Office of the
Federal Public Defender
District of Wyoming

Tracy Racicot Hucke, Federal Public Defender
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MEMORANDUM

DATE: June 4, 2026

TO: General Services Administration

FROM: Tracy Hucke, Federal Public Defender

RE: Special Requirements for Cheyenne, Wyoming FPD Office

The Federal Public Defender essentially functions as an independent law office. It must be readily accessible to clients during normal business hours. The office requires public access to its reception area; access to office staff must be provided during both day and evening hours.

The Federal Public Defender Office must be distanced from the Office of the U.S. Attorney, U.S. Marshals Service (USMS), U.S. Probation Office, Pretrial Services Office, Bureau of Prisons and any other law enforcement agency. This separation is imperative due to the defense role of the Federal Defender.

DELINEATED AREA

This office responds to every new criminal case that comes through Joseph C. O'Mahoney federal courthouse, located at 2120 Capitol Avenue. Our attorneys must respond within minutes to these hearings, walking required.

The location of the office should be within the delineated area of Carey Avenue to Capitol Avenue and 22nd Street to 20th Street in Cheyenne, Wyoming. *See* map at the end of this document.

It is mission critical to relocate to space that meets our special requirements of occupancy, and sits the shortest possible distance from the courthouse.

SPACE REQUIREMENTS
Office space must be contiguous and self-contained without being split by a public corridor. The public may not access the space without authorized entry at the reception area door.

Space shall not be a fire exit point accessible to other tenants in drills or emergencies.

PARKING SPACES
The lessor will provide at least twenty (20) structured parking spaces. If structured parking is not available, there must be surface parking available in an adjacent parking lot.

OFFICE SPACE
This list is being provided for informational purposes. The Federal Public Defender reserves the right to alter the layout and room sizes after award independent of the proposed configuration.

Private Offices

	# of Offices	Allowed SF	SF Subtotal
1. Federal Public Defender	1	300 SF	**300 SF**
2. First Assistant	1	180 SF	**180 SF**
3. Assistant Federal Public Defenders	3	150 SF	**450 SF**
4. Administrative Officer	1	180 SF	**180 SF**
5. Computer Systems Administrator	1	180 SF	**180 SF**
6. Asst. Computer Systems Position	1	150 SF	**150 SF**
7. Chief Investigator	1	180 SF	**180 SF**
8. Investigator	1	150 SF	**150 SF**
9. Chief Paralegal	1	180 SF	**180 SF**
9. Paralegal	1	150 SF	**150 SF**
10. Admin Positions	2	150 SF	**300 SF**
12. Legal Secretary	1	100 SF	**100 SF**
11. Legal interns	2	70 SF	**140 SF**
12. CJA Panel Resource Counsel	1	150 SF	**150 SF**
13. Reception/Admin	1	170 SF	**170 SF**

Open Common Space

14. Reception / Waiting Room for Clients	1	150 SF	**150 SF**
15. Records Storage	1	50 SF	**50 SF**
16. Staff break room/Galley	1	200 SF	**200 SF**
17. Copier Area (medium volume)	1	120 SF	**120 SF**
18. Shared Printers/Shredder	1	75 SF	**75 SF**
19. Supplies Storage	1	150 SF	**150 SF**

Enclosed Common Space

20. Conference Room (for up to more than 20)	1	400 SF	**400 SF**
21. Training Room	1	400 SF	**400 SF**
22. Work Tables / Hoteling Spaces	2	75 SF	**150 SF**
23. Client Property Storage	1	100 SF	**100 SF**
24. Secured Computer Network Room	1	150 SF	**150 SF**
25. Equipment Storage	1	150 SF	**150 SF**
	SF SUBTOTAL:	**5225 SF**	
	1.32% CIRCULATION:	**1672 SF**	
	TOTAL USABLE SF:	**6897 SF**	

SECURITY

Security Systems Installation and Design. The U.S. Marshals' Office of Security Systems Physical Security Specialist (USMS OSS PSS) is responsible for the design and installation of the Federal Public Defender's security system. The lessor will coordinate with the USMS OSS PSS and provide the infrastructure (electrical & communications boxes, conduits, and power) for USMS's subcontracted provision of and installation of duress alarm devices, entry control package (ECP), and perimeter security systems.

Reception Area/Main Entry. As detailed below, the reception area/main entry shall have a USMS Entry Control Package (ECP) consisting of these components: a CCV camera, entry intercom, electric strike. Connected to these at the reception desk will be a monitor, intercom, and a door release device. The equipment will be furnished and installed by the USMS National Physical Security Contractor (NPSC).

The screening counter in the reception area should be a built-in, stand-up counter with a transaction window with counter to ceiling ballistic-resistant protection. The public counter in the FPO office shall have a ballistic-resistant (UL Standard 752, Level III) transaction window. The counter wall shall have ballistic-resistant (UL Standard 752, Level

III) surfaces from floor to ceiling and for 4' (1.2m) to the left and right of the window. Access doors, walls, and hardware from the public counter area to the restricted internal office space may require ballistic-resistant (UL Standard 752, Level III) protection.

An audio or audio/video intercom system shall be installed at the screening counter in the reception area to screen visitors before they enter the internal office space.

A fixed CCV camera shall be installed in the reception area to monitor visitors. This camera shall be recorded in the electrical or communications closet on a digital video recorder. The door hardware and security system to secure the main entrance doors to the reception area will be determined by the USMS OSS PSS.

Door hardware to secure the space will be determined by the USMS OSS PSS. Doors into the internal office space shall be controlled by building standard key locks and scramble pad or PACS card readers with electric strike, door contact, and REX.

Duress Buttons. The reception area screening counter, Federal Public Defender's office, and selected inner areas (for a total of 4-8 alarms) shall have a hard wired or wireless duress button installed.

Other Secured Areas. The Federal Public Defender, Administrative Officer, and Computer Services Administrator must be "keyed offices." It is preferred that the equipment storage room, file storage room, and client storage room should either be keyed offices, card reader, or keypad accessible.

Secured computer server rooms/data closets will be equipped with scramble keypad or PACS card readers with electric strike, door contact, and REX.

An IDS shall be installed to secure the facility after hours. The IDS shall consist of the following equipment and be located at the following:

- IDS – This system shall be installed in the electrical room or communications room.
- IDS Keypad – This shall be installed within the staff area in close proximity of the entrance to the facility.
- IDS Keypad Sub-Panel – Larger offices shall be provided with a sub-panel at the receptionist's desk to identify duress alarms. This will be determined by the OSS PSS.
- IDS Power Circuit – A 120VAC, 20AMP dedicated circuit shall be installed to power the IDS alarm system.
- Data Drop – A telephone or network drop shall be installed to connect the IDS alarm system to the Central Station Monitoring.
- Door Contacts – The door contacts shall be installed on all FPD perimeter doors and report to the IDS alarm system.

- Passive Infrared Sensors (PIR) – The PIRs shall be installed on the interior side of all perimeter doors and report to the IDS alarm system.

ADJACENCIES/DESIGN/FINISH

It is preferred that the main conference room be near the reception area.

The training room should be distanced from the reception area. This room may also serve as an additional conference/work room.

The computer network room and the equipment storage room should be located near each other and the Computer System Administrator's Office. Any means of access to the network room through the ceiling plenum, pipe chase or other similar spaces must be eliminated.

Galley. Galley must have a sink, base, and overhead cabinets, counter tops with electrical outlet(s) for small appliances, an area for a refrigerator with access to a water line for the icemaker, and an area/hook-up for a dishwasher and disposal.

Secure Computer Network Room. Sprinkler heads to be dry pipe or extra heat sensitive to minimize accidental set off. Flooring must be anti-static VCT.

Electrical requirements:

- 4 dedicated duplex outlets, 4 duplex outlets.
- 1 Dedicated 120v/20A outlet for security as per USMS specs

Security:

- Door with a keypad or card reader.

Mechanical requirements:

- The secure computer network room shall receive cooling at all times (24 hours a day, 365 days a year). The temperature of this room shall be maintained at 65 to 71 degrees F, with humidity control not to exceed 60% relative humidity, regardless of outside temperature or seasonal changes. The 24-hour cooling service and the necessary cooling equipment shall be provided by the lessor. The network room must have a separate thermostat.
- Provide 60" x 48" telephone backboard in network room.
- Require the installation of one (1) four-post telco rack with anti-seismic bracing and connected to cable trays that lead to perimeter mounted cable trays.
- Require the installation of one (1) four-post cage-bolt equipment rack.

Equipment/Exhibit/Supply Storage Areas. The equipment storage, exhibit storage, client storage and supply storage rooms should all have space for heavy duty adjustable-shelves to full wall height, includes seismic bracing.

Conference Room. Acoustical wall treatment and chair rail. Two walls to have additional structural support for a wall mounted whiteboard and large video monitor. Acoustical ceiling tile with additional batt insulation above per wall type specified.

Electrical requirements:

- 4 wall-mounted duplex (standard height)
- 1 wall-mounted high for large video monitor
- 1 floor-mounted duplex
- Dimmable switches with LED lighting.

Voice/Data requirements:

- 2 wall-mounted
- 2 ceiling-mounted
- 1 floor-mounted outlets.

Training Room. This room should accommodate a video display monitor and a projection screen and be distanced from the reception area. Acoustical wall treatment and chair rail. One wall to have additional structural support for a wall mounted whiteboard. Acoustical ceiling tile with additional batt insulation above per wall type specified.

Electrical Requirements:

- 4 wall-mounted duplex (standard height)
- 1 ceiling mounted for video projector
- 1 floor-mounted duplex.
- Power and switching for retractable projection screen
- Dimmable switches with LED lighting
- Separate zones (front/rear) for lighting.

Voice/Data requirements:

- 6 wall-mounted
- 2 ceiling-mounted
- 1 floor-mounted outlets.

Freight Elevator. If the freight elevator stops within the interior space, the elevator area must be isolated from the remainder of the interior space and separated by a locked and keyed door. Access from the freight elevator to the office of the Federal Public Defender must be locked off to allow access to authorized personnel only.

Doors. Interior doors will be solid core wooden doors not less than 1.75 inches thick, hung in 16-gauge steel frames. All perimeter doors will be secured with dead bolt locks. Provide MEDECO or equivalent locks on all perimeter doors to office suite. Hirsh Scramble keypads (or equivalent) or card reader to be provided and installed on suite entry and exit doors. *See* Security section discussed above.

Keys. The Federal Public Defender, Administrative Officer, and Computer Systems Administrator are to have master keys for all areas within space. Keys to main office entrance door will be provided to all staff.

Walls. All walls should be 5/8 inch gypsum board with a paint finish. The lessee will have the option of painting or installing vinyl wall covering in the main conference room. Paint and vinyl wall coverings to be selected by the tenant.

Carpet/Flooring. The carpet and flooring must be commercial grade wall-to-wall carpeting or flooring, to be selected by the tenant.

Acoustics.

- Training Room. The training room should be designed to be a good listening environment; the room must be acoustically separated from other areas, preferably with slab-to-slab partitions and gasketed door(s). All slab-to-slab partitions to be 5/8" drywall, taped, 'mudded' on each side and caulked at the base and top of the wall with acoustical batt insulation full height. Prefer acoustical gasket and door seals for the training room STC of 50.
- Conference Rooms and Offices. All office and conference rooms must be designed to provide visual and acoustical confidentiality. Prefer acoustical gasket and door seals for the STC of 45 for conference room and private offices.
- Provide 2' overlay of sound batts over walls, above the ceiling for all offices, sound attenuation in duct work for all office, conference and training rooms.
- Sound Masking. Install sound masking for the entire floor.

ELECTRICAL/MECHANICAL

Electrical

- Provide four to six (4-6) duplex outlets per office.
- Provide three to four (3-4) duplex outlets per workstation area.
- Provide four (4) duplex outlets and one (1) floor mounted duplex outlet per conference room/areas. Some offices may have designated conference areas that require floor mounted outlets.
- Provide one (1) duplex outlet per conference room in ceiling near installed video projector.
- Provide a minimum of six (6) four-plex outlets in the local network room.

- Provide electrical outlets for copier, facsimile, shredder, printer, microwave, small appliances, and refrigerator.
- Provide convenience outlets in corridors or janitorial services.
- Provide duplex outlets and/or electrical receptacles for all security needs to include, but not limited to door strikes; keypad; card readers; cameras; etc.
- Dedicated special electrical receptacles shall be provided based upon the Government Approved Design Intent Drawings. Outlets corresponding to said receptacles shall be colored differently from the standard duplex and four-plex outlets, and shall be used only for office copiers and special equipment.
- Electrical outlets shall be circuited separately from the lighting. All branch-circuit wiring shall consist of copper conductors. Conductors for branch circuits shall be sized to prevent voltage drop exceeding three percent at the furthest receptacle.
- Duplex or four-plex (double-duplex) floor or wall outlets shall be provided in accordance with the approved Government Design Intent Drawings. Convenience outlets shall be installed on the basis of a maximum of 8 outlets per 20-amp circuit.
- Each workstation shall contain at least 1 orange-bodied or other similarly designed receptacle with isolated-ground capability. Said receptacles shall not exceed in number 4 per 20-amp circuit.

Data

- Minimum of two (2) data/telephone outlets per office and workstation area. One set on each side of the office/area.
- Minimum of two (2) data outlets per common work areas.
- Minimum of one (1) data outlet per designated print/copy, galley, freight, and client waiting areas.
- Two (2) wall data outlets and one (1) floor mounted data outlet per conference room/area. Some offices may have conference areas that require floor mounted outlets.
- Data outlets and the associated wiring used to transmit data service to the workstations will be safely concealed in floor ducts, walls, columns, or below access flooring.
- Data Outlets shall be provided with rings and pull strings to facilitate the installation of the data cable. The Government shall, at its expense, be responsible for purchasing and installing said cable.
- When cable consists of multiple runs, the Lessor shall provide cable trays or J-hooks to insure that Government-provided cable does not come into contact with suspended ceilings. If cable trays are used, they shall be ladder-type, and form a loop

around the perimeter of the Government-occupied space such that the horizontal distance between individual drops does not exceed 30 feet. Cable trays shall connect to the designated server room.

WINDOWS - SHATTER-RESISTANT WINDOW PROTECTION REQUIREMENTS

The Lessor shall provide and install wet-glazed or mechanically attached, shatter-resistant material not less than 0.18 millimeters (7 mil) thick on all exterior windows in Government-occupied space. The Offeror shall provide a description of the shatter-resistant window system in the attached "Pre-Lease Building Security Plan" for evaluation by the Government.

Alternatively, the Lessor shall provide certification from a licensed professional engineer that the window system conforms to a minimum glazing performance of "3B" for a high protection level and low hazard level. Window systems shall be certified as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance condition using the test methods provided in the US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings or ASTM F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings.