Request for Proposals

Personal Protective Equipment Dispensing Machines

San Francisco Bay Area Rapid Transit District (BART) Real Estate and Property Development Department 300 Lakeside Drive, 22nd Floor Oakland, CA 94612

August 31, 2020

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Thank you for your expression of interest in our Personal Protective Equipment Automated Dispensing Machine Pilot Program at selected BART stations. We are now accepting written proposals from interested parties.

All submittals should be received no later than Friday, September 18, 2020 at 4PM.

I. INTRODUCTION

A. BART Offering

The San Francisco Bay Area Rapid Transit District ("BART" or the "District") is making available one or more Station Retail Permits for the placement, maintenance and operation of Personal Protective Equipment ("PPE") dispensing machines at selected BART Stations, in order to better accommodate our riders and help protect the public from COVID-19.

BART believes the availability of face masks and other PPE will serve as a tremendous amenity to our patrons, and wishes to test the use of PPE dispensing machines within our system.

B. Request for Proposals ("RFP")

BART is soliciting proposals to select one or more potential permittees for the placement, maintenance and operation of PPE dispensing machines at all of the following high passenger volume Stations:

Powell 19th Street Downtown Berkeley Coliseum

In addition to the above Stations, BART will consider proposals to place PPE dispensing machines at the following Stations:

Richmond Pittsburg/Bay Point Dublin/Pleasanton Millbrae Warm Springs

BART is looking for the best combination of related experience, proven performance, business plan, qualifications, responsiveness, revenue and value to the BART District. In making its selection, BART will take all of these factors into consideration.

BART desires to enter into one or more 12-month Station Retail Permits ("BART Permit") with one or more entities, whereby the selected proposal submitter(s) will design, finance, install, own, maintain and operate the PPE dispensing machines.

BART reserves the right, at its sole discretion, to select more than one proposer to provide PPE dispensing machines at the various stations.

BART also reserves the right to extend the duration of the BART Permit or modify it to include additional station locations.

C. BART Objectives

BART operates approximately 131 miles of rapid rail service, serving 50 stations in the five Bay Area counties (Alameda, Contra Costa, San Francisco, San Mateo and now Santa Clara). As of June 2020, the system serves Santa Clara County with two new stations.

BART is the steward of a large-scale public investment, which includes important real property assets essential to BART's operation. These assets also contribute to the ongoing financial viability of the transit system. By promoting the installation of PPE dispensing machines at select BART stations, the District can not only better serve its patrons, but may also generate revenue as a result.

D. Unique Aspects of This Solicitation

Pilot Permit Term. The PPE dispensing machine permit will be for a pilot program and anticipated to be a for a 12-month duration.

BART has an immediate interest in the placement of attractive PPE dispensing machines to serve our riders and public. The design, installation, operation and maintenance of the dispensing machines must comply with all applicable provisions of BART's Station Retail Design and Development Standard ("Design Guidelines") as well as the most recent version of BART's Facilities Standards, Standard Specifications ("BFS").

The Design Guidelines are attached as Appendix A. The current BFS version is BFS R 3.1.3, October 2019, and can be found at: <u>https://webapps.bart.gov/BFS/BFS 3 1 3 Spec/BFS 3 1 3 index.html</u>

E. Permits & Other Due Diligence Conditions

The successful proposer(s) shall apply for and execute a BART Permit prior to any construction or installation work.

The selected proposer shall be solely responsible for obtaining any and all other Federal, State, and local permits, approvals, and licenses required to design, finance, develop, construct, install, operate, maintain, monitor, decommission, and remove the PPE dispensing machines. Successful proposer(s) must have or obtain a current business license.

The selected proposer(s) will be responsible for any applicable costs and charges associated with municipal or state code compliance, permitting, licenses and the like.

II. ADDITIONAL PILOT PROGRAM DETIALS

A. PPE Items

For purposes of this pilot, PPE items are COVID-19 specific personal protective equipment (e.g. face masks, face shields, wipes and gloves).

B. Placement

It is BART's intent that dispensing machines will be located in indoor areas near station entry gates, either in the station 'free area' or within the station 'paid area' within the station faregate area. Exhibit 1 identifies desired approximate locations.

Electrical conduit installation will be required at Permittee expense. Such conduit should be hidden or made less visible to the extent reasonably possible. (See Appendix A 'Design Guidelines' and https://webapps.bart.gov/BFS/BFS_3_1_3 Spec/BFS 3 1 3 index.html.)

III. SUBMITTAL REQUIREMENTS

A. Preparation of Proposals

A complete proposal must include the following:

1. Transmittal Letter

Each submittal shall include a transmittal letter that is signed by an individual who will be authorized to negotiate with BART and sign binding agreements for the project.

