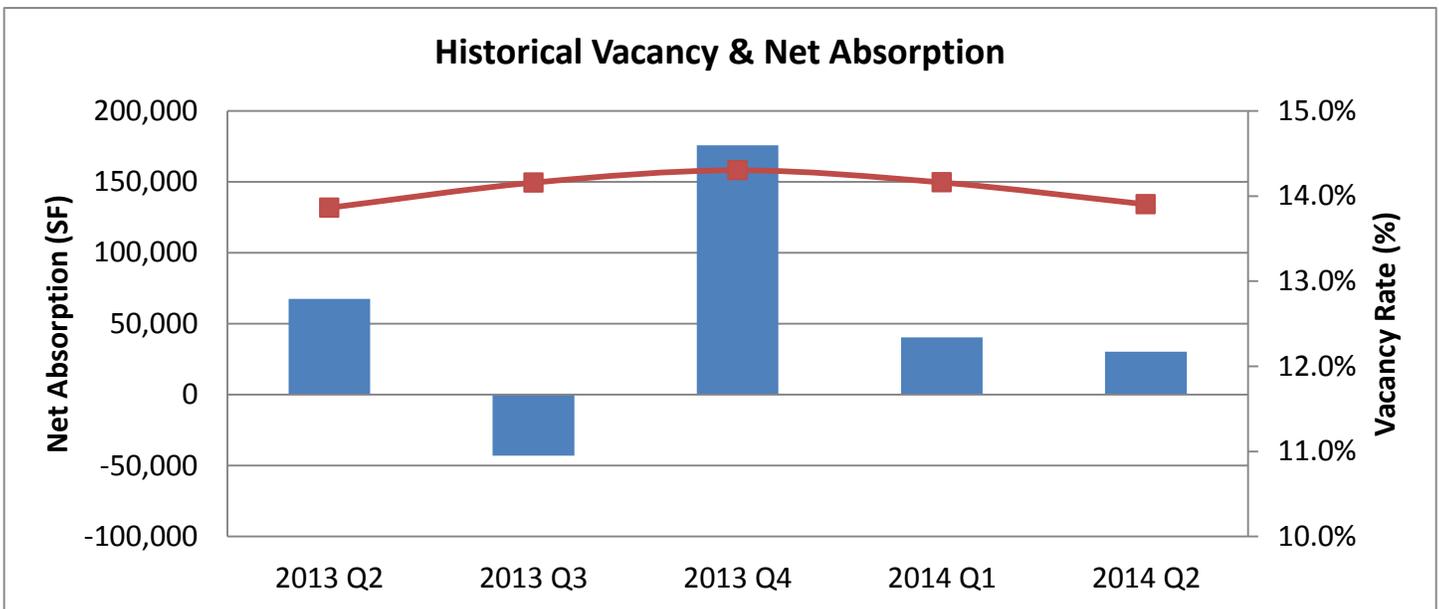
Table of Contents/Methodology of Tracked Set	2
Madison Office Submarket Map	3
Q2 2014 Overview	4
Overview by Submarket/ Building Class	5
Vacancy & Lease Rates	6-7
Biggest Absorption Changes	8
Available Space	9
Notable Transactions	10
Vacancy & Absorption	11-12
Xceligent Madison Contact	13

The Madison tracked set consists of an inventory of buildings considered to be competitive within the brokerage community. All buildings within the competitive tracked set have been reviewed and verified by members of the Advisory Boards for each market area.

Inventory	The total square feet of all existing single and multi tenant office buildings greater than 20,000 SF, excluding medical, government and owner occupied buildings.
Class A	Most prestigious buildings competing for premier office users with rents above the market average. Buildings have high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence.
Class B	Buildings competing for a wide range of office users with average market rents. Building finishes are fair to good for the area and systems are adequate, but the property does not compete with Class A product.
Class C	Buildings competing for office users requiring functional office space at rents below the market average for the area.
Total Available SF	All of the available leasable space within a building, whether it is occupied or vacant, for direct lease or sublease space. Space can be available but not vacant, for example, if the landlord, or his agent, is marketing space that will be coming available at a future date because a tenant is planning to move.
Total Vacant SF	The total of all of the vacant square footage within a building, including both direct and sublease space.
Direct Vacant SF	The total of the vacant square footage in a building that is being marketed by an agent representing the landlord.
Sublease SF	Space that is offered for lease by a current tenant, or his agent, within a property. Whether the tenant is paying rent or not, the space is considered vacant only if it is unoccupied.
Net Absorption	The net change in occupancy from quarter to quarter, expressed in square feet.
Weighted Average Direct Lease Rate	The weighted average of all direct asking lease rates expressed as a full service/gross rental rate and weighted on total direct available square feet. Non-full service rates (such as NNN) have been grossed up to reflect a full service/gross rate.



- Madison office experienced 30,382 SF of positive absorption for the quarter, and over 200,000 SF of positive absorption over the past year.
- Class A properties continue to have the lowest direct vacancy rate at 8.9%. Class B and C are at 16.5% and 17.6%.
- During the 2nd Quarter the Central Business District had 18,256 SF of positive absorption, while the Suburban submarkets experienced 12,126 SF absorption. Over the past year CBD has had 81,201 SF of absorption but has been outpaced by the suburban markets which have had 122,356 SF of absorption.
- The largest sale of the quarter was WEA Trust purchasing 660 John Nolen Dr, a 3 story, 8 year old general use office building, for \$4.67 million from John Nolen Drive LLC. Robert Zache of Central Place Real Estate represented both sides of the transaction.



Q2 2014 Market Overview by Building Class

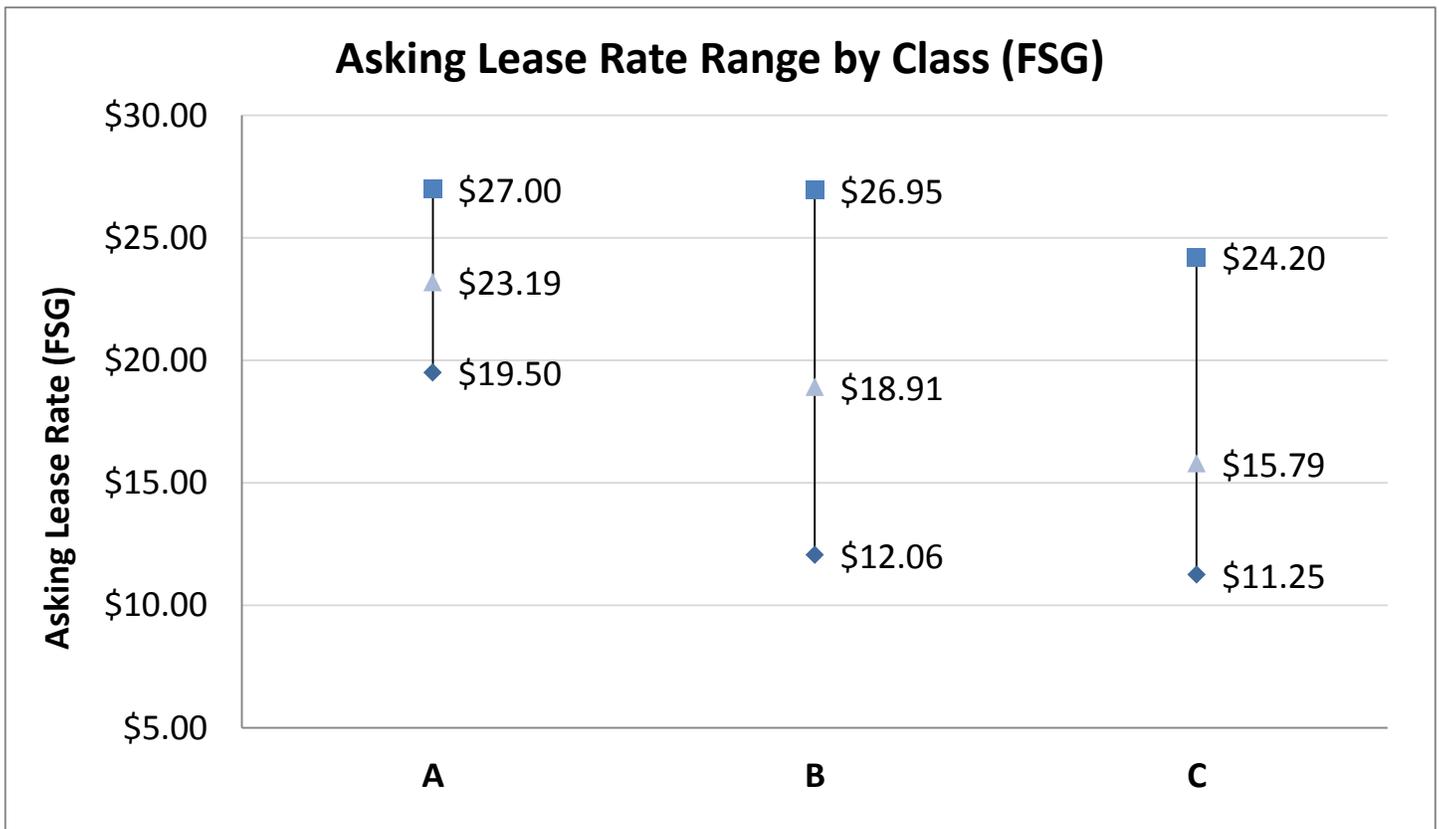
	# of Bldgs	Inventory (SF)	Total Available (SF)	Total Vacant (SF)	Total Vacancy Rate (%)	Direct Vacant (SF)	Direct Vacancy Rate (%)	Available Sublease (SF)	Qtrly Net Absorption (SF)	YTD Total Net Absorption (SF)
A	64	5,778,118	670,111	519,909	9.00%	513,777	8.89%	13,132	35,904	51,757
B	170	6,350,985	1,339,764	1,053,000	16.58%	1,047,000	16.49%	26,784	15,232	47,453
C	123	2,695,975	558,577	488,280	18.11%	473,738	17.57%	18,642	(20,754)	(30,375)
Grand Total	357	14,825,078	2,568,452	2,061,189	13.90%	2,034,515	13.72%	58,558	30,382	68,835

