

EXHIBIT 'C' – ADMINISTRATIVE REQUIREMENTS

PROJECT: PROJECT NO.:
 AGENCY: LEASE NO.:
 LOCATION: DATE:

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PROJECT CONTACT: PHONE:
 EMAIL: FAX:

Confirmation Statement

I/we have read this Exhibit 'C' Administrative Requirements and understand it is incorporated into, and is part of, this lease.
 I/we have acknowledged each and every page by placing my/our initials on this cover sheet.

Initials _____

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

1.00 GENERAL

- A. The State of California and its governing agencies have mandated that the Department of General Services (DGS), Real Estate Services Division (RESD) adhere to all regulations, policies and state statutes for all state agencies leasing private sector building space.
- B. This Exhibit 'C' document is a binding part of the lease document and shall function with Exhibits 'A' and 'B'.
- C. The forms contained in Division 4 are for the Lessor's reference. A separate Lessor's forms packet will be provided by RESD for the Lessor's use. The forms contained in the "Lessor's Packet" are to be used by the Lessor to accomplish the processes required by this document.
- D. Federal Americans with Disabilities Act (ADA) and California Building Code (Title 24) accessibility requirements are combined and noted hereafter as **CBC/ADA**.
- E. Abbreviations: State Fire Marshal (SFM), Division of the State Architect (DSA), Real Estate Services Division (RESD).

1.01 STATE FIRE MARSHAL AUTHORITY

- A. Section 13108 of the California State Health and Safety Code gives the State Fire Marshal (SFM) authority for enforcement of fire protection regulations for State owned and State occupied leased buildings or premises. This authority encompasses both plan review and construction inspections of all leased facilities.
- B. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation through the RESD Space Planner to the SFM. The SFM has final authority in the determination of compliance and will take the lead in the resolution of problems or suitable interpretation of code.
- C. For projects with no alterations (a change, addition or modification in construction, change in occupancy or use, or repair to an existing building or facility. Including, but not limited to remodeling, renovation, rehabilitation, reconstruction, rearrangement in the plan configuration of walls and full-height partitions), the Lessor is not required to submit construction documents to the SFM.
- D. *Per CBC 111.1: No building or structure shall be used or occupied until the building official has issued a certificate of occupancy.*

1.02 ACCESS COMPLIANCE AUTHORITY

- A. California law incorporates the Americans with Disabilities Act requirements. California Government Code provides that buildings shall be made accessible to, and usable by, persons with disabilities, whether they are leased, rented, contracted, sublet, or hired by any municipal, county, or State divisions of government, or special district. California Building Standards Code defines that all State facilities shall meet the federal Architectural Barriers Acts.
- B. These statutes, in addition to the California Building Code, Title 24, generate the need for a standard process to ensure access compliance with respect to State leased facilities.

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

- C. The **Division of the State Architect (DSA)** is charged with the responsibility of ensuring compliance with the above standards.
- D. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation to the RESD Space Planner.
- E. The DSA has delegated a component of the access compliance responsibility to RESD for leased facilities. Conforming to DSA delegation, RESD is requiring the Lessor to ensure compliance by utilizing one of the two procedures defined in this document. Refer to Division 3 (below) for specific requirements and procedures.
- F. Public right- of- way access is required for all State leased facilities. If the existing conditions do not meet the required codes and regulations, the design professional (Lessor's architect) must demonstrate and document a diligent effort to request that the authority (having control) over the public right- of- way, makes the necessary modifications to secure right-of-way access. All correspondence shall be documented and provided to the RESD Space Planner for the project file.

End of Authority and Policy Requirements

DIVISION 2 – STATE FIRE MARSHAL PROCEDURE

2.00 RESD LEASE EXHIBIT 'A'

- A. Prior to the lease execution, the RESD Space Planner is responsible for the development and submittal of the lease Exhibit 'A' space plan(s) to the SFM for a design consultation review and approval. The approved Exhibit 'A' plan(s) will reflect the design concept for the proposed lease within the configuration of the existing building shell. If RESD elects to use a narrative Facilities Design Program (FDP) in place of the Space Plan, the SFM review and approval will follow lease execution and development of preliminary architectural drawings by the Lessor.