The transmittal letter should include the following information:

- Name, address, telephone, e-mail, fax numbers, etc. of the proposing entity.
- Name, title, address, telephone number, e-mail, fax number, and address of the person designated as the primary contact.
- 2. Relevant Experience

A successful proposal must provide detailed information on relevant experience to what is being considered for BART (e.g. experience with retail sale of PPE, vending machines, transit agencies, etc.).

3. Project Concept

Include dispensing machine prototype information, desired product mix and pricing. Our aspiration is that product pricing will be affordable to all.

4. Revenue to BART

The submittal should identify which of the Stations, of those listed in Section I.B, to which the proposal would apply. The submittal should also provide information on the proposed base rent to be paid to BART as well as the percentage of sales revenue to be paid to BART, if any. A copy of the proposer's standard contract template, if available, should be provided for reference, though BART makes no commitment to utilizing the template in any accepted proposal.

5. Demonstration Financial Capacity and Related Information

Please provide the following information to demonstrate the financial capacity to undertake and complete what you propose as your project concept.

• Financial Statements for the previous three fiscal years (certified statements are preferred) and/or the most recent annual report(s) for each of the team members that expect to be involved financially in the project.

- A list of the proposer's five most recent related projects, and the entities contracted with.
- A list of any current non-performing loans as well as loan defaults in the past 10 years for each of the team members.
- A description of instances in which the lead company or any key team member has been involved in litigation or other legal dispute regarding a similar venture during the past 10 years. Include information regarding the outcome of the litigation or dispute.
- Information about instances in which the lead company or any key member of your team has ever filed bankruptcy or had projects that have been lost to foreclosure.
- 6. References

A successful proposal should provide at least 3 client references relating to similar projects.

7. Additional Information

Any additional information that it believes BART should take into consideration while evaluating its qualifications.

B. Submission of Proposals

Respondents must submit their proposal electronically to:

San Francisco Bay Area Rapid Transit District Attn: Paul Voix, Principal Property Development Officer 300 Lakeside Drive, 22nd Floor Oakland, CA 94612 pvoix@bart.gov

All submittals must be received by BART at the above address no later than 4:00 P.M., local time, September 18. Material received after this time may not be accepted.

C. Submission of Questions and Requests for Clarification

Any questions or requests for clarification regarding this solicitation should be mailed to Paul Voix, Principal Property Development Officer, BART Real Estate Department, 300 Lakeside, 22nd Floor, Oakland, CA 94612, or by email at pvoix@bart.gov.

D. Submittal Confidentiality

The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the material submitted may be made available to the public.

E. Rights of BART

This RFP does not obligate BART to select a proposer, nor does it commit BART to enter into a Station Retail Permit. Costs incurred in preparation and submittal of responses are the sole responsibility of the proposers.

BART may require additional evidence or qualifications to perform the services described in this RFP.

BART reserves the right to:

- Reject any or all proposals or advertise for new proposals
- Modify the RFP process including, but not limited to, modifying the timeline set forth in Section V Schedule of Activities (with appropriate notice to respondents)
- Postpone interviews or the evaluation process for its own convenience
- Remedy technical errors in this RFP process
- Approve or disapprove of the use of particular partners/subcontractors
- Waive weaknesses, informalities and minor irregularities in proposals, permit corrections, and seek and receive clarifications to a proposal
- Conduct interviews at its discretion or bypass oral interview phase
- Hold meetings, conduct discussions, and communicate with those responding to this RFP to seek an improved understanding and evaluation of the responses
- Negotiate with any, all, or none of the respondents
- To select more than one respondent to provide PPE dispensing machines at BART Stations

IV. EVALUATION OF PROPOSALS

An Evaluation Committee ("Committee"), consisting of BART staff, will evaluate the submitted proposals. At its discretion, the Committee may choose to conduct interviews with all or a short list of proposers and consider the interviews in making its recommendation. Those proposers will be provided an opportunity to make a presentation on their experience and how they would undertake the PPE dispensing machine opportunity.

Submitted proposals, as clarified in interviews, if applicable, will be evaluated and scored based on the items listed in III.A. above.

The above described criteria will be used solely for the purposes of identifying qualified firms in a composite scoring range that best meet the Committee's requirements.

The Committee, after assessing each proposal, will make its recommendation to the BART Director of Real Estate for approval as to whom BART will enter into discussions for the preparation of a BART Permit.

V. SCHEDULE OF ACTIVITIES

The following timeline is provided for planning purposes, but is subject to change at BART's discretion:

DATE

EVENT

BART issues RFP	08/31/20
RFP Final Questions and Request for Clarifications due	09/07/20
BART response to RFQ Questions/Clarifications	09/14/20
Qualifications submittals due	09/18/20
Interviews conducted (approximately)	Late September 2020
Selection (approximately)	Early October 2020



Warm Springs Station





Warm Springs Station





Dublin/Pleasanton Station





Coliseum Station





Coliseum Station





19th Street Station





Millbrae Station







Millbrae Station

Powell Station









Downtown Berkeley Station





Downtown Berkeley Station







Richmond Station







Pittsburg/Baypoint Station





Pittsburg/Baypoint Station

Appendix A

STATION RETAIL DESIGN AND DEVELOPMENT STANDARD

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STATION RETAIL DESIGN AND DEVELOPMENT STANDARD

<u>1.</u> GENERAL

1.1 APPLICATION

This Design and Development Standard ("this Section") is addressed to key stakeholders involved in space planning and build-out efforts for retail within BART stations. This Section will help ensure that all parties operate within the same design and development standards. Stakeholders include station retail vendor (vendor); the District; architects, designers, engineers, and general contractors; leasing agents; and local and national retail vendors. This Section incorporates design criteria for planning, construction materials and methods, and utility ties-ins.

- A. Existing and Future Ridership and Station Conditions.
 - Identifying existing and future capacity and passenger flow improvements (Tier 1 analyses) and conducting additional analyses (Tier 2) to account for impacts of new retail on station utilities, access improvements, station facility needs, station advertising, and existing station retail. These two studies, which incorporate feedback from BART departments, will help ensure that vendor takes into account existing and future station conditions such as passenger traffic, utilities, existence of hazardous materials, station modernization and upgrades, and Transit Oriented Developments (TOD).
- B. Environmental Sustainability during Design, Construction, and Operations.
 - Applying environmental sustainable techniques and business practices during the design and construction of the station retail and during operations.

1.2 REFERENCE STANDARDS

Refer to BART Facilities Standards R3.0 January 2013/ Facility Design Criteria/ Architecture/ Passenger Stations¹, for applicable reference standards.

¹ Certain Articles in the cited BART Facilities Standards Sections are not applicable to BART station retail or are otherwise superseded by the Station Retail Design and Development Standard. Applicable articles include:

^{1.} Facility Design Criteria/ Architecture/ Passenger Stations Section Articles 1, 2 (except 2.5), 3 (except 3.3.2, 3.4.2 – 3.4.7), 4 (except 4.4 - 4.6.7), 4.7 (except 4.7.1, 4.7.4 A, B, D, & E, 4.7.5 – 4.7.8, and 4.7.10), 4.8.9, 6 (except 6.2, 6.5.1 E – G, 6.6, 6.7), 11 (except 11.3 B,D & E), 13, 14.3.2 B, 14.4 B.

^{2.} Introduction/ Common Requirements/ Environmental Design and Sustainability Articles 1, 2, 3.1 (final bullet point), 3.2, 5.3 – 5.5.2, 6, 7.1 D & E, 7.2, 8.1, 8.2 A, 8.3 B & D, 8.4, and 9.

^{3.} Facility Design Criteria / Architecture/ Wayfinding and Signage Articles 1 (except Pages 6 – 9 &11, 1.5, 1.7.1 G, 1.7.5 – 1.7.8, & 1.7.10), 2.1 E (final bullet), 2.3, 2.5, 2.6, 3, 4.3 B – E, 5 – 5.3.4, 6, 7.3.1, 7.3.2, and 7.6.

1.3 INTRODUCTION

Transit retail is a specialized area of retail and the transit station environment offers challenges which must be considered in selecting retail concepts and developing station space planning and design.

Intention of this Section:

- To constitute a comprehensive and consistent build-out program containing clear direction.
- To establish design philosophy, vision, and goals as well as identifying construction materials and methods to create a high quality retail environment throughout BART stations.

Goals:

- To encourage quality design;
- To ensure consistent standards associated with the retail development;
- To maintain or improve clarity of circulation; and
- To complement the unique existing conditions of each station and nearby environment.

Top priorities

- Security;
- Cleanliness; and
- Passenger flow.

Store façades

• Design to ensure uniformity among retailers while allowing retailers to maintain their branding concepts.

The station retail program shall include the following by the vendor:

- Identify a mix of national and locally owned businesses;
- Engage the local retail and business community;
- Develop a retail program that complements development of livable, walkable, compact and mixed-use communities around BART stations; and
- Provide diverse, friendly retail services to entice riders to spend their waiting time at concourse level rather than at station platforms, thereby improving station capacity and passenger flow.