Overview by Submarket/ Property Type



	# of Bldgs	Inventory (SF)	Total Available (SF)	Total Vacant (SF)	Total Vacancy Rate (%)	Direct Vacant (SF)	Direct Vacancy Rate (%)	Available Sublease (SF)	Qtrly Net Absorption (SF)	YTD Total Net Absorption (SF)
Madison	357	14,825,078	2,568,452	2,061,189	13.9%	2,034,515	13.7%	58,558	30,382	68,835
East	69	2,423,752	593,443	417,091	17.2%	417,091	17.2%	7,000	17,529	19,671
A	11	712,992	119,937	88,713	12.4%	88,713	12.4%	7,000	9,103	7,510
B	33	1,189,254	358,143	223,350	18.8%	223,350	18.8%	0	7,339	12,526
C	25	521,506	115,363	105,028	20.1%	105,028	20.1%	0	1,087	(365)
Downtown	67	3,522,375	610,632	558,181	15.8%	557,101	15.8%	11,330	18,256	29,293
A	14	1,507,654	112,924	112,924	7.5%	111,844	7.4%	1,080	22,308	26,126
B	34	1,472,794	307,591	275,770	18.7%	275,770	18.7%	10,250	4,707	21,455
C	19	541,927	190,117	169,487	31.3%	169,487	31.3%	0	(8,759)	(18,288)
South	49	1,561,840	240,485	165,918	10.6%	160,866	10.3%	5,052	(4,656)	(2,994)
A	6	466,912	75,682	35,682	7.6%	30,630	6.6%	5,052	(256)	7,490
B	29	850,001	112,307	104,476	12.3%	104,476	12.3%	0	0	(7,289)
C	14	244,927	52,496	25,760	10.5%	25,760	10.5%	0	(4,400)	(3,195)
West	88	2,781,074	597,214	500,749	18.0%	486,207	17.5%	14,542	(3,655)	5,843
A	5	332,795	38,205	38,205	11.5%	38,205	11.5%	0	10,201	10,201
B	34	1,349,739	410,523	321,819	23.8%	321,819	23.8%	0	(5,571)	5,422
C	49	1,098,540	148,486	140,725	12.8%	126,183	11.5%	14,542	(8,285)	(9,780)
Far West	84	4,536,037	526,678	419,250	9.2%	413,250	9.1%	20,634	2,908	17,022
A	28	2,757,765	323,363	244,385	8.9%	244,385	8.9%	0	(5,452)	430
B	40	1,489,197	151,200	127,585	8.6%	121,585	8.2%	16,534	8,757	15,339
C	16	289,075	52,115	47,280	16.4%	47,280	16.4%	4,100	(397)	1,253
Grand Total	357	14,825,078	2,568,452	2,061,189	13.9%	2,034,515	13.7%	58,558	30,382	68,835

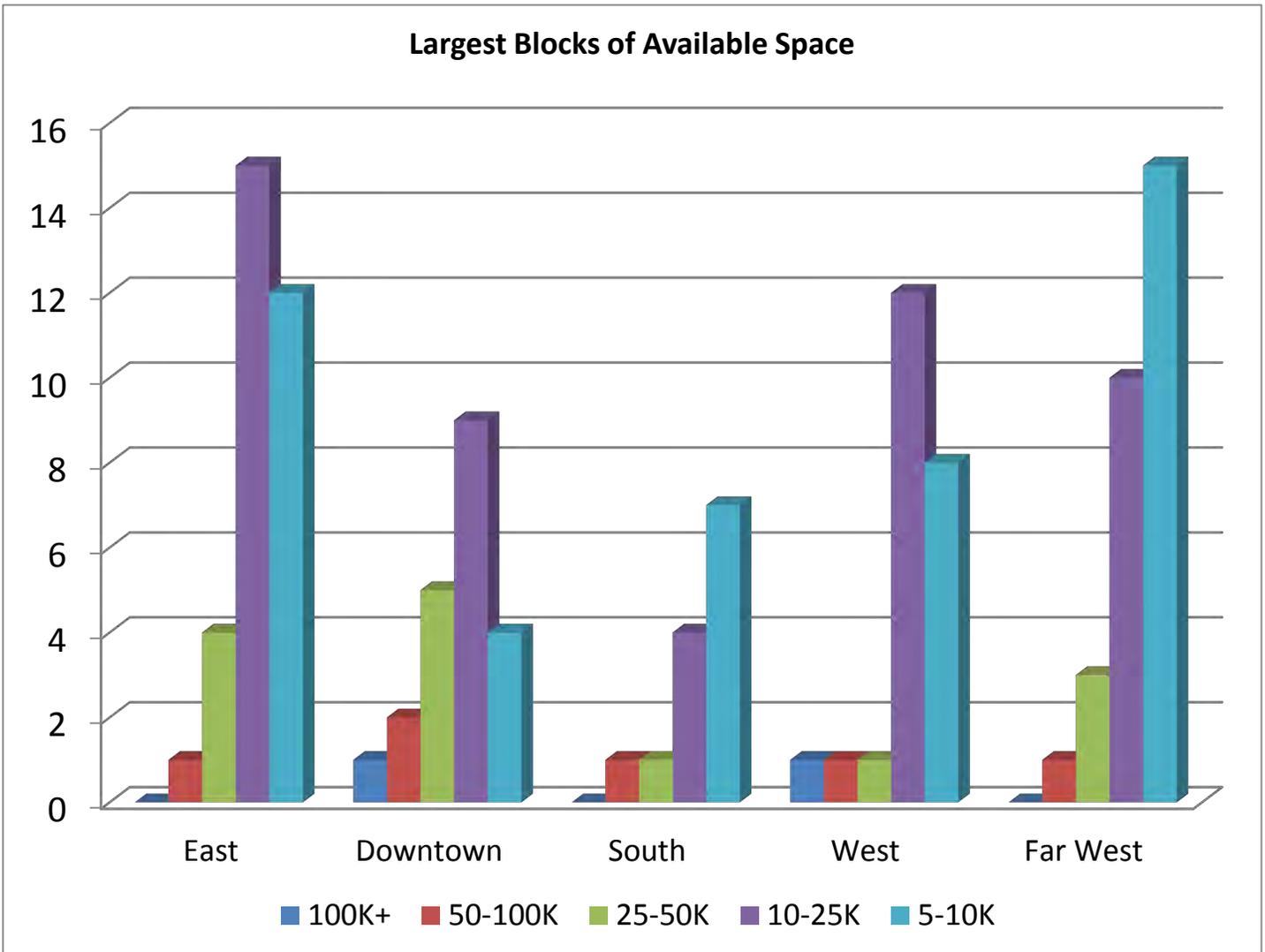
	Total Vacancy Rate %					Asking Wtd Direct Lease Rate (FSG)				
	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Madison	13.9%	14.2%	14.3%	14.2%	13.9%	\$20.01	\$19.71	\$19.99	\$19.87	\$19.83
East	19.8%	20.0%	18.7%	18.6%	17.2%	\$18.81	\$18.83	\$18.71	\$18.56	\$18.61
A	15.5%	15.8%	13.5%	13.7%	12.4%	\$20.95	\$20.96	\$20.92	\$20.93	\$20.88
B	20.4%	20.7%	19.8%	19.4%	18.8%	\$17.37	\$17.41	\$17.48	\$17.28	\$17.36
C	24.2%	24.0%	23.0%	23.3%	20.1%	\$17.54	\$16.95	\$16.60	\$16.27	\$13.95
Downtown	17.1%	17.0%	16.2%	16.4%	15.8%	\$19.69	\$19.75	\$19.28	\$18.76	\$18.35
A	9.7%	9.3%	9.2%	9.0%	7.5%	\$0.00	\$21.50	\$23.33	\$23.61	\$25.00
B	20.6%	21.1%	19.4%	19.0%	18.7%	\$22.99	\$22.88	\$22.15	\$22.03	\$22.37
C	27.5%	26.9%	26.6%	29.7%	31.3%	\$15.71	\$15.71	\$15.70	\$15.79	\$15.77
South	9.7%	11.2%	10.5%	10.3%	10.6%	\$19.16	\$19.56	\$20.11	\$20.12	\$19.20
A	6.1%	9.2%	9.2%	7.6%	7.6%	\$25.21	\$22.20	\$22.58	\$22.17	\$21.34
B	10.2%	11.4%	11.5%	12.3%	12.3%	\$17.98	\$18.14	\$18.09	\$18.65	\$18.49
C	13.5%	14.0%	9.2%	8.7%	10.5%	\$14.96	\$14.96	\$21.29	\$21.29	\$15.70
West	11.1%	11.5%	17.8%	17.5%	18.0%	\$20.04	\$18.20	\$18.18	\$18.21	\$18.22
A	14.6%	14.6%	14.6%	14.5%	11.5%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	9.6%	11.3%	23.9%	22.7%	23.8%	\$20.05	\$18.20	\$18.18	\$18.21	\$18.22
C	11.8%	10.8%	11.3%	12.1%	12.8%	\$18.95	\$18.95	\$18.40	\$18.40	\$17.50
Far West	11.2%	11.3%	9.7%	9.3%	9.2%	\$21.60	\$21.65	\$22.79	\$22.74	\$22.97
A	9.0%	9.3%	8.9%	8.7%	8.9%	\$24.72	\$24.46	\$24.58	\$24.40	\$24.47
B	13.7%	13.4%	9.7%	9.3%	8.6%	\$19.23	\$19.53	\$20.36	\$20.50	\$20.37
C	17.3%	17.8%	16.8%	16.2%	16.4%	\$16.07	\$16.04	\$16.59	\$16.26	\$16.19
Grand Total	13.9%	14.2%	14.3%	14.2%	13.9%	\$20.01	\$19.71	\$19.99	\$19.87	\$19.83



Biggest Absorption Changes



Property Name	SF Occupied or Vacated	Company Name	Market	Building Class	Landlord Rep
918 Deming Way	16,000	Biotech Group & AVID	Far West	A	The Gialamas Company, Inc.
660 John Nolen Dr	15,666	WEA Benefit Services	Downtown	A	Central Place Real Estate, Inc
Excelsior Financial Center	13,657	Business Filings	Far West	A	The Gialamas Company, Inc.
4126-4130 Lien Rd	11,694	Youth Services of Wisconsin	East	B	Lee & Associates
5801 Research Park Blvd	10,905	Exact Science	West	A	Broadwing Advisors, LLC
Deming Place	10,230	FDIC & Sound Devices	Far West	B	The Gialamas Company, Inc.
500-504 S Rosa Rd	9,352	WiCell Research Institute, Inc.	West	B	University Research Park
1450 East Main Street	7,881	Willy Street Co-op	Downtown	C	Mullins Group
The Constellation	4,500	Google	Downtown	A	Lee & Associates
Teton Oaks Office Building	3,756	Enrich Financial & Open Door	West	C	Gregg Shimanski Realty Inc.
Greenway Building	-6,235	FDIC	Far West	A	Vanta Commercial Properties
2601 Crossroads Dr	-8,134	Keller Williams	East	B	Vanta Commercial Properties
6602 University Ave	-8,739	Learning with a Difference Tutoring Services & Hanna	West	C	Ruedebusch Commercial Investments
8040 Excelsior Dr	-9,090	Business Filings	Far West	A	The Gialamas Company, Inc.
1020 John Nolen Dr	-16,000	Target Commercial Interiors	Downtown	C	Oakbrook Corporation
8010 Excelsior Dr	-22,172	UW Fundus Photographic Reading Center	Far West	A	The Gialamas Company, Inc.



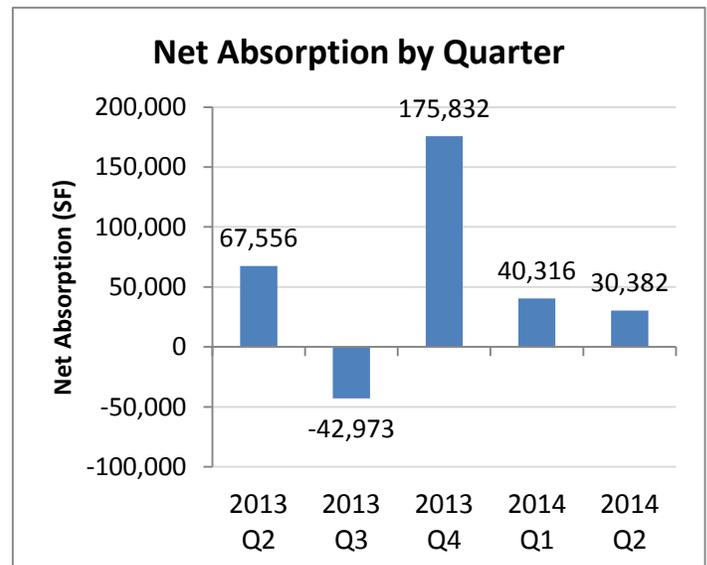
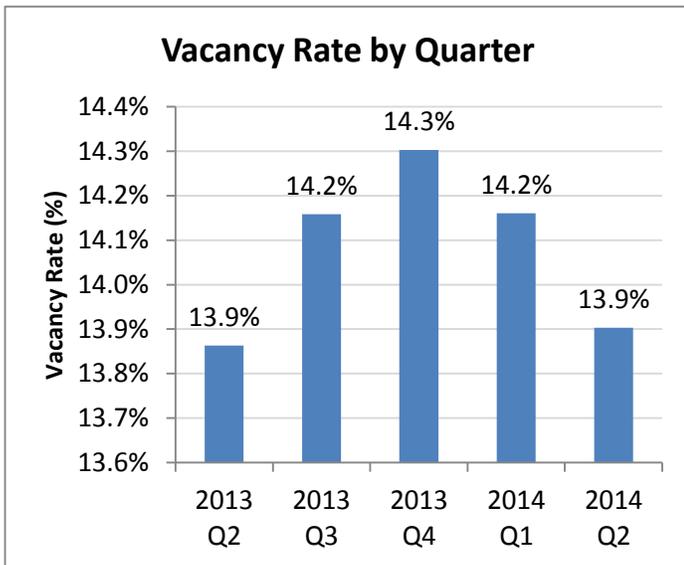
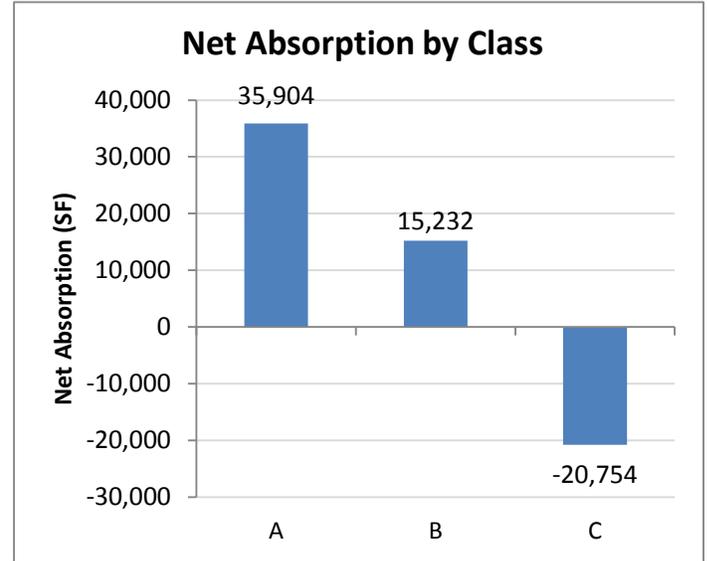
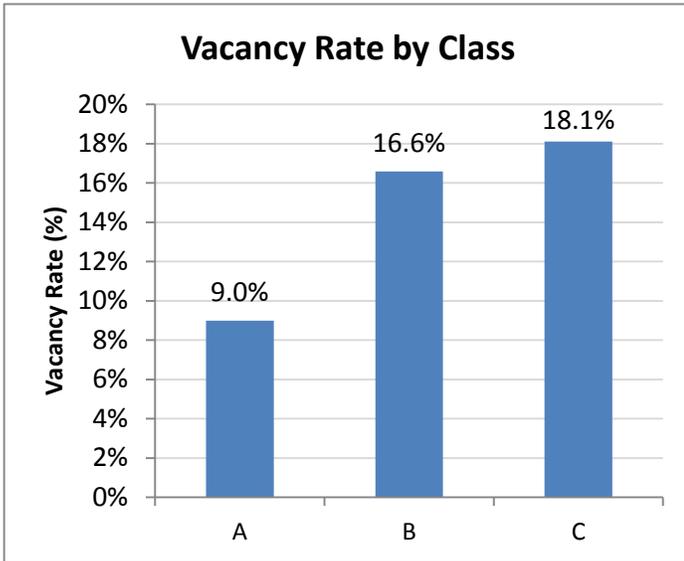
Historical Blocks of Space