2.01 CONSTRUCTION DRAWINGS

- A. The Exhibit 'A' Plan or the Exhibit 'A' FDP are design development guidelines only. Lessor, at Lessor's sole cost and expense, shall provide all required construction documents and calculations necessary to obtain a building permit from the local Building Department and to construct the improvements as indicated. The use of Exhibit 'A' Plan in lieu of construction documents is not acceptable to the State.

2.02 PLAN REVIEW AND APPROVAL

- A. The Lessor's architect is required to submit the construction documents to the SFM for plan review and approval **prior to construction**. Lessor's architect shall use the SFM Plan Review Triage List (Form B) in development of construction documents. **All** specific technical elements of the construction such as fire alarm and smoke detection systems, fire sprinklers, construction details of fire assemblies, etc. shall be included with the construction documents. For projects with no alterations, the Lessor is not required to submit construction documents to the SFM.
- B. The Lessor's architect shall submit the **SFM Plan Review Application** (Form A) and the construction documents to the State Fire Marshal in Sacramento. There is no fee associated with the SFM review process. Other pertinent information can be found on the SFM web site at:
http://osfm.fire.ca.gov/firelifesafety/firelifesafety_planreview
- C. The **Plan Review Application form** and all submittals shall be sent to:
Office of State Fire Marshal, Fire and Life Safety
1131 S Street
Sacramento, California, 95814
Contact telephone: (916) 445-8550.

This form must be filled out completely, including the address to which the approved documents shall be returned. Plan review time is typically 6 to 8 weeks, however the architect shall verify the estimated review time for this project review at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

- D. The construction documents will be returned to the address shown on the Plan Review Application and will be accompanied by either a **SFM Plan Review Approval** or a **SFM Plan Review Transmittal** with a list of code deficiencies. Upon completion of plan review, the Lessor/architect shall provide a copy of the SFM Plan Review Approval letter to the RESD Space Planner.

DIVISION 2 STATE FIRE MARSHAL PROCEDURE

2.03 CONSTRUCTION INSPECTION

- A. The regional SFM office will inspect and approve the construction in the State leased building. There are two fire and life safety regions; North and South. The final SFM approved construction documents will include all inspection contact information. To request a SFM inspection for your site; provide a minimum of 24 to 48 hour notice prior to the inspection date. The Lessor, architect, or contractor shall be responsible for contacting the regional Deputy State Fire Marshal for coordination of the inspections based on the proposed construction schedule.
- B. After completion of each successive SFM construction inspection, any deficiencies shall be recorded on the SFM **Fire Safety Correction Notice** by the SFM assigned Deputy. The SFM Deputy will provide a copy of the Fire Safety Correction Notice at the time of inspection or email a copy to the Lessors contractor/representative within 48 hours of the visit. This form is to be signed by a Lessor's representative on site. Final approval by the Deputy SFM is recorded on this document and a **SFM Certificate of Occupancy** is then issued. The Lessor or Lessors contractor shall send a copy to the RESD Space Planner.

End of SFM Process

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.00 GENERAL

- A. To comply with the accessibility requirements and ensure that the facility has complied with all accessibility codes and regulations, the Lessor is required to complete one of the two processes defined below. In each case the RESD Space Planner will remain the primary contact. The facilities are categorized according to size as either Group I or Group II projects. Each category has specific requirements as defined. Group I projects are submitted to RESD and Group II facilities are submitted to DSA for plan review and approval. The Lessor is required to follow the procedure of the applicable process and is responsible for the associated costs.

3.01 FEE REQUIREMENT

- A. The Lessor is required to submit the project fee to RESD for Group I or directly to the DSA regional office for Group II facilities. The RESD Space Planner will calculate the required fee using the **CBC/ADA Access Compliance Fee Calculation Form E** (attached) and include this in the Exhibit C lease document.