<u>2.</u> PRINCIPLES

2.1 CONSISTENCY, VARIETY, AND SENSITIVITY TO STATION-CONTEXT

Retail facilities should strike a balance between variety and consistency. Design of retail spaces should be unified and consistent throughout affected BART stations while responding to each stations unique "story"—including the riders it serves; station type, the station architecture and finishes; and the neighborhood where it is located. Designs should complement the architectural qualities and unique conditions of the existing stations and remain compatible with adjacent tenancies. Design solutions shall be contemporary and complement station architecture; informational and directional signage; and station artwork.

Retail facilities' design shall create a sense of place along with a positive image that will capture BART riders' attention. Designs must offer a complementary setting for the merchandise as well as a comfortable environment for the customer. Retail facilities shall be of high architectural and design quality without visual clutter.

The overall retail development at each location shall be designed to provide a convenient and attractive shopping environment.

2.2 SPACE PLANNING OBJECTIVES

The following space planning objectives shall be applied throughout design and construction starting with concept design:

- Retail facilities shall be located within designated areas. Projections beyond these areas will not be permitted except as approved by the District on a case-by-case basis. In the case of projections for signage, projects may be approved by the District on a station-by-station basis.
- Space planning of retail facilities shall take into account existing and future station conditions such as passenger traffic, existing utilities, station modernization and upgrades, and Transit-Oriented Developments (TOD). Proposed design and space planning shall show that proposed retail program uses will not impede queuing and natural circulation of people.
- Space planning and design of retail facilities, including kiosks and Retail Merchandising Units (RMU), shall comply with disabled access requirements in accordance with California Building Code and ADA.
- If design and function of retail facilities assume queuing outside the retail space itself (such as a coffee counter), this queuing area shall be shown on space plans.
- Design and situate retail in such a manner that existing vistas to and through interior and exterior windows and openings are preserved to the greatest extent possible.
- Retail stores shall incorporate all required functions and elements for a particular use. For example, "accessory" items such as condiments must be integrated with the overall retail store design or clustered in elements designed to serve for similar retail.

- Retail Facility Access Control: All elements of the retail facilities, including seasonal retail, kiosks, automated retail, and concierge program space shall be designed to be fully lockable and secured. Vendor will be responsible for the security of its space at all times, whether or not the businesses are open for operation. In addition, appropriate District staff shall be provided with a means of accessing interior of concession areas when they are closed. Electronic locks or master keyed system shall be provided, as appropriate.
- Security devices shall be physically integrated into storefront and kiosk designs.
- Provide for access to existing mechanical/electrical items located within or adjacent to the retail facilities.
- Designs for retail facilities shall include receptacles for trash and recyclables. Space planning and build-out shall make provisions for storage for retailers and vendor administration where possible. In addition, space planning and build-out shall make provisions for holding and removing of trash and recyclables if existing station trash areas are not adequate or are not available for use by retail program staff.
- Retail concessions may include kiosks and Retail Merchandising Units (RMU). A kiosk does not have walls or ceilings, but shall be designed to define its own boundaries. Kiosks shall be sited where they do not visually or physically obstruct circulation while in service or while being serviced. For example, kiosks should not obscure sight-lines used by the public in navigating through the station. An RMU is an item such as an automated teller machine or similar freestanding or recessed machine.
- Kiosks shall be finished on all exposed sides, be vandal-resistant, and present an acceptable appearance during non-operational hours.
- Kiosk design shall incorporate storage and trash receptacles, as appropriate. Electrical conduits and transformers, if kiosk is electrified, shall be concealed in kiosk design.
- RMU: Placement of these units shall be integrated into station and retail facility design. Conduit, cords, and mounting hardware shall be concealed within unit or adjacent construction to the greatest extent possible. When possible, these units shall be placed in groups.

2.3 STOREFRONT DESIGN

The design of the storefront is an important component of the retail and merchandising program. The average exposure time of merchandise and services to passing members of the public is brief. Therefore, the retail program layout and individual storefronts must be able to attract the people, and encourage them to enter and explore the space. This can be achieved when a creative and cohesive store design establishes a complementary identity for the merchandise presentation within the retail space.