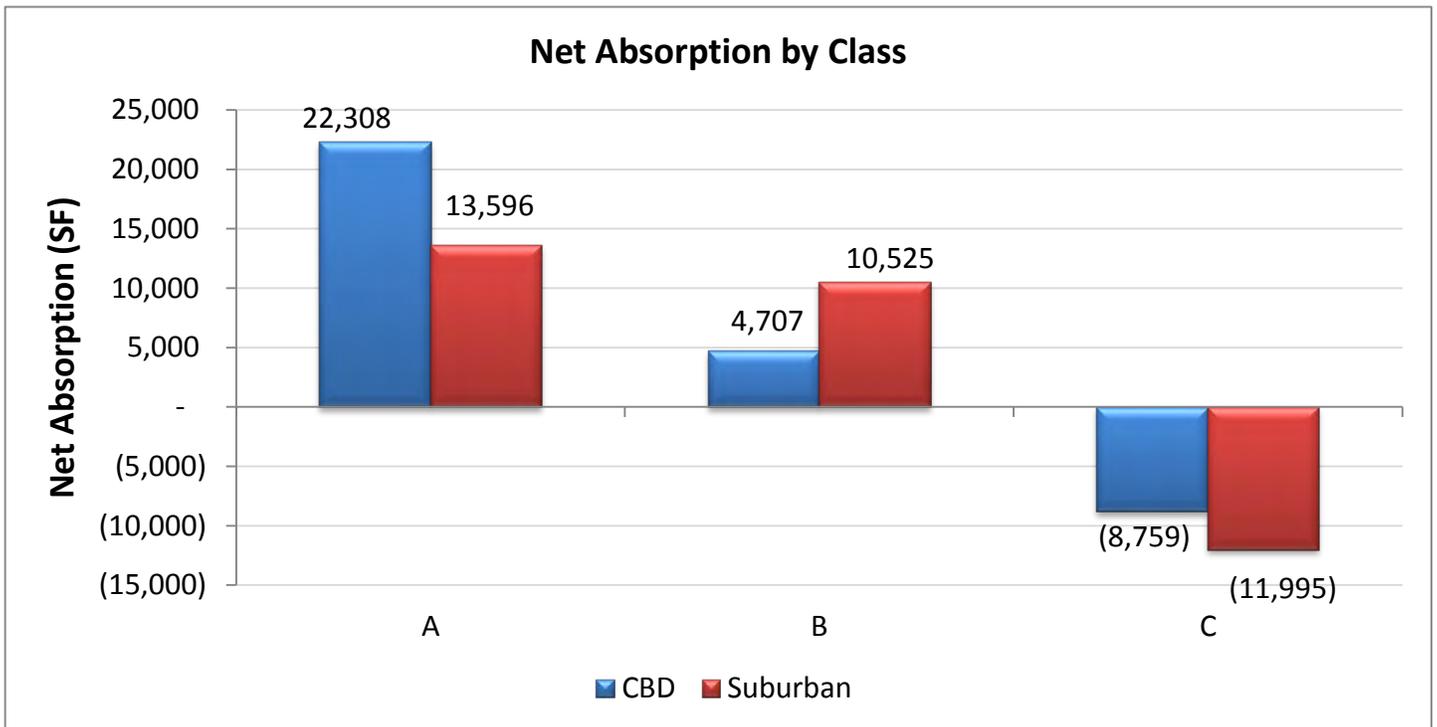
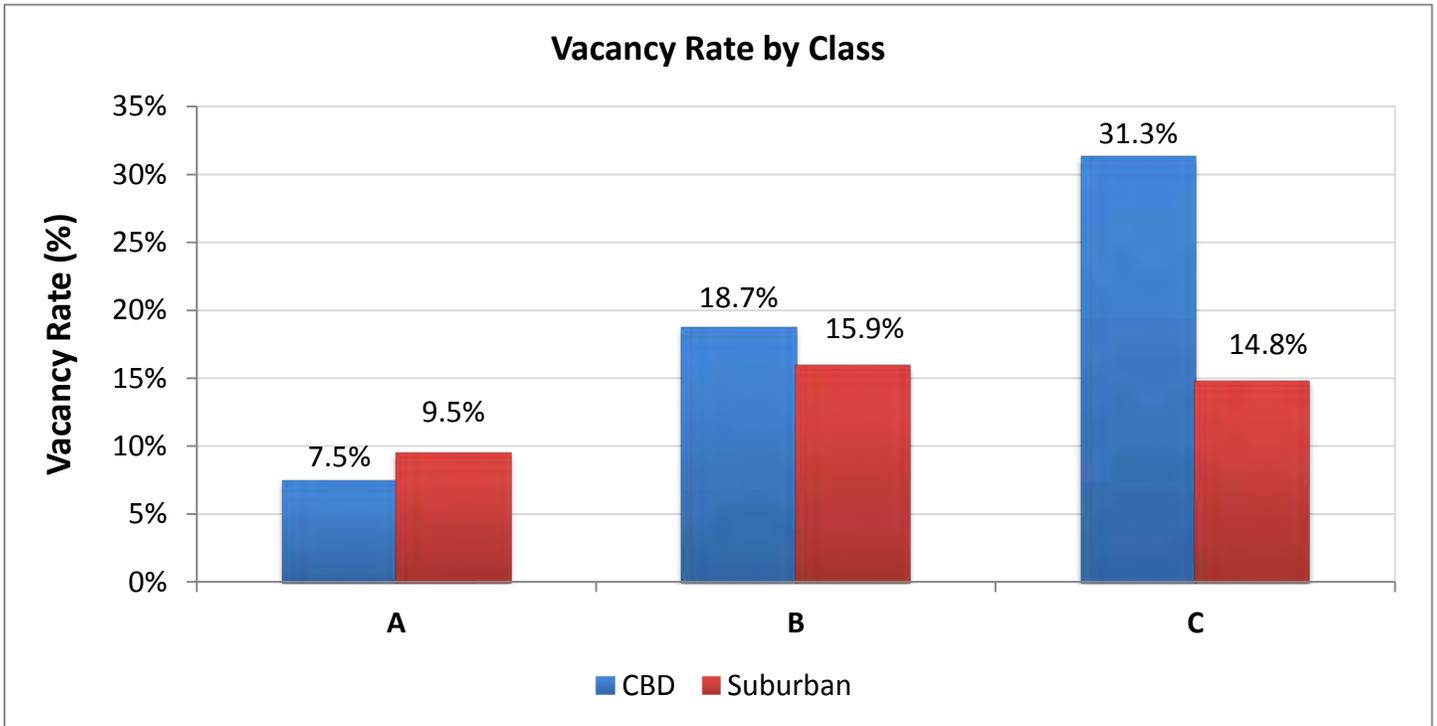
Quarter	100K+	50-100K	25-50K	10-25K	5-10K
2013 Q2	2	4	17	47	50
2013 Q3	2	4	18	48	53
2013 Q4	2	3	21	41	52
2014 Q1	2	4	18	45	51
2014 Q2	2	6	14	50	46

Notable Transactions



Property Name	SF Leased or Sold	Company Name	Market	Building Class	Lease/Sale	Landlord or Seller Rep
660 John Nolen Dr	32,500	WEA TSA Trust	Downtown	A	Sale	Central Place Real Estate, Inc
Excelsior Financial Center	15,000	Business Filings	Far West	A	Lease	The Gialamas Company, Inc.
5008 Linde Ln	11,812	International Harvest Ministries Inc	North	B	Sale	
4126-4130 Lien Rd	11,694	Youth Services of Wisconsin	East	B	Lease	Lee & Associates
5801 Research Park Blvd	10,905	Exact Science	West	A	Lease	Broadwing Advisors, LLC
918 Deming Way	9,900	Biotech Group	Far West	A	Lease	The Gialamas Company, Inc.
500-504 S Rosa Rd	9,352	WiCell Research Institute, Inc.	West	B	Lease	University Research Park
4868 High Crossing Blvd	9,280	Kalpa Terra LLC	East	B	Sale	
1450 East Main Street	7,881	Willy Street Co-op	Downtown	C	Lease	Mullins Group





This information has been obtained from sources believed reliable. While we do not doubt its accuracy, we have not verified it and make no guarantee, warranty or representation about it. It is your responsibility to independently confirm its accuracy.

For additional information about this report or to discuss membership in Xceligent please contact

Joe Doyle

[262] 613-9878

jdoyle@xceligent.com

The logo for Xceligent, featuring a large blue 'X' followed by the word 'celigent' in a black serif font, with a registered trademark symbol.