3.02 DETERMINATION OF FACILITY GROUP

- A. The group is determined by the category and the size of the State's net usable leased area. The respective administrative process is defined in the following Sections 3.03 (Group I) and 3.04 (Group II). The Group Types are defined below:

GROUP I:

Building Type:	Net Usable Square Footage:
Existing Office Buildings	Less than 100,000 square feet
Existing Warehouse Buildings	Less than 500,000 square feet
Any Building to be Constructed	Less than 30,000 square feet

GROUP II:

Building Type:	Net Usable Square Footage:
Existing Office Buildings with Alterations	100,000 sq. ft. or greater
Existing Warehouse Buildings with Alterations	500,000 sq. ft. or greater
Any Building to be Constructed	30,000 sq. ft. or greater

Note: Certain Group I projects, at the discretion of the State, may be determined compatible with Group II process regardless of the building size. The RESD Space Planner shall inform the Lessor which process applies to this particular project during lease negotiations.

3.03 GROUP I FACILITY PROCEDURE

For Group I facilities the Lessor's architect is required to complete the requirements outlined in paragraphs A through D below:

- A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS' Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

1. DSA certified accessibility consultants trained for Leased facilities
<http://www.dgs.ca.gov/resd/Programs/LeasingandPlanning/NewLease/LeaseRequirements.aspx>
2. Certified Access Specialist (CASp)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>
3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
4. Architect licensed in the State of California

A.1.1 The consultant will survey the facility and site per CCR Title 24, California Building Code (CBC), and Americans with Disabilities Act (ADA). State agencies are public entities and shall comply with Title II of the ADA. Exceptions to the code for existing buildings are not permitted. Access compliance shall apply to exterior areas such as but not limited to path of travel to and from public transportation and public right-of-way, parking, passenger drop-off and loading zones, walks and sidewalks, curb ramps, ramps, and all stairs. Access compliance shall also apply to interior areas such as but not limited to entrances and exits, lobbies, building common areas, elevators, access lifts, doors and gates, access to and through all rooms and spaces, restrooms, signs and identification, counters, waiting, seating areas, assistive listening systems, telephones, drinking fountains, alarms, and horizontal/vertical access. Consultants will observe and record all deficiencies, as well as provide solutions needed to bring facility into compliance with sufficient detail to allow Lessor or his/her agent to develop a cost estimate for proposed barrier removal. Should all areas mentioned above not be fully constructed, consultants shall review the construction documents in addition to the physical evaluation.

- B. Fee Payment: The Lessor shall prepare a check payable to the Dept. of General Services, Real Estate Services Division. Lessor shall enclose a copy of the **CBC/ADA Access Compliance Fee Calculation** Form E (attached) as prepared by the RESD Space Planner, along with payment and mail to DGS, RESD (Include the project number on the check to RESD).
- C. Construction Documents: The Lessor's Architect will incorporate all items defined in the accessibility survey into the construction documents. The Lessor shall submit the completed drawings to RESD for review.
- D. Verified Report: Following the completion of construction, the Lessor's architect is responsible for verifying that the items outlined in the accessibility survey and incorporated into the construction documents have been completed. The **Verified Report** Form G (attached) shall be signed by the Lessor's architect. The architect shall forward the signed Verified Report to RESD Space Planner prior to the final inspection that will be performed by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group I Procedure

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.04 GROUP II FACILITY PROCEDURE

The Lessor is required to submit plans and specifications to the **Division of the State Architect (DSA)** for access compliance review and approval. Although the formal process for access compliance plan review and approval is processed through DSA, the DGS RESD Space Planner will continue as the project manager. The Lessor's architect shall inform RESD of the status of plan review/approval from DSA.

For Group II facilities the Lessor's architect is required to complete the requirements outlined in paragraphs A through F below:

- A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
1. DSA certified accessibility consultants trained for Leased facilities
<http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm>
 2. Certified Access Specialist (CASp)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#1>
 3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
 4. Architect licensed in the State of California

Note: See Section 3.03; paragraph A.1.1 (Group I Facility Procedure) for parameters of survey.