2.4 ENVIRONMENTALLY SUSTAINABLE DESIGN

Sustainable design shall be part of design decisions regarding the build-out of each retail element. In addition to complying with the California Green Building Standards Code (CalGreen) nonresidential mandatory requirements, review and adopt appropriate nonresidential voluntary measures. Additional input can be found in the BART Facilities Standards R3.0 January 2013/ Introduction/ Common Requirements/ Environmental Design and Sustainability¹. Examples of sustainable design practices for the vendor include the following items:

- Recycled Content and Rapidly Renewable Materials. While considering environmental, economic, and performance attributes of products and materials, establish project goals for recycled content and rapidly renewable materials, as appropriate. Identify specific material and suppliers and ensure that the materials are utilized during build-out. Rapidly renewable product is made from plants that are typically harvested within a 10 year or shorter cycle.
- Locally Fabricated or Manufactured Products: While considering environmental, economic, and performance attributes of products and materials, identify local products where possible and ensure that the materials are utilized during build-out.
- Wood: When wood is used, use wood that is certified by the Forest Stewardship Council.
- Low-Emitting Materials/ Adhesives and Sealants. Reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers, retailers, and BART riders.
- Low-Emitting Materials/ Paints and Coatings. Reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers, retailers, and BART riders.
- Low-Emitting Materials/ Composite Wood and Agrifiber Products. Reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers, retailers, and BART riders. Where possible, specify wood and agrifiber products that contain no added urea-formaldehyde resins. Specify laminating adhesives for field and shop applied assemblies that contain no added urea-formaldehyde resins.
- Minimize Waste During Construction: Construct retail facilities with minimum waste. Comply with local regulations in regard to construction and demolition waste management. Typically, divert a minimum of 70 percent of construction and demolition waste from landfill.
- Materials Which Possibly Harm the Environment. Research and limit use of materials that are listed as possibly harmful to the environment and human health.
- Minimize Waste During Operations. In operation of retail facilities, packaging of goods and services shall be minimized or eliminated. Where feasible, station

retail shall use biodegradable or recyclable food packaging, and provide separate receptacles for trash, recyclables, and compostables.

• Energy Efficiency: Establish energy budgets. Use energy efficient lighting, ballasts, and other equipment. Provide programmable timers for lighting so that lights are turned off or dimmed during periods when retail concessions are closed.

<u>3.</u> BASIC CODE AND BUILDING REQUIREMENTS

Work shall be done in compliance with applicable federal, state and local codes and standards. Refer to Bart Facilities Standards R3.0 January 2013/ Facility Design Criteria/ Architecture/ Passenger Stations¹, for reference standards and for basic code and building requirements applicable to station retail. Code issues include:

- Construction Type
- Occupancy Type
- Occupancy Separations

<u>4.</u> MATERIALS AND CONSTRUCTION

4.1 CONSTRUCTION, GENERAL

- A. Design and construction shall take into account seismic events and acts of vandalism. Design shall include configuring, securing, or otherwise stabilizing elements, including those which may not fall under the code such as free-standing equipment or kiosks, to prevent them falling or being pushed and blocking circulation paths.
- B. Structural design shall take into account items such as display casework, signage, and loads of doors and door frames.
- C. Construction procedures shall take into account fire prevention. No welding and torch cutting shall be performed on-site without submittal of special procedures and receipt of written approval of the District Architect and District System Safety Department.
- D. Temporary construction such as fencing and barriers shall be non-combustible.

4.2 **PROTECTION OF EXISTING STATION CONDITIONS**

A. Existing BART station flooring where retail will be located may be terrazzo, brick pavers, quarry tile, and natural stone. Many station wall surfaces where retail will be located are tile, textured concrete, and stucco. Tiles are typically unique. Many of these materials form an important part of station architecture, as do station ceilings. Anchoring partitions, adhering floor finishes, adding plumbing, and other work that will add holes, scars, and marks to such surfaces shall be done in such a fashion that damage is avoided to the extent possible. For example, wall tile should not be disturbed if at all possible because of the difficulty in duplicating existing tiles.

- Conceptual designs and construction documents shall make particular note regarding preservation of such finishes. Strategies and techniques for preserving finishes shall be spelled out.
- Where existing finishes are to be disturbed, as practical, finishes shall be salvaged, packaged, labeled, and turned over to the District for future use.
- B. In some areas, penetrating existing beams and slabs may be prohibited due to the presence of post-tensioned reinforcing. Become familiar with structural record drawings in regard to such beams and slabs and review such prohibitions with District prior to developing design drawings. Attaching to areas where hazardous materials may be present requires other precautions. Such precautions shall be developed and documented by the vendor. Information regarding known hazardous materials will be made available to the vendor, but assessments and abatement may be required.
- C. Slab penetrations shall be sealed and made watertight.
- D. Firestopping:
 - Determine the requirements for penetration firestopping through examination of applicable code and observation of existing construction. If new penetrations are added, provide penetration firestopping if required by applicable code. If firestopping is not required and similar existing penetrations appear to have firestopping, provide firestopping.
 - For through-penetration firestop systems exposed to view, traffic, moisture, and physical damage, provide products that, after curing, do not deteriorate when exposed to these conditions both during and after construction.
 - For piping penetrations for plumbing and wet-pipe sprinkler systems and for other penetrations when they occur through floors, provide moisture-resistant through-penetration firestop systems.
 - Submit shop drawings for each through-penetration firestop system, show each type of construction condition penetrated, relationships to adjoining construction, and type of penetrating item. Include firestop design designation of qualified testing and inspecting agency that evidences compliance with requirements for each condition indicated. Include illustrations.

4.3 DESIGN AND MATERIAL SELECTION

Design and material selection are key elements that make up the overall identity of the station and its retail facilities. Retail facilities may be considered like a piece of furniture, encouraged to be fun, creative and energetic, while remaining visually compatible with adjacent surroundings.

The following provides a general overview of materials and finishes identified for shell space build out.

4.4 WALLS, PARTITIONS AND SEPARATIONS

- A. Walls and Partitions, General: Walls and partitions shall be site-built or modular construction. Interior partitions shall typically be metal studs with fire-rated gypsum board. Gypsum board shall typically be 5/8 inch thick. Modular construction components shall be of comparable building materials.
- B. No combustible products such as plywood paneling, lumber, or wood by-products are allowed in any wall construction. Fire-retardant treated wood may be used for decorative purposes.
- C. Ductwork that passes through a fire-rated assembly, and as required by code, shall be equipped with a fire damper at the point of penetration.
- D. Materials used for construction shall be new materials. "Used" materials for architectural affect may be proposed for consideration during design review process. Re-use of modular elements which are "like new" in appearance and strength will be acceptable.

4.5 FINISH TREATMENTS

The finish materials identified in this Section have been developed to provide consistency throughout the BART retail facilities. The following are the important factors in selecting materials:

- Quality of the material;
- Appropriateness to the character of the BART station and the proposed station retail development; and
- Durability, vandal-resistance, and low-maintenance.

Areas in which food or beverages are served or prepared shall comply with state and local health codes. Wall surfaces shall be finished with a moisture-impervious material such as stainless steel, glazed tile or plastic laminate up to the code-required height about the finished floor. Other walls should have smooth, painted, or sealed surfaces that are easily maintained.

Interior wall and ceiling finishes shall be Class A rated.

The following materials are appropriate:

- Stainless steel.
- Factory powder-coated metal.
- Glass: See requirement for laminated or tempered glazing specified elsewhere in this Section.
- Marble, granite, slate, sandstone, limestone and other natural stone
- Fire-retardant treated wood

- Natural quartz composite surfacing such as Silestone or Caesarstone.
- Abuse-resistant gypsum board.

4.6 CEILING TREATMENTS

- A. Where a ceiling is required for retail spaces (for safety, security, light reflectance, or bird control), ceiling shall be constructed of 5/8" fire-rated gypsum board, fire-rated acoustical panels and suspension system, or other appropriate material. Ceiling suspension systems, as needed, shall be classified a "heavy-duty" type or greater as required by building code.
- B. Ceiling heights and conditions vary within each station, and will be determined based on location and conditions. For retail spaces with ceilings, ceiling heights shall be determined for each retail area of each station to help establish consistency among retail spaces that have ceilings. Generally 8'-0" is the minimum acceptable ceiling height.
- C. In station areas where bird roosting and nesting occurs or may occur, design ceiling and interfacing walls so that bird nesting and roosting areas are eliminated to the greatest extent possible.
- D. Ceilings in food service areas shall be washable/ cleanable.
- E. Tie-in with the existing mechanical, plumbing, and sprinkler equipment above the ceiling, as appropriate.
- F. Ceiling access panels, grilles, and diffusers shall be flush with or recessed into the ceiling and shall be finished to match the ceiling. Ceiling light tracks and fixtures shall be recessed into or above the ceiling. Non-recessed tracks and fixtures may be proposed for District acceptance where suitable to design of specific retail space or kiosk.

4.7 FLOOR TREATMENTS

- A. As appropriate, a hard surface flooring treatment shall be provided. High quality, durable, stain resistant, and non-slip materials shall be specified. Imitation wood-grained tiles are not allowed. Resilient tile or sheet flooring is not permitted in areas viewed by the public. Lines where flooring terminates shall be indicated on design and construction drawings.
- B. Transition conditions between floor materials shall be detailed on the design and construction drawings. Height changes between floor materials shall be minimized.
- C. Where possible, provide a waterproof membrane at all kitchen/food service areas prior to installation of finish floor treatment. Waterproof membrane to extend vertically at walls wherever possible. Where installation of a waterproof membrane is not possible, select flooring and base that will effectively protect underlying materials and spaces.
- D. Floor signage: Refer to Signage and Graphics.