COMMERCIAL REAL ESTATE INFORMATION

Madison, WI

2nd Quarter 2014

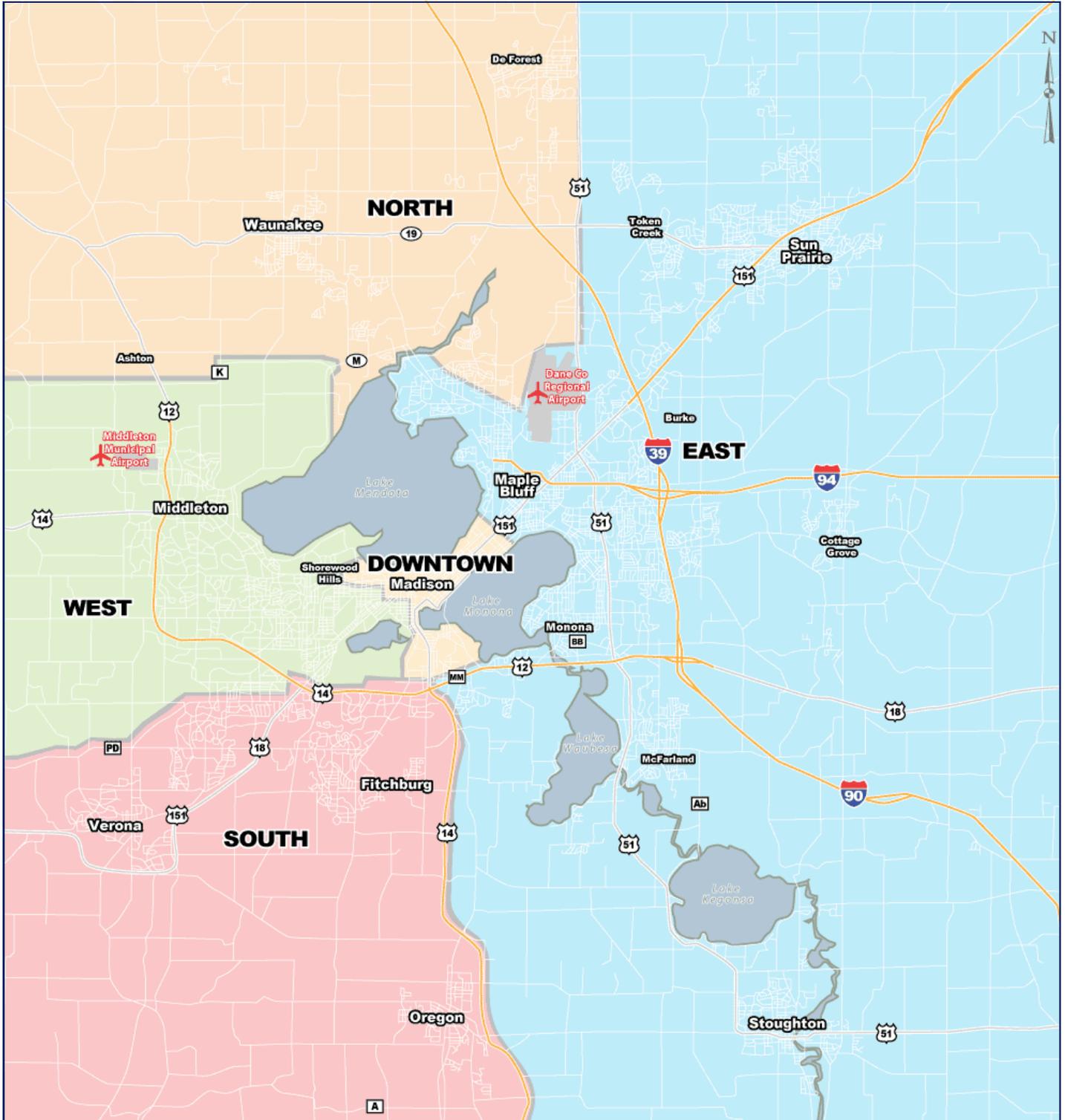
RETAIL
Market Trends



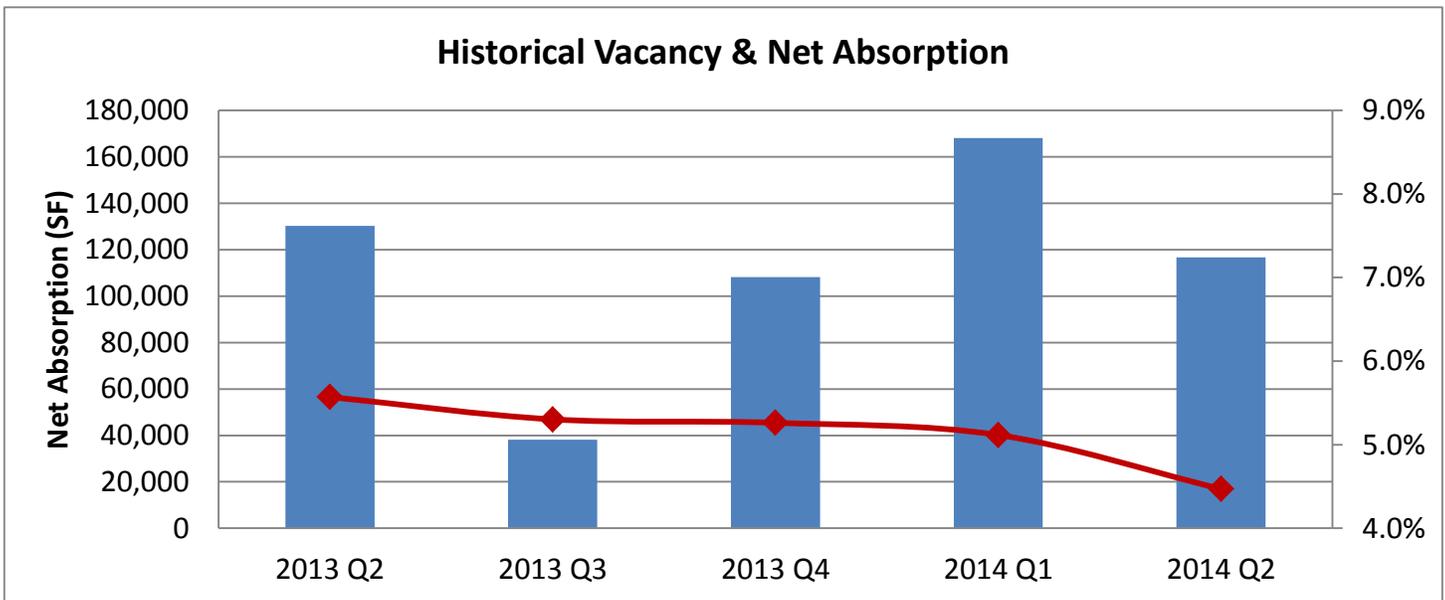
Table of Contents/Methodology of Tracked Set	2
Madison Retail Submarket Map	3
Q2 2014 Overview	4
Overview by Submarket/ Property Type	5
Vacancy & Lease Rates	6-7
Biggest Absorption Changes	8
Available Space	9
Notable Transactions	10
Vacancy & Absorption	11
Xceligent Madison Contact	12

The Madison tracked set consists of an inventory of buildings considered to be competitive within the brokerage community. All buildings within the competitive tracked set have been reviewed and verified by members of the Advisory Boards for each market area.

Inventory	The total square feet of all existing single and multi tenant retail properties in the Madison Metro
Total Available SF	All of the available leasable space within a building, whether it is occupied or vacant, for direct lease or sublease space. Space can be available but not vacant, for example, if the landlord, or his agent, is marketing space that will be coming available at a future date because a tenant is planning to move.
Total Vacant SF	The total of all of the vacant square footage within a building, including both direct and sublease space.
Direct Vacant SF	The total of the vacant square footage in a building that is being marketed by an agent representing the landlord.
Sublease SF	Space that is offered for lease by a current tenant, or his agent, within a property. Whether the tenant is paying rent or not, the space is considered vacant only if it is unoccupied.
Net Absorption	The net change in physically occupied space from quarter to quarter, expressed in square feet.
Total Vacant SF	The total of all of the vacant square footage within a building, including both direct and sublease space.
Direct Vacant SF	The total of the vacant square footage in a building that is being marketed by an agent representing the landlord.
Sublease SF	Space that is offered for lease by a current tenant, or his agent, within a property. Whether the tenant is paying rent or not, the space is considered vacant only if it is unoccupied.
Total Available SF	All of the available leasable space within a building, whether it is occupied or vacant, for direct lease or sublease space. Space can be available but not vacant, for example, if the landlord, or his agent, is marketing space that will be coming available at a future date because a tenant is planning to move.
Weighted Average Direct Lease Rate	The weighted average of all direct asking lease rates expressed as a triple net (NNN) rental rate and weighted on total direct available square feet. Non-net rates (such as Modified Gross) have been adjusted to reflect a triple net rate.



- Madison retail experienced 116,659 SF of positive absorption in the 2nd Quarter. Over the last 5 quarters 561,428 SF was absorbed in the market.
- The vacancy rate dropped from 5.1% (Q1 2014) to 4.5% (Q2 2014). In past quarters most of the absorption was due to new construction however for the 2nd quarter all of absorption was in existing product.
- Over the past year over 312,000 SF of new fully occupied inventory has been developed in the market. The most notable projects were Wal-Mart in Sun Prairie (Q1 '14), Hy-Vee in Fitchburg (Q4 '13), and Hy-Vee in Madison (Q2 '13).
- The largest sale of the quarter was the former American TV east side location being sold to Steinhafels Inc. for \$4.25 million out of bankruptcy court. The building is 150,750 SF, 20 years old, single story big box.
- The largest lease of the quarter was Hobby Lobby leasing 49,500 SF at East Prairie Commons. The building is owned and represented by Livesey Company.



Q2 2014 Market Overview by Property Type										
	# of Bldgs	Inventory (SF)	Total Available (SF)	Total Vacant (SF)	Total Vacancy Rate (%)	Direct Vacant (SF)	Direct Vacancy Rate (%)	Available Sublease (SF)	Quarterly Net Absorption (SF)	YTD Total Net Absorption (SF)
Regional Ctr	3	2,170,711	55,700	55,700	2.6%	55,700	2.6%	0	11,752	11,752
Power Ctr	103	7,560,322	234,070	191,060	2.5%	191,060	2.5%	0	80,838	231,088
Neighborhood Ctr	39	2,685,869	269,942	228,424	8.5%	179,514	6.7%	48,910	3,312	(448)
Conv/Strip Ctr	112	2,432,544	210,495	159,287	6.5%	159,287	6.5%	0	21,884	36,727
General	160	1,665,256	123,443	84,239	5.1%	84,239	5.1%	9,716	1,273	9,332
Restaurant	151	845,491	87,087	57,305	6.8%	57,305	6.8%	0	(2,400)	1,426
Grand Total	568	17,360,193	980,737	776,015	4.5%	727,105	4.2%	58,626	116,659	289,877