- B. Construction Drawings and Specifications: The Lessor is required to retain an architect licensed in the State of California to design and develop plans and specifications in accordance with the lease exhibits and applicable codes and regulations. The Lessor's architect will incorporate all items defined in the accessibility survey into the construction documents. The architect is required to stamp and sign the construction documents.
- C. Fee Payment: In accordance with the calculation of fees per the **CBC/ADA Access Compliance Fee Calculation Form E** (attached), the Lessor shall prepare a check payable to the Division of the State Architect. This check along with a copy of the CBC/ADA Access Compliance Fee Calculation Form E shall be forwarded directly to the appropriate regional DSA office in the submittal package.
- D. Submittal Package: The submittals shall be sent to the appropriate DSA regional office. The state is divided into four regions, San Francisco Bay Area, Sacramento, Los Angeles and San Diego. The DSA regional office that will review this project can be confirmed by calling DSA at (916) 445-8100. The submittal package must be complete before the DSA accepts the project for review. Proceed to the DSA website using the link below for instructions on this process:

<http://www.dgs.ca.gov/dsa/Programs/progProject/overview/projsubmitintro.aspx>

Upon receipt of the submittal package, a DSA application number is assigned to the project for tracking purposes. A preliminary review of your submittal is performed within a few days. Plan review is scheduled after DSA verifies that a complete submittal package has been received. The Lessor's architect shall verify the estimated time for this project review with DSA at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

- E. DSA Plan Approval: Once approval has been granted by DSA, the Lessor is required to construct the project in compliance with the plans, specifications and lease exhibits. The Lessor shall provide a copy of DSA's letter of approval to the RESD Space Planner. Construction shall not commence until this process has been completed.
- F. Verified Report: Following completion of construction, the Lessor's architect shall visit the site to verify that the building and site are in compliance with the DSA approved plans and specifications. The **Verified Report** Form G (attached) shall be completed and signed by the Lessor's architect. The architect shall forward the Verified Report to RESD Space Planner prior to the final construction inspection by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group II Procedure

DIVISION 4 – REFERENCE FORMS
4.00 FORM A

STATE OF CALIFORNIA NATURAL RESOURCES AGENCY

Edmund G. Brown Jr., Governor



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
FIRE AND LIFE SAFETY- NORTH DIVISION
1131 S Street
SACRAMENTO, CA 95811
T: (916) 445-8550 F: (916) 324-3784
Website: www.osfm.fire.ca.gov



PLAN REVIEW APPLICATION

(Must be submitted with all plans, specifications, deferred approvals, and back checks)
Please Type

Application Date: _____

State Department: _____

Building / Project Name: _____

Agency's Project #: _____ Bill To: _____ ARF Number Agency
(For DGS - please check one of the boxes above)

Project Address: _____

City: _____ Zip Code: _____ County: _____

Scope of Project: _____

Estimated Contract Cost: _____

Submitting Firm/Agency: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Contact Person: _____

Telephone Number: _____ Email: _____

DGS Real Estate Leasing and Planning Representative (Required)

Name: _____

Email: _____

Phone: _____

-----SFM USE ONLY-----

SFM File #:

Control ID #:

Date Received:

**DIVISION 4 – REFERENCE FORMS
4.01 FORM B**



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

Fire and Life Safety Division (916) 445-8550 Website: www.osfm.fire.ca.gov

Plan Review Triage Deficiency List

Provide the information indicated on your plans and re-submit to obtain a complete plan review. The items outlined below are not all encompassing and re-submittal is NOT considered a back check.

Thank you.

Data Base # _____

CSFM File # _____

- Completed plan review application available at <http://osfm.fire.ca.gov/firelifesafety/pdf/PlanReviewAppl.pdf>
- All plan sheets are present and represented on the sheet index
 - All sheets have been “wet” stamped and signed
 - California State Fire Marshal’s File Number has been added to the Title sheet.
Please add File #: _____
 - Scope of work
 - Site Map with compass indicating North
 - Key Plan where applicable indicating North
 - List of deferred submittals
 - Fire Alarm
 - Automatic Suppression System
 - Local Fire Authority Access Approval Letter
 - Applicable code listings and standards for project (Must list current code cycle edition)
 - Title 19, CCR, Public Safety, SFM Regulations
 - 2013 CA Administrative Code Title 24, Pt 1
 - 2013 CA Building Code (CBC) Title 24, Pt 2
 - 2013 CA Electrical Code (CEC) Title 24, Pt 3
 - 2013 CA Mechanical Code (CMC) Title 24, Pt 4
 - 2013 CA Plumbing Code (CPC) Title 24, Pt 5
 - 2013 CA Energy Code CCR Title 24, Pt 6
 - 2013 CA Fire Code (CFC) CCR Title 24, Pt 9
 - 2013 CA Green Building Standards Title 24, Pt 11
 - 2013 CA Referenced Standards Title 24, Pt 12
- Complete Building Analysis (include all the following)
 1. Occupancy classification and use
 2. Building construction type
 3. Number of stories
 4. Actual building height
 5. Building area in Square Feet
 6. Area of project in Square Feet (i.e. T-I)
 7. Separated or Non-separated Use
 8. Allowable area per (CBC)
 9. Area increase
 10. Height increase
 11. Fire Sprinklers (Y or N)
Type: (Wet, Dry, Pre-action or Deluge)
 12. Fire Alarm (Y or N)
Type: (Manual, Automatic, etc.)
 13. Other Fire Protection System, if any (Y or N)
 14. Smoke Control System (Y or N)
 15. Occupant load for entire building and each floor
 16. Year building was constructed
 17. In a High Fire Hazard Severity Zone? (Y or N)
 18. Seismic Joints (Y or N) if yes, provide location
 19. Emergency Responder Radio Coverage (Y or N)
- Drawings are to scale (1/8” applicable for fire alarm)
- Drawings with compass indicating North
- Floor Plans to identify use and provide room number
- Exiting plan to identify egress path of travel to a public right of way
(Indicate occupancy on floor plans, as well as cumulative loads at lobbies and stair ways from all floors)
- Fire Alarm Plans shall list submittal documentation per 2013 NFPA 72
- Sprinkler System Plans shall be submitted per 2013 NFPA 13 requirements. Provide flow calculations
- Other:

(Partial list of standards commonly used, for complete list and year of edition adopted see 2013 CBC chapter 35 and/or 2013 CFC chapter 45)
2013 NFPA 13, Sprinkler Systems (CA amended)
2013 NFPA 14, Standpipe & Hose (CA amended)
2013 NFPA 20, Pumps for Fire Protection
2013 NFPA 24, Fire Service Mains (CA amended)
2013 NFPA 72, Fire Alarm Code (CA amended)

**Please visit the Office of the State Fire Marshal
Fire and Life Safety Division - Plan Review
webpage at
<http://osfm.fire.ca.gov/firelifesafety/firelifesafety/planreview.php>
for additional information and forms to aid in the
success of your project.**

DIVISION 4 – REFERENCE FORMS

4.02 FORM C

(NOT USED)

4.03 FORM D

(NOT USED)

DIVISION 4 – REFERENCE FORMS

4.04 ACCESS COMPLIANCE, FORM E

ACCESS COMPLIANCE FEE CALCULATION

RELPS Planner: _____ Date: _____

Agency: _____

Address: _____

Project Number: _____

Project Name: _____

For GROUP I Facilities
 Send to:
 Dept. of General Services
 Real Estate Services Division
 Professional Services Branch
 707 3rd Street, Suite 5-305
 West Sacramento, CA 95605

For Group II Facilities
 Send to:
 DSA Regional Office
 See DSA Website for offices in
 your area at
www.dsa.dgs.ca.gov/Contact/default.htm