E. Provide the wall base throughout. Base shall be high quality, durable material such as stainless steel, ceramic tile, stone, or wood. Height of base shall be selected to provide optimal protection of walls and as suitable to overall design. The use of vinyl or rubber base is not permitted in areas viewed by the public, unless approved through the Design Review Process.

4.8 GLAZING

Glass may play an integral role in the design of retail facilities. Glass will be treated like any other material. Existing station conditions shall be taken into account when selecting glazing systems. Glazing systems and locations shall complement the overall design and allow views within the stations including view of retail spaces and their merchandise.

Common approaches and details shall be developed for the use of glass and take into account various design options (e.g., full-height, partial height, butt glazing, and framed windows).

Glazing shall be laminated or tempered.

4.9 ENTRANCES AND DOORS

The entrance aperture and the articulation of the entry within storefront architecture are key elements of storefront design. The articulation of the entry is particularly important for the overall presentation of merchandise. Hinged doors should be lockable in an open position. The following options are recommended:

- Sliding: Single track, narrow-style sliding glass doors, located at or behind the facade line. Sliding doors shall be enclosed in a pocket or become the rear enclosure of a window. All sliding door tracks are to be recessed with the top track mounted flush with the storefront head. Wherever possible bottom track shall be flush with the finished floor.
- Folding/Hinged: Fully recessed, out-swinging, multi-pane, fully glazed, and frameless glass doors on pivots are encouraged.
- Coiling Doors and Grilles: Overhead or horizontal coiling doors or grilles are not preferred or recommended except for closure of kiosks. Where this type of door is proposed, all portions of the frame or track and housing shall be recessed within the ceiling or wall. Doors and grilles shall be independently supported and fully concealed when open. Sliding chain "pawn broker" type closures are not permitted.

Doors, door frames, and coiling doors shall be metal or a combination of metal/safety glazing. No plastic or wooden doors are permitted.

Kiosks shall be secured during non-business hours using doors and coiling counter doors.

4.10 LIGHTING

Specify high quality and environmentally sustainable lighting systems, with fixtures and lamps designed to be integral with the overall design concept and complimentary to the station design. Prevent glare. Avoid high contrast between station ambient lighting and

storefront or other retail illumination. Avoid conflict between storefront and other retail illumination and station wayfinding signage. Light fixture mountings, conduits, transformers, wires, and other components shall be concealed to the greatest extent possible.

Take the following criteria into account in lighting design:

- Use lighting with appropriate color rendering index or color correction.
- LED ropes, backlighting and cove lighting are encouraged.
- Strobe lights, flashing lights, and neon or cold cathode lighting are prohibited.
- Linear fluorescent and sodium lamps are not permitted.

<u>5.</u> SIGNAGE AND GRAPHICS

Refer to BART Facility Standards R3.0 January 2013/ Facility Design Criteria/ Architecture/ Wayfinding and Signage* for District adopted pictographs and other general information.

5.1 GENERAL

Signage shall be integrated into the retail design for each station and into the design of individual retail facilities. Signage shall be restricted to areas designated for signage on the design and construction drawings and comply with signage requirements listed herein.

5.2 ADVERTISING FRAMES AND SIGNS UNDER SEPARATE VENDOR

It is recognized that BART has separate agreements for advertising within stations. Pursuant to the District's Station Retail Policy, proposed station retail is required to undergo Tier 2 Analyses that include an assessment impacts to station advertising. When designing and developing new retail, take into account existing advertisement locations. Where new retail build-out eliminates or partially obscures view of existing advertising frames or back-lit signs, show possible locations of new advertising frames and backlit signs on early design phase plans for discussion. BART staff will consider the impact of the proposed retail on advertising. In final design, as required by the District, relocate existing or install new advertising frames and signs to replace those lost.

5.3 FLOOR SIGNAGE

Floor signage consisting of temporary printed sheets adhered to floor or consisting of images and messages projected from above onto the floor plane will be subject to District approval and subject to coordination through the District with advertising vendor to avoid conflicts with scheduled advertising campaigns. Floor signage shall not interfere with station wayfinding, circulation, and emergency egress.

5.4 STYLE AND MATERIALS

Signage should reinforce overall design of retail areas and not detract from the character and quality of the station. Character, typography, composition, and illumination are important factors that can make every sign unique. Imaginative signs are encouraged.

- A. Signage shall typically be mounted to the face of the retail space facade or consist of a blade type sign projecting from facade not more than 2 feet.
- B. Signage and retail directories designed to guide people to areas of retail facilities may be proposed for District acceptance.
- C. Design drawings shall address the following to provide consistency among retail installations and to avoid visual clutter: "Open" signs, business hours, credit card decals, insignias, trademarks, temporary "sale" signs, and similar signs.

