EXHIBIT C

Guidance for Tenant Improvements Cost Summary Table
Request sample TICS table from Stacy Schwalbendorf via e-mail only
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1. The Tenant Improvements Cost Summary Table (TICS) table is a tool for calculating and recording a lessor's proposed tenant improvement (TI) costs, as required in the SFO. The table is closely modeled after the Construction Specifications Institute's (CSI's) UniFormat, or the Uniform Classification System for organizing preliminary construction information into a standard order or sequence on the basis of functional elements. Functional elements, often referred to as systems or assemblies, are the major components common to most buildings that usually perform a given function regardless of the design specification, construction method, or materials used, such as roofing, HVAC, electrical service, plumbing, etc. The table allows for all the functional elements of a building, as defined above, to be clearly separated into shell and tenant improvement categories. Subsequently the TICS table provides accurate tenant improvements cost data and makes price evaluation more intuitive and standardized.

2. Completion of the table is self-explanatory. The lessor inputs the proposed costs for each of the indicated elements, which are broken out into shell and tenant improvements categories. The lessor then submits the completed table using the instructions set out in the Solicitation for Offers (SFO) Tenant Improvements Pricing Requirement (MAR 2007) paragraph.

3. In addition, the table outlines all the respective trades that must be represented for a competitive proposal process among subcontractors for tenant improvement work, if there is an absence of sufficient competition from the general contractors. There is also an additional workbook titled Uniformat Levels 1-4, which further clarifies the item and functional element groupings and defines what groupings are under Level 1 costs. FAR 15.406-3 states that the contracting officer must document in the contract file the principal elements of the negotiated agreement as well as provide required elements. Further, it requires documentation for fair and reasonable pricing. The TICS table provides a practical tool for meeting these requirements.

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    Request.docx
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