Project Type	Project Size (net usable s.f.)		Project Value (PV)
<input type="checkbox"/> Existing Warehouse Buildings		\$20/sf	\$ -
<input type="checkbox"/> Existing Office Buildings		\$50/sf	\$ -
<input type="checkbox"/> New Construction		\$150/sf	\$ -

GROUP I (Under \$5,000,000)	Project Value	Multiplier	Fee
PV X 0.2% of 1st \$500,000 =	\$ -	0.002	\$ -
Remainder of PV x 0.1% =	\$ -	0.001	\$ -
Remainder between 2M and 5M x .01%	\$ -	0.0001	\$ -
Calculated total =			\$ -
x 10% (QA or \$200 Minimum) = Total Fee			\$ -

GROUP II (Over \$5,000,000)	Project Value	Multiplier	Fee
PV x 0.5% of 1st \$500,000	\$ -	0.005	\$ -
PV between 500,000 and 2M x .25%	\$ -	0.0025	\$ -
PV over 2M x .1%	\$ -	0.001	\$ -
Calculated total -			\$ -
Total Fee			\$ -

Total Lessor Fee Obligation: \$ -

DIVISION 4 – REFERENCE FORMS

4.05 DVBE PROGRAM CERTIFICATION SHEET, FORM F

CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE
PROGRAM CERTIFICATION SHEET

Lessor must complete and sign to certify if DVBE Participation was or was not obtained

LEASE AMOUNT/DVBE CERTIFICATION

Lease Project No.:

I hereby certify that the Lease Contract Amount, as defined below, is in the amount of \$_____ of which \$_____ was awarded to a certified DVBE firm resulting in _____% DVBE participation. I understand that the Lease Contract Amount is the total dollar figure against which the DVBE participation will be evaluated.

Lessor Name

Date

Lessor's Signature

Printed Name

DEFINITION: Lease contract amount is the total amount of lease costs expended by the Lessor over the firm term of the lease which are attributable to expenditures by the lessor to make the leased property sufficient for state occupancy. This typically includes, but is not necessarily limited to, tenant improvements, extraordinary maintenance, and janitorial services specified in the lease. In the case of a build-to-suit facility, the total of the construction and off-site development costs, as well as architectural and engineering costs, would be included.

DIVISION 4 – REFERENCE FORMS

4.06 VERIFIED REPORT, FORM G

State Leased Buildings and Facilities Verified Report - Form G

The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report to the Department of General Services / Real Estate Services Division, Planner (DGS/RESD) prior to the state tenant taking occupancy.

RESD Project Info:	Agency:	RESD Project #
	Project Type (Scope of Work):	Date:
	RESD Planner:	Phone:

Facility Info:	Building Name	Hours of Operation:	
	Address:	Suite	
	City:	Zip:	
	Lessor Contact	Phone	Fax

Contractor:	Company Name	License #	Phone
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This report includes all construction work through the date of: _____ month _____ day _____ year			
Exterior Work	% Compliant	Interior Work	% Compliant
		Accessible Main Entrance	
Parking & Accessible Stalls		Doors & Gates	
Walks & Sidewalks		Information / Reception Counter	
Curb Ramps		Elevators / Ramps / Lifts	
Stairways		Sanitary Facilities / Sinks / Drinking Fountains	
Ramps & Landings		Stairwells / Exits	
Accessible Main Entrance		Conference / Meeting / Assembly Rooms	
Wayfinding & Signage		Wayfinding & Signage	
		Fire Alarms	
		Total Project Percentage of Completion	
*All items required to be 100% complete unless Hardship approved by DSA or Mitigation Plan outlined in lease.			
List work and % to be completed (attach additional pages as necessary):			

I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore.

Architect:	Signature	Date
	Name	Architect #
	Company / Firm	Phone
	Address	Fax

Submit completed forms to location indicated below:	
DGS/RESD Attn: Planner	Real Estate Services Division 707 Third Street, Suite 5-305 West Sacramento, CA 95605