5.5 **PROHIBITED SIGN TYPES**

- Flashing or strobe lights
- Exposed neon or other exposed light sources
- Neon letters
- Plastic signs, such as injection molded or vacuum formed signs
- Backlit back-painted signs without a halo effect
- Painted or hand-written signs
- Foam letters or graphics
- Signs that do not convey permanence
- Freestanding pedestal or easel signs, single or double-sided²
- Stanchions mounted signs²
- Temporary and permanent placards, banners, and pennants²

²Unless otherwise approved by the District for seasonal sales or other purposes.

<u>6.</u> UTILITIES, SERVICES, AND TIE-INS

The following briefly highlights the utilities that may be required at various retail spaces, subject to each station's specific build out program.

6.1 ELECTRICAL, DATA AND COMMUNICATION LINES

As necessary upgrade the existing utilities; install separate meters; and install new wiring, conduit, and circuit breakers or disconnect switches in order to accommodate new electrical needs for the retail facilities. New panel boards may be necessary.

A. Conceal conduits and boxes within walls, above ceilings, and within kiosks wherever practical. Where concealment is not practical, select locations, arrangements, and materials to be unobtrusive and match existing installations to remain. Route conduit parallel to building lines unless otherwise proposed on design and construction

drawings and approved by the District. Depict locations of exposed conduits and electrical boxes in detail and with dimensions on design and construction drawings.

- B. Install low voltage communications cables in electrical conduits. Any low voltage communications equipment and wiring installed outside of retail spaces for the use by retail facilities shall be clearly label. Labels shall identify owner, contact information, and date installed.
- C. Those information technology installations that are permitted shall be designed in compliance with all applicable codes, regulations, and standards issued by District, National Electrical Safety Code, Electronic Industry Association, and Telecommunications Industry Association.
- D. The following may only be designed and installed with the written permission of the District. The District will examine designs on a case-by-case basis.
 - FCC licensed or unlicensed radio spectrum and corresponding wireless equipment such as radio transmitter, wireless access point, and antennas.
 - Cable television or satellite television distribution systems and equipment.
 - Establishment a Minimum Point of Entry (MPOE), as defined by the California Public Utilities Commission and the Federal Communications Commission.
 - Information technology systems that utilize District facilities.
- E. Designs shall be coordinated with communications systems within stations. For example, District's real-time display monitors may be served by a wireless transceiver system which relies on "line-of-sight". Introducing obstructions may require adjustments and additional hardware to be added to maintain real-time display monitor function. The vendor shall remediate problems affecting existing communications or information systems.

6.2 CONVENIENCE OUTLETS AND SWITCHES

Outlets and switches shall be indicated on the plans. Plates at outlets and switches in public spaces shall match existing plates. In public spaces, if no plates are observed near new outlets or switches, plates shall be stainless steel.

6.3 FIRE AND LIFE SAFETY

Perform detailed design for and implement modifications of fire and smoke detectors and other devices and addition of detectors and devices, as required by the District, code, and the jurisdictional fire authority.

Perform detailed design for and implement modifications to existing fire sprinkler system as required by the District, code, and jurisdictional fire authority.

6.4 PLUMBING

Plumbing shall be sized, installed, and maintained according to applicable code, and consistent with existing station capacity.

Hand-washing facilities shall be installed as required to satisfy health code and operational requirements.

6.5 ACCESS PANELS

Access panels shall be provided in accordance applicable code. Additional access panels shall be provided if required by the District.

7. COORDINATION

The District's procedures for station retail development will include design submittal and review process, construction document review and approval procedures, construction and post-construction protocol and procedures; and closeout process.

7.1 OVERVIEW OF STATION RETAIL PROGRAM

As part of the station retail program leading up to station retail design and development, station plans showing proposed areas for retail facilities shall be developed based on Tier 1 and Tier 2 reports. When approved, retail facilities shall be located within those areas. Projections beyond this space will not be permitted except as approved by the District on a case-by-case basis. In the case of projections for signage, projects may be approved by the District on a station-by-station basis.

The Tier 2 report shall include analysis of all existing station utilities, capacity levels, and locations of tie-in. Vendor shall develop station by station utility plans, and shall coordinate with all required utility companies and District staff to secure approvals and any required permits. Vendor shall pay for permits and connection fees. Where feasible and where required by the District, vendor shall pay for utility meters to meter its utility use.

The vendor shall take into account BART's transit service responsibilities, its Station Retail Policy adopted in 2011, and Master Station Retail Vendor Program.

7.2 MAINTENANCE OF THIS SECTION

The Office of Planning and Development is responsible for developing, maintaining, and updating the Station Retail Design and Development Standard and judging the compliance to the Station Retail Design and Development Standard, including the applicability of referenced BART Facilities Standards.

END