Overview by Submarket/ Property Type

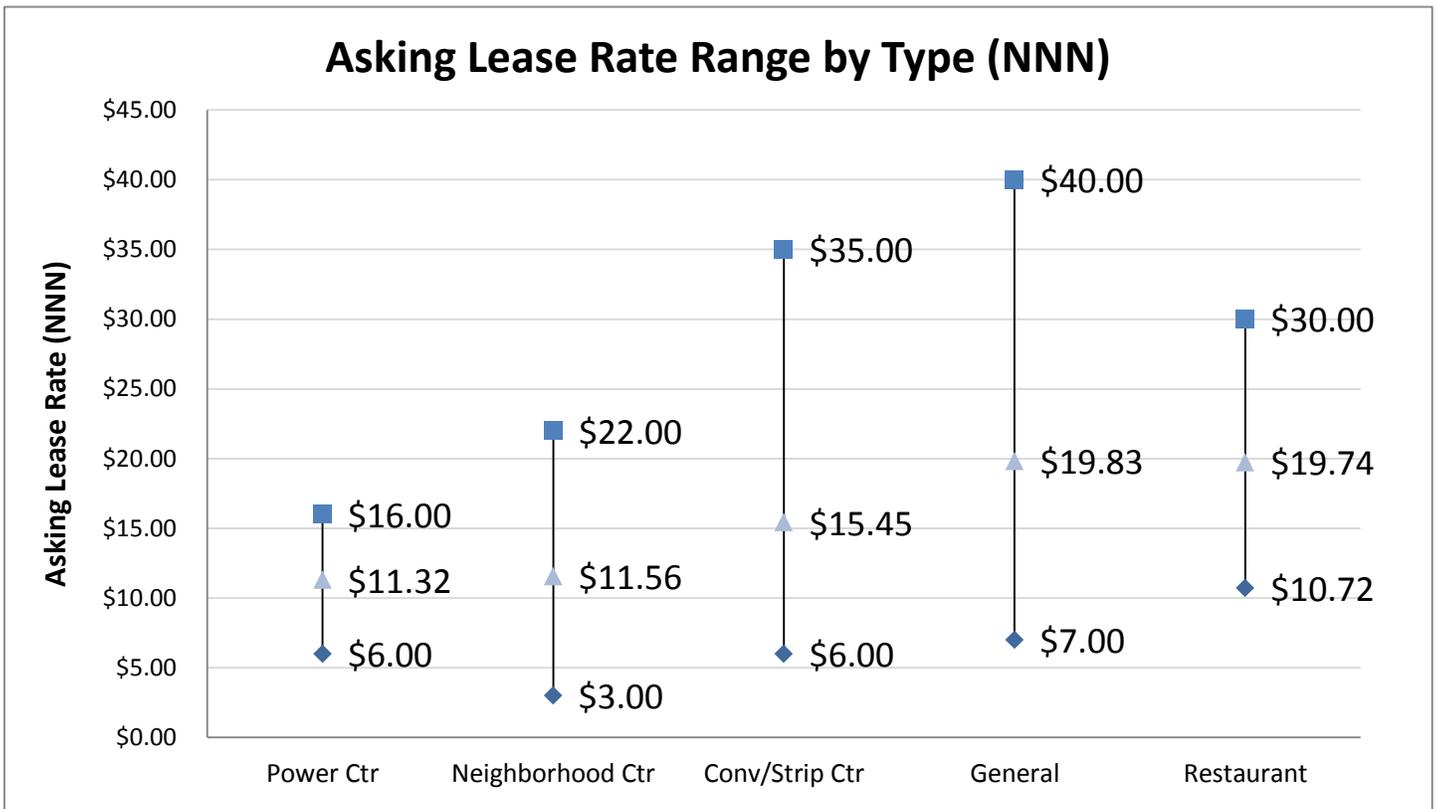


	# of Bldgs	Inventory (SF)	Total Available (SF)	Total Vacant (SF)	Total Vacancy Rate (%)	Direct Vacant (SF)	Direct Vacancy Rate (%)	Available Sublease (SF)	Quarterly Net Absorption (SF)	YTD Total Net Absorption (SF)
Madison	568	17,360,193	980,737	776,015	4.5%	727,105	4.2%	58,626	116,659	289,877
East	195	6,998,403	502,424	378,540	5.4%	329,630	4.7%	48,910	110,903	242,088
Regional Ctr	1	822,398	0	0	0.0%	0	0.0%	0	0	0
Power Ctr	53	3,745,980	149,155	108,331	2.9%	108,331	2.9%	0	99,978	219,478
Neighborhood Ctr	15	1,129,627	172,738	144,625	12.8%	95,715	8.5%	48,910	1,112	2,132
Conv/Strip Ctr	42	765,515	109,399	80,352	10.5%	80,352	10.5%	0	14,996	17,071
General	23	244,671	33,538	33,538	13.7%	33,538	13.7%	0	(2,783)	155
Restaurant	61	290,212	37,594	11,694	4.0%	11,694	4.0%	0	(2,400)	3,252
Downtown/Campus	125	1,105,361	50,204	39,288	3.6%	39,288	3.6%	9,716	3,487	8,608
Power Ctr	1	21,000	0	0	0.0%	0	0.0%	0	0	0
General	99	937,014	37,946	27,030	2.9%	27,030	2.9%	9,716	3,487	8,608
Restaurant	25	147,347	12,258	12,258	8.3%	12,258	8.3%	0	0	0
West	152	6,659,271	305,445	273,014	4.1%	273,014	4.1%	0	4,765	31,231
Regional Ctr	2	1,348,313	55,700	55,700	4.1%	55,700	4.1%	0	11,752	11,752
Power Ctr	27	2,782,580	73,902	73,902	2.7%	73,902	2.7%	0	(19,140)	11,610
Neighborhood Ctr	14	927,628	55,176	53,576	5.8%	53,576	5.8%	0	3,700	300
Conv/Strip Ctr	45	1,109,895	78,150	56,989	5.1%	56,989	5.1%	0	9,253	10,195
General	24	250,541	15,582	9,794	3.9%	9,794	3.9%	0	(800)	-800
Restaurant	40	240,314	26,935	23,053	9.6%	23,053	9.6%	0	0	-1,826
South	77	2,166,042	118,664	81,173	3.7%	81,173	3.7%	0	(2,496)	7,950
Power Ctr	18	832,022	11,013	8,827	1.1%	8,827	1.1%	0	0	0
Neighborhood Ctr	7	507,207	42,028	30,223	6.0%	30,223	6.0%	0	(1,500)	-2,880
Conv/Strip Ctr	21	483,509	18,946	17,946	3.7%	17,946	3.7%	0	(2,365)	9,461
General	14	233,030	36,377	13,877	6.0%	13,877	6.0%	0	1,369	1,369
Restaurant	17	110,274	10,300	10,300	9.3%	10,300	9.3%	0	0	0
North	19	431,116	4,000	4,000	0.9%	4,000	0.9%	0	0	0
Power Ctr	4	178,740	0	0	0.0%	0	0.0%	0	0	0
Neighborhood Ctr	3	121,407	0	0	0.0%	0	0.0%	0	0	0
Conv/Strip Ctr	4	73,625	4,000	4,000	5.4%	4,000	5.4%	0	0	0
Restaurant	8	57,344	0	0	0.0%	0	0.0%	0	0	0
Grand Total	568	17,360,193	980,737	776,015	4.5%	727,105	4.2%	58,626	116,659	289,877

Vacancy & Lease Rates



	Total Vacancy Rate %					Asking Weighted Direct Lease Rate (NNN)				
	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Madison	5.6%	5.3%	5.3%	5.1%	4.5%	\$14.44	\$14.85	\$14.67	\$14.41	\$15.40
East	6.2%	6.0%	6.9%	7.0%	5.4%	\$12.15	\$12.24	\$12.10	\$11.98	\$12.27
Regional Ctr	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Power Ctr	4.0%	3.7%	5.0%	5.6%	2.9%	\$9.03	\$10.19	\$9.45	\$9.19	\$10.25
Neighborhood Ctr	11.1%	12.5%	13.0%	12.9%	12.8%	\$10.22	\$9.95	\$9.75	\$9.49	\$9.50
General	13.6%	13.3%	13.3%	12.7%	13.7%	\$14.25	\$14.25	\$14.25	\$14.30	\$13.58
Conv/Strip Ctr	13.9%	12.3%	12.7%	12.4%	10.5%	\$14.00	\$14.55	\$14.55	\$14.50	\$12.86
Restaurant	5.2%	5.2%	5.2%	3.2%	4.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
Downtown/Campus	6.7%	6.6%	3.2%	3.4%	3.6%	\$20.51	\$20.40	\$20.60	\$19.43	\$27.82
Power Ctr	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conv/Strip Ctr	100.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restaurant	6.4%	6.4%	6.4%	8.3%	8.3%	\$18.01	\$18.01	\$18.01	\$10.72	\$10.72
West	5.2%	4.8%	4.6%	4.2%	4.1%	\$15.02	\$16.09	\$15.86	\$15.27	\$15.02
Regional Ctr	5.6%	5.0%	5.0%	5.0%	4.1%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Power Ctr	3.3%	3.1%	3.1%	2.0%	2.7%	\$12.50	\$13.25	\$12.50	\$0.00	\$0.00
Neighborhood Ctr	6.0%	6.0%	5.8%	6.2%	5.8%	\$13.60	\$13.60	\$13.50	\$12.12	\$10.83
General	4.2%	3.7%	3.6%	3.6%	3.9%	\$10.00	\$20.00	\$20.00	\$10.00	\$11.24
Conv/Strip Ctr	7.1%	6.4%	6.1%	6.0%	5.1%	\$16.07	\$16.78	\$16.48	\$16.47	\$16.10
Restaurant	12.4%	12.4%	8.8%	9.6%	9.6%	\$0.00	\$0.00	\$14.00	\$14.00	\$18.50
South	5.3%	4.8%	4.2%	3.6%	3.7%	\$17.08	\$16.92	\$16.78	\$17.25	\$17.33
Power Ctr	1.0%	1.2%	1.1%	1.1%	1.1%	\$15.88	\$16.00	\$16.00	\$16.00	\$14.00
Neighborhood Ctr	8.7%	6.8%	5.4%	5.7%	6.0%	\$16.24	\$15.61	\$14.32	\$16.24	\$16.24
General	6.8%	5.9%	6.5%	6.5%	6.0%	\$16.00	\$16.00	\$16.50	\$16.50	\$18.00
Conv/Strip Ctr	6.6%	6.6%	5.9%	3.2%	3.7%	\$18.89	\$18.89	\$18.69	\$19.25	\$19.40
Restaurant	9.3%	9.3%	9.3%	9.3%	9.3%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
North	0.8%	0.8%	0.9%	0.9%	0.9%	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Power Ctr	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Ctr	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restaurant	0.0%	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	5.6%	5.3%	5.3%	5.1%	4.5%	\$14.44	\$14.85	\$14.67	\$14.41	\$15.40

