

SOLICITATION NO: GS-00P-09-BQD-0018
National Broker Contracts Follow On (NBC2)
Lease Acquisition Services
Summary of Amendment 1 Changes
5 February 2010

1. To clarify Location of Performance expectation
To amend the start date after award from 60 days to 90 days.
Volume 1, page 1

New Language

LOCATION OF PERFORMANCE: Any State of the United States including Alaska and Hawaii, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands

PERIOD OF PERFORMANCE: From start date (approximately 90 days after award) for one year with four one-year option periods

2. Section B Pricing Worksheet
Inserted 'RSF' to clarify that the size ranges are based on RSF instead of SF

Deleted: 'Grand total (\$) (Base & Option Years) \$ _____'

Pages 14 & 15 & 16

New Language

Project Size Range in RSF

3. Definitions
Page 20
Deleted definition of 'Expedited lease transactions'

4. C.4.1.1 Contractor's Response Requirement to an Issued Task Order
Corrected the Referenced Exhibit Number from 'A and 4B' to '7A and 7B'

New Language

The Contractor shall submit a conflict of interest and nondisclosure statement, **Exhibit 7A** and **7B**, to the Regional Contracting Officer (RCO) or duly authorized Ordering Official within five (5) business days of receipt of a task order

5. C.4.1.5 Changes to a Task Order after Issuance of Task Order
Language revised to provide consistency between Section C and Section G.

New Language

1. After receipt of a task order, changes to any of the following require a modification to the task order prior to the Contractor proceeding:
 - a) Square feet change of plus or minus ten percent (10%) or as necessary to document SF category line item change.

- b) Required Delivery Date changes beyond a reasonable time
- c) Terminations for Convenience
- d) Terminations for Default (NCO action only)

Failure to adhere to this requirement may result in Contractor re-performance of services at their own expense.

C.4.1.6 Commission and Commission Credits

To delete the reference to Expedited Lease Actions

Deleted:

5. Task 1 Succeeding, Superseding, and Task 2 - Extension type task orders may NOT be ordered as Expedited Lease actions.

6. C.4.2.2 Requirements Development and Review

To clarify certain items required in C.4.2.2 paragraph 1 will be completed by GSA.

C.4.2.2 Requirements Development and Review

2. If requested by GSA, the Contractor shall work with the tenant agency on the Requirements Development/Space Request Package and submit a complete requirements package as defined above to the COTR/COR for written approval prior to proceeding with the next phase of the work on the task order. Items d, g, and h above are the responsibility of the COR/COTR as indicated on the Lease File Checklist (Exhibit 6)

7. C.4.2.3 Project Orientation

To clarify who is responsible for taking minutes at the Project Orientation

New Language:

C.4.2.3 Project Orientation

3. The purpose of the orientation is to ensure all parties understand the scope of a particular lease acquisition and should include at a minimum agenda topics such as
- a. other services that may be required and scheduled by the Tenant Agency prior to occupancy (including but not limited to installation of phones, furniture, or other equipment);
 - b. planned move and occupancy dates;
 - c. the roles and responsibilities of each party participating in the acquisition;
 - d. procurement integrity and ethics issues related to the procurement, and
 - e. submission requirements including regional lease file conventions.

The Contractor shall prepare and disseminate the minutes of the Project Orientation Meeting.

*****8

8. C.4.2.5 MARKET SURVEY AND REPORT

To add the provision that the Contractor may provide transportation to Government Officials during the Market survey

New Language:

- 2. A Market Survey includes, at a minimum, the following:
 - i. A physical inspection with COTR/COR, Tenant Agency and property representatives. **To avoid delays created by traveling in separate vehicles and facilitate a timely completion of the Market Survey, the Contractor may provide transportation, where appropriate and expedient, for participating parties to include the COTR/COR and tenant agency.**

9. C.4.2.11 Post Award Services

To clarify that the Lessor is to attend the post award kick off meeting, insert the word 'Lessor'

New Language

- 1. Post Award Services include the following:
 - a. The Contractor shall schedule a Post Lease Award Orientation meeting to occur within 5 working days of Lease award. The COTR/COR shall chair the meeting unless the Contractor is requested to perform this task. The meeting is to include the Lessor, Tenant Agency representative, the Contractor, the COTR/COR, and other government designees as determined by the COTR/COR. At the meeting parties shall confirm roles, responsibilities and schedule for the post award process. Occupancy services such as physical relocation of the tenant agency's personal property, installation of telecommunications service, installation of computer cabling, furniture delivery, or other similar services with the tenant agency should be discussed with clear roles and schedules defined as a result of the discussions. The Contractor shall document the attendees and the results of the meeting and disseminate to all attendees unless the SFO requires the lessor to accomplish that function.

10. C.4.3 TASK 2 – Lease Extension

To allow use of extensions in cases other than when associated with a Task 1, Full Lease Acquisition when determined to be in the Government's interest

New Language:

C.4.3 TASK 2 – Lease Extension

If in the process of procuring a Task 1, Full Lease Acquisition, the term of the existing lease will expire prior to completion of the acquisition, a Lease Extension is required. Under this contract, extensions may be tasked in association with an existing Task 1 task order or separately as otherwise deemed in the Government's interest.

11. C.6 Reports

To clarify that the MSA submittals are to be sent to the NCO

New Language:

3. Metropolitan Statistical Areas (MSA) – After award **Exhibit 15** is required to be provided by awardees indicating market commission ranges for each identified MSA. These submissions will be used to inform and to aid GSA in establishing an initial standard market range for commissions in each MSA for use by all awardees. This submission to the NCO will be required to be updated every 12 months. Contractors may submit information on changes in market commission ranges for the identified MSAs as information becomes available to them or as directed by the NCO.

12. F.3 ORDERING Procedures

To revise submissions of COI from 3 days to five in response to Industry comment. To correct the incorrect reference to 'Exhibit 4 A and B' to read 'Exhibits 7 A and B'

New Language:

The Contractor must inform the Regional Contracting Officer/Ordering Official in writing not later than five working days following the receipt of a task order whether a conflict of interest exists. Task orders must be accepted.

The Contractor shall submit corporate and individual conflict of interest and non disclosure statements, **Exhibits 7A and B** to the Regional Contracting Officer/Ordering Official no later than five working days after receipt of a task order for Contractor or subcontract personnel who will perform services

13. G.1.5. CONTRACTING OFFICER REPRESENTATIVE (COR) AND CONTRACTING OFFICER TECHNICAL REPRESENTATIVES (COTR)

To delete the requirement to include an LCO on the Task Order

New Language:

1. In most cases, the COTR for a task order is the Lease Contracting Officer (LCO) for any lease award or leasing action resulting from the issued task order and is GSA's primary contact with the tenant agency. In some cases, a Leasing Specialist, who does not hold a contracting officer warrant, may be designated as a COR.

14. H.7. Post Award Orientation and Training

To correct a misspelled word

New Language:

3. a. Contract personnel with 3 years of documented commercial real estate experience may complete the Market Analysis defined in Exhibit 5

15. Section L Factor 2 - Management and Organization, Operational Approach, and Staffing

To revise page limitation on Factor 2, from 'Two' to 'Three' for evaluation purposes

New language:

Sub factor 2(a) - Management and Organizational Plan

Page Limitation: *Three pages narrative, plus resumes that shall be limited to one page per person.*

16. Section L Sub factor 2(b) – Operational Plan

New Language:

(3) It shall identify the approach to quality control including techniques to be used to monitor projects, personnel, and subcontractors to ensure timely and quality performance in accordance with contract requirements, and to ensure problems and delays are identified and corrected in a timely manner. Both who will monitor the performance and how and they will do it shall be addressed. A formal Quality Control Plan consistent with the evaluated approach shall be submitted upon award and incorporated into and become a part of the contract awarded as a result of this solicitation.

17. Section L Factor 4 - Small Business Participation

The offerors shall address the following subfactors:

Sub factor 4(a) - Proposed Subcontracting Plans

To delete the following language from

Offerors who identify in their plan to utilize small business concerns performing services primarily in NAICS 531210, will be considered more favorable in the evaluation.

18. Section M Factor 4 - Small Business Subcontracting Participation

(Sub factor (a) is significantly more important than Sub factor (b))

To delete the following paragraph:

Offerors shall provide targets, expressed as dollars and percentages of total contract value, in each of the applicable, authorized NAICS Industry Sub sector, and a total target for SDB participation by the contractor, Offerors shall identify SDB concerns to be considered in the evaluation shall be listed in the resulting contract, and the contractor shall be required to notify the contracting officer of any substitutions of firms that are not SDB concerns..

To insert the following paragraph:

“Offerors shall provide targets, expressed as dollars and percentages of total contract value, in each of the applicable, authorized NAICS Industry Sub sector, and a total target for SDB participation by the contractor. “

19. Section M Sub factor 4(b) - Extent of Participation of Small Disadvantaged Business Concerns

To delete the following paragraph:

All proposals, including those from small business concerns, will be evaluated for their commitment to subcontract with Small Disadvantaged Business Concerns. The targeted amount of the total contract value for small disadvantaged business will be evaluated against the Government’s goal of at least five percent. This is a goal not a mandatory requirement. However, a goal of less than five percent may not be competitive. Dollar target and types of services, including the complexity and variety of the work to be subcontracted, will be evaluated. Proposals commitment to subcontract with Active Small Disadvantaged Business Concerns performing under NAICS 53120 will be evaluated more favorably.

To insert the following paragraph:

All proposals, including those from small business concerns, will be evaluated for their commitment to subcontract with Small Disadvantaged Business Concerns. The targeted amount of the total contract value for small disadvantaged business will be evaluated against the Government’s goal of at least five percent. This is a goal not a mandatory requirement. However, a goal of less than five percent may not be competitive. Dollar target and types of services, including the complexity and variety of the work to be subcontracted, will be evaluated
To correct and clarify to meet the needs of NBC 2 commissions:

20. Exhibits

Delete Exhibit 7C
Insert Revised Exhibit 7C dated February 5, 2010

21. Delete Exhibit 15

Insert Revised Exhibit 15 dated February

*****End*****End*****