



JUN - 1 2012

LAC-2012-02

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER  
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

*JCW*  
*6/01/2012*

SUBJECT: Issuance of RLP and Lease Templates

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the templates for Request for Lease Proposals (RLP) and Lease for the models that were developed through the PBS Lease Reform initiative. This LAC also issues a revised Solicitation Provisions, GSA Forms 3516 and 3516A; GSA Form 3516A; General Clauses, GSA Form 3517B; and Representations and Certifications, GSA Forms 3518 and 3518A.
2. **Effective Date.** This LAC, instructions, and attachments are effective immediately for all RLP packages issued on or after the signature date.
3. **Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
4. **Cancellation.** The following are canceled:
  - a. Tenant Improvement (TI) SFO. Leasing Specialists must not issue any new TI SFOs.
  - b. All versions of GSA Forms 3516, 3517, and 3518 issued prior to this LAC.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2012-02 Summary

Attachment 2, April 5, 2010, Commissioner's memorandum entitled, Lease Process Reengineering

Attachments 3 and 4, Standard RLP and Lease documents

Attachments 5 and 6, Simplified RLP and Lease documents

Attachments 7 and 8, Streamlined RLP and Lease documents

Attachments 9 and 10, Succeeding/Superseding RLP and Lease documents

Attachment 11, On-Airport Lease document

Attachment 12, Solicitation Provisions, GSA Form 3516



GSA Public Buildings Service

Attachment 13, Solicitation Provisions – Simplified, GSA Form 3516A  
Attachment 14, General Clauses, GSA Form 3517B  
Attachment 15, Representations and Certifications, GSA Form 3518  
Attachment 16, Representations and Certifications, GSA Form 3518A

*Jul 6/10/2012*

## LAC-2012-02 SUMMARY

**Introduction:** Lease models have tailored the lease acquisition documents to the size, complexity, and security level of the lease transaction. This includes dividing the solicitation for offers into two documents, a Request for Lease Proposals (RLP) and Lease for each model except the On-Airport model that does not use an RLP. More detailed guidance on the application of these models and the associated processes and templates can be found at the National Office of Leasing Google site.

The five models are:

- Standard
- Simplified,
- Streamlined,
- Succeeding/Superseding , and
- On-Airport.

### 1. **Standard Lease.**

- a. GSA Forms R101C, Standard Request for Lease Proposal (RLP); and L201C, Standard Lease; replace the Tenant Improvement Solicitation for Offers (TI SFO).
- b. The Standard RLP and Lease are included in this LAC as Attachments 3 and 4.
- c. The Standard RLP and Lease require the attachment of the latest versions of GSA Form 3516, Solicitation Provisions (Attachment 12); GSA Form 3517B, General Clauses (Attachment 13) and GSA Form 3518 or 3518A, Representations and Certifications (Attachments 14 and 15).
- d. When the acquisition does not fall within the parameters of other lease models, the more detailed Standard RLP and Lease must be used. They cover, for example, the complexities of extensive tenant alterations, lease construction, Leadership in Energy and Environmental Design (LEED) certifications, and best value trade-off procedures that apply to many leases, both large and small.

### 2. **Simplified Lease.**

- a. GSA Forms R101A, Simplified RLP; and L201A, Simplified Lease; replace the GSA Form 3626, U.S. Government Lease for Real Property (Short Form).
- b. The Simplified RLP and Lease are included in this LAC as Attachments 5 and 6.
- c. The Simplified RLP and Lease require the attachment of the latest versions of . GSA Form 3516A, Solicitation Provisions and GSA Form 3518A, Representations and Certifications. The Simplified RLP and Lease do not require attachment of a General Clauses form. All required General Clauses language is either in the body of the Lease or incorporated by reference.

d. The Simplified Lease model is for leases that do not exceed the simplified lease acquisition threshold and fall within Interagency Security Committee security levels I and II. Do not use the simplified model for leases requiring lease construction, best value trade-off, or LEED certifications.

e. The GSA Form 3626, U.S. Government Lease for Real Property (Short Form), may not be used except for parking leases and emergency leases at the discretion of the Lease Contracting Officer. When the Form 3626 is used, it must be used with GSA Form 3516, Solicitation Provisions; GSA Form 3517B, General Clauses; and GSA Form 3518A, Representations and Certifications. The LCO may strike provisions or clauses that are not required due to the dollar threshold.

### **3. Streamlined Lease.**

a. GSA Forms R101B, Streamlined RLP and L201B, Streamlined Lease, have been designed to support small to mid-size leases up to \$500,000 average net annual rent and ISC security levels I-III.

b. The Streamlined RLP and Lease are included in this LAC as Attachments 7 and 8.

c. The Streamlined RLP and Lease require the attachment of the latest versions of GSA Form 3516, Solicitation Provisions; GSA Form 3517B, General Clauses; and GSA Form 3518 or 3518A, Representations and Certifications.

d. Do not use the Streamlined Lease for models requiring lease construction or best value trade-off.

### **4. Succeeding/Superseding Lease.**

a. GSA Forms R102, Succeeding/Superseding RLP, and L202, Succeeding/Superseding Lease, have been designed specifically for delivery of sole source succeeding and superseding leases.

b. The Succeeding/Superseding RLP and Lease are included in this LAC as Attachments 9 and 10.

c. The Succeeding/Superseding RLP and Lease require the attachment of the latest versions of GSA Form 3516, Solicitation Provisions; GSA Form 3517B, General Clauses; and GSA Form 3518 or 3518A, Representations and Certifications.

d. The Succeeding/Superseding lease model is appropriate when it is in the best interest of the Government to stay in place and when there are no significant changes in square footage or extensive tenant improvements contemplated. For succeeding or superseding lease actions requiring either significant changes in square footage or extensive tenant improvements, other model RLP and Lease documents must be used.

e. Do not use the Succeeding/Superseding lease model for leases requiring LEED certifications or for competitive replacement lease actions.

**5. On-Airport Lease.**

- a. GSA Form L201, On-Airport Lease, accommodates the special circumstances of on-airport leases.
- b. The on-airport lease is included in this LAC as attachment 11.
- c. The On-Airport Lease requires the attachment of the General Clauses, GSA Form 3517B and Representations and Certifications, GSA Form 3518 or 3518A.

**COVER PAGE FOR ATTACHMENTS 2 THROUGH 16**



MEMORANDUM  
April 5, 2010

TO: REGIONAL COMMISSIONERS  
ASSISTANT COMMISSIONERS  
PBS REGIONAL REALTY SERVICES OFFICERS  
LEASE PROCESS REENGINEERING TEAM MEMBERS

FROM: ROBERT A. PECK *Peck*  
COMMISSIONER  
PUBLIC BUILDINGS SERVICE

SUBJECT: LEASE PROCESS REENGINEERING

Thank you for your support of the Lease Process Reengineering effort. The team completed this monumental task in less than five months and I applaud them for doing an impressive job. Their recommendations do, indeed, offer us paths to improve the lease process for GSA, our customers, and industry.

Lease models are designed to streamline the process for leases up to \$500,000 net annual rent and succeeding and superseding leases, impacting up to 87 percent of our transactions. Other recommendations will apply across the board. Although the RC's and RSO's comments to date have been incorporated, we disseminate the report as an opportunity to offer your insights. We are also seeking feedback from the private sector.

An aggressive timeline is being established to put each recommendation in place in sizable, yet manageable segments. In the next three weeks we will clarify BOMA space measurement terminology and provide direction to use Construction Specifications Institute standards and specifications in the Tenant Improvement Costs