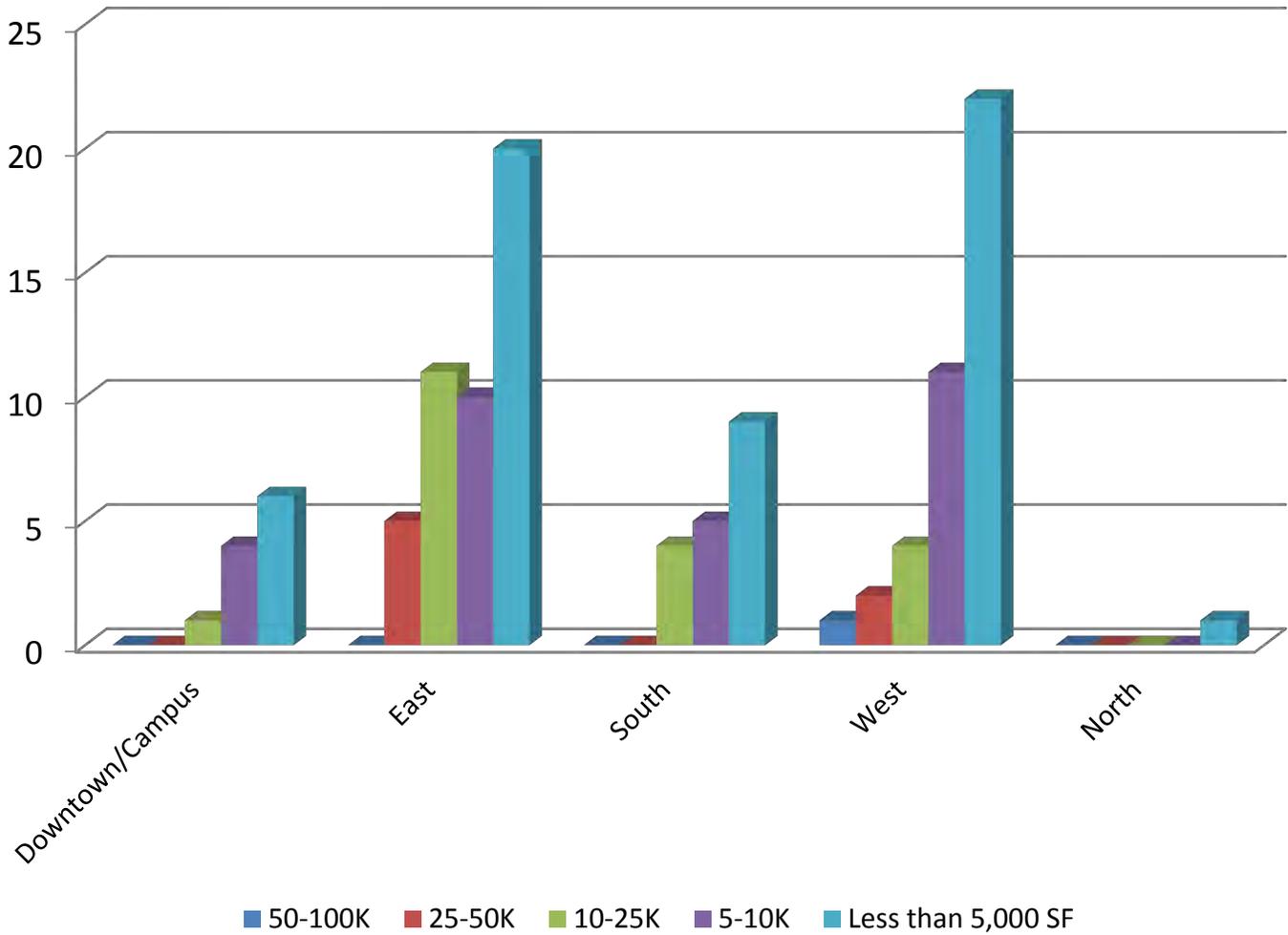


Biggest Absorption Changes



Property Name	SF Occupied or Vacated	Company Name	Market	Type	Landlord Rep
East Prairie Commons	49,500	Hobby Lobby	East	Power Ctr	Livesey Company
Sentry	49,405	Society of St. Vincent de Paul	East	Power Ctr	Sperry Van Ness
Hilldale Mall	11,752	Undisclosed Tenant	West	Regional Ctr	WS Development
Highland Gates Shopping Center	8,105	Farrels Extreme Body Shaping, All State Insurance & Living Art Aquarium	West	Conv/Strip Ctr	Lee & Associates
High Point Center	7,532	Ocean Spa, Frame Shop & Helping Hands	West	Conv/Strip Ctr	Mid-America Real Estate Group
The Shoppes at Prairie Lakes	5,615	Forever Yours Jewlery & Rocky Rococo	East	Conv/Strip Ctr	Prairie Development
802 Atlas Ave	5,600	Hoops of Dane County	East	Restaurant	
The Shoppes at Prairie Lakes	5,543	Macs, Blush Nail Boutique, & Elements Therapeutic Massage	East	Conv/Strip Ctr	Prairie Development
Greenway Station	4,500	Soft Surroundings	West	Power Ctr	RED Development
4100-4104 E Washington Ave	4,200	April and Cycle Gear & Simply Communications	East	Conv/Strip Ctr	Opitz Realty Inc.
Tokay Place	3,700	Blueprints Inc & Tai's Asian Bistro	West	Neighborhood Ctr	Livesey Company
121-127 E Mifflin St	3,600	Underground Food Collective	Downtown/Campus	General	Urban Land Interests
6730-6754 Odana Rd	3,200	Undisclosed Tenant	West	Conv/Strip Ctr	CBRE
East Prairie Commons	3,173	Multiple Tenants	East	Power Ctr	East Prairie Management
Pier 37	2,319	World Finance Corporation & CherryBerry	East	Conv/Strip Ctr	Livesey Company
Prairie Oaks Shopping Center	(1,500)	Auntie Ems	South	Neighborhood Ctr	Ruedebusch Commercial Investments
Sauk Creek Shoppes	(1,550)	TLC Dry Cleaners	West	Conv/Strip Ctr	Flad Development & Investment Corp
1728-1732 Thierer Rd	(1,600)	Fat Cat Beads	East	Conv/Strip Ctr	Lee & Associates
326 W Main St	(1,600)	Village Hearth Bakery	East	General	Lee & Associates
East Town Plaza	(2,100)	Midwest Open MRI	East	Power Ctr	Ramco-Gershenson Inc.
The Avenue Shops	(2,248)	Jerrys Sew & Vac	East	Neighborhood Ctr	Lee & Associates
Odana Plaza	(5,436)	The Last Square	West	Conv/Strip Ctr	Hovde & Hovde, Inc.
West Place Four	(6,298)	Multiple Tenants	West	Conv/Strip Ctr	Livesey Company
4802 E Washington Ave	(8,000)	GINZA of Tokyo	East	Restaurant	Newmark Grubb Gialamas
Arboretum Place	(23,640)	Home Concepts	West	Power Ctr	General Capital Group

Largest Blocks of Available Space



Historical Blocks of Space

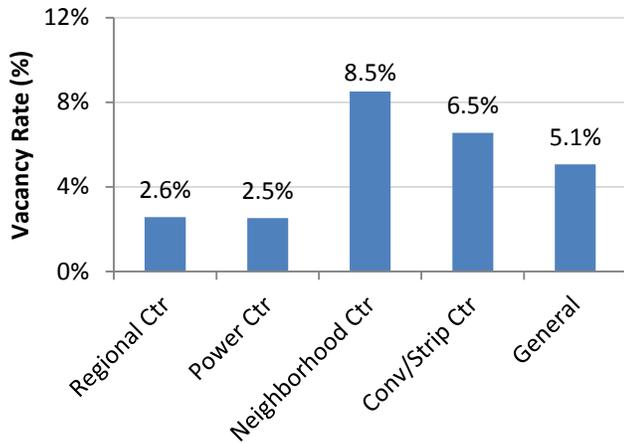
Quarter	50-100K	25-50K	10-25K	5-10K	Less than 5,000 SF
2013 Q2	1	9	19	35	55
2013 Q3	1	9	20	37	53
2013 Q4	1	10	16	33	55
2014 Q1	1	10	17	31	51
2014 Q2	1	7	20	30	58

Notable Transactions

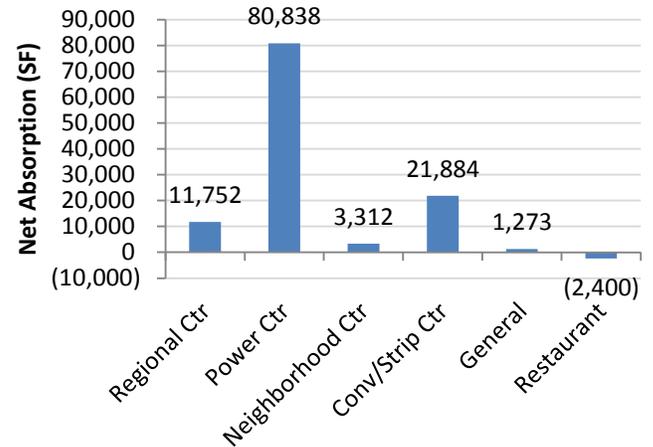


Property Name	SF Leased or Sold	Company Name	Market	Type	Lease/Sale	Landlord Rep
5215-5235 High Crossing Blvd	150,750	Steinhafels Inc	East	Big Box	Sale	
East Prairie Commons	49,500	Hobby Lobby	East	Power Ctr	Lease	Livesey Company
1052 W Main St, Sun Prairie	49,405	St. Vincent De Paul	East	Big Box	Sale	Altus Commercial Real Estate
Lakeside Shopping Center	42,435	Star Investments	East	Conv/Strip Ctr	Sale	
5302 Verona Rd	22,500	Chopia LLC	South	Freestanding	Sale	Keller Real Estate Group
1819 Parmenter St	20,100	SEG Enterprises LLC	West	General	Sale	
Hilldale Mall	11,752	Undisclosed Tenant (+ 10152 SF) (Suite N-W)	West	Regional Ctr	Lease	WS Development
Firestone - East Towne Mall	17,800	Bridgestone Americans Inc	East	Automotive	Sale	
Firestone - West Towne Mall	14,584	Bridgestone Americans Inc	West	Automotive	Sale	

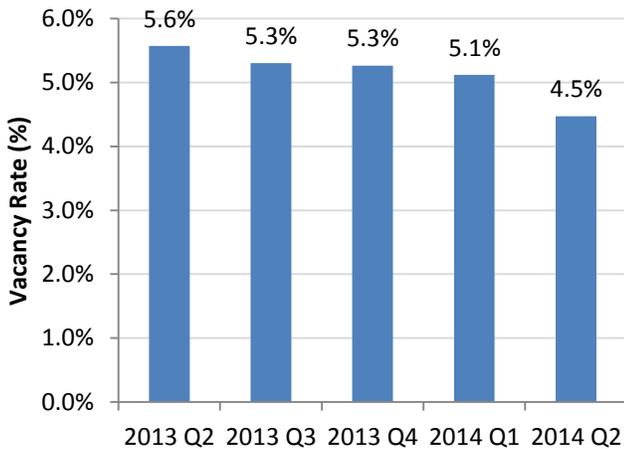
Vacancy Rate by Type



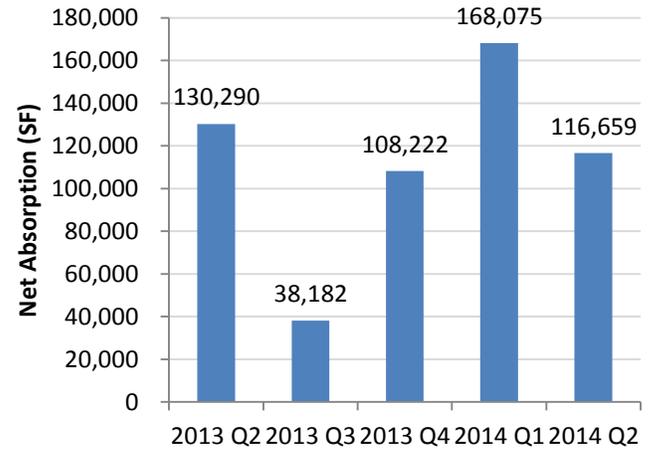
Net Absorption by Type



Vacancy Rate by Quarter



Net Absorption by Quarter



This information has been obtained from sources believed reliable. While we do not doubt its accuracy, we have not verified it and make no guarantee, warranty or representation about it. It is your responsibility to independently confirm its accuracy.

For additional information about this report or to discuss membership in Xceligent please contact

Joe Doyle

[262] 613-9878

jdoyle@xceligent.com



COMMERCIAL REAL ESTATE INFORMATION

APPENDIX 6

**State of Wisconsin, Department of Administration
Hill Farms A&B Re-Development RFP No. 505-004**

Form to Register for Mandatory Tour

REGISTRATION AND RELEASE OF LIABILITY FORM
STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION
REQUEST FOR PROPOSALS No. 505-004
HILL FARMS A&B RE-DEVELOPMENT

Instructions: Any Proposer that intends to submit a Proposal must attend a **mandatory** tour of the Hill Farms Property and Badger Road Property to be held on **Friday, October 17, 2014 at 3:00 pm CT**. Each Proposer member wishing to attend the mandatory tour **must pre-register** by completing this form and submit the completed form via email to: HillFarmsRFPinfo@wisconsin.gov on or before **Wednesday, October 15, 2014 at 5:00 pm CT**. This Registration and Release of Liability Form can accommodate the signature of one person. **Proposer members who do not pre-register will not be allowed to attend the tour.**

Pre-registered Proposer members will first meet and check-in for the site tour at the Hill Farms Facility located at 4802 Sheboygan Avenue, Madison, Wisconsin 53702 on **Friday, October 17, 2014 at 3:00 pm CT**. The DOA will provide transportation and a guided tour of the Hill Farms Property and Badger Road Property. The tour is expected to last 2 hours. **At least one member of the Proposer's team must pre-register and attend the mandatory tour or their Proposal may be disqualified.**

* * *

The undersigned hereby releases the State of Wisconsin, including all departments, agencies, boards, employees, and/or any tenant(s), from liability for any injury and/or damages (if any) resulting from the undersigned's tour of the Hill Farms Property and Badger Road Property.

The undersigned also agrees to take reasonable precautions to prevent any damage to the Hill Farms Property and Badger Road Property arising from their tour thereof and to replace, or fully compensate the State of Wisconsin at replacement value for any damages to the Hill Farms Property and Badger Road Property arising from the tour of the Hill Farms Property and Badger Road Property.

Signature: _____ Date: _____

Name (Please Print): _____

Proposer Team: _____

Company/Affiliation: _____

Telephone Number: _____ E-mail: _____

Company Address: _____

Do you require special tour accommodations for a disability? (check one) Yes: _____ No: _____

If yes, please describe: _____

APPENDIX 7

**State of Wisconsin, Department of Administration
Hill Farms A&B Re-Development RFP No. 505-004**

Form to Submit Proposers' Questions

APPENDIX 8

**State of Wisconsin, Department of Administration
Hill Farms A&B Re-Development RFP No. 505-004**

Selection Committee Screening Matrix

Hill Farms A&B Re-Development RFP No. 505-004

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
A. Team			
1)	Strength of Development Team Firms		Team organization is defined with individual firm histories and background information. All areas of expertise are covered and roles are clearly defined.
2)	Team Member Experience and Resumes		Team members are identified with specific roles and resume/reference information.
3)	MBE/DVB Participation		The Team includes MBE/DVB firms. The Team has defined goals and an action plan to encourage MBE/DVB participation.
4)	Team Workload and Capacity		Individual firms identified their current commitments and anticipated new engagements throughout the duration of the project. Team demonstrates ability to successfully add a project of this magnitude to its workload.
Category Total Value		25%	

Category	Sub-Factors for Consideration	% Value	Notes
B. Relevant Experience and Past Performance			
1)	Broad Experience with Components of Proposed Development		Proposal provided as least three (3) similar projects that included at least one (1) of the three (3) relevant components. Roles and responsibilities for each project provided were clearly defined.
2)	Experience with Mixed-Use Development		Team has recent relevant experience with mixed-use projects with similar characteristics to the proposed project.
3)	Experience with the State of Wisconsin and other Public Entities		Team has experience working with the State of Wisconsin and other public entities.
4)	References		Team provided sufficient end-user references from similar projects.
Category Total Value		25%	

Hill Farms A&B Re-Development RFP No. 505-004

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
C. Financial Capabilities			
1)	Securing Financing for Similar Projects		Proposal provided satisfactory evidence of the Team's ability to secure financing for project(s) with a total cost of \$300 million or more in the last five (5) years, and ; satisfactory evidence of the ability to obtain financing for development and land acquisition project(s) with a total cost of \$250 million or more.
2)	Letter(s) of Interest from Potential Funding Sources		Team has clearly defined funding strategy and letters of interest from potential lenders.
3)	Bonding and Insurance		Team demonstrates sufficient bonding capacity and insurance is in place.
4)	Developer Financial Capability		Team has provided balance sheets and evidence of cash and/or cash equivalents sufficient to implement the project.
5)	Bankruptcy Attestation		Team has attested that no member firm has filed for bankruptcy in last ten years or is currently in bankruptcy.
Category Total Value		15%	

Category	Sub-Factors for Consideration	% Value	Notes
D. Concept & Design			
1)	Overall Master Plan and Architectural Theme for Site		The proposed project meets the State's program needs with a defined sense of place.
2)	Project Size, Use Mix, and Viability		The proposed project size and use mix represent the site's highest and best use and maximizes value. The proposed mixed-use development is backed by verified market demand. Potential tenants are identified with supporting documentation.
3)	Sustainable Design		The proposed master plan incorporates DFD sustainability guidelines.
4)	Parking and Transit Oriented Features		The proposed master plan includes sufficient parking and transit oriented features.
5)	Community Connectivity		The proposed master plan connects with the surrounding community and integrates into pedestrian and vehicular connections to the broader community.
Category Total Value		20%	

Hill Farms A&B Re-Development RFP No. 505-004

Round I | Request for Proposals

Proposer Team: _____

Category	Sub-Factors for Consideration	% Value	Notes
E. Implementation Strategy, Budget, and Schedule			
1)	Proposed Development Process		Narrative outlines the strategy and methodology for implementation of the project.
2)	Project Schedule and Phasing Plan		All timelines for project phasing, construction, and occupancy are clearly identified and realistic.
3)	Budget, Proforma, and Cash Flow		Team has a complete project budget including construction cost estimating, proforma, and cash flow projections.
4)	Overall Economic Impact of Project		Estimated temporary/permanent jobs and projected value for tax revenue generation and overall economic impact are addressed in the proposal.
5)	Zoning, Public Approvals, and Community Outreach		Team understands the current zoning, the path for all necessary public approvals, and has outlined a strategy for implementation and community outreach.
Category Total Value		15%	

Round I Request for Proposal :: Proposer's Score		
Category	% Value	Maximum Value
A. Team		25%
B. Relevant Experience and Past Performance		25%
C. Financial Capabilities		15%
D. Concept & Design		20%
E. Implementation Strategy, Budget, and Schedule		15%
TOTAL SCORE PERCENTAGE		100%

APPENDIX 9

State of Wisconsin, Department of Administration

Hill Farms A&B Re-Development RFP No. 505-004

Designation of Confidential and Proprietary Information Form

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 505-004

HILL FARMS A&B RE-DEVELOPMENT

The attached material submitted in response to RFP No. 505-004 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name):	
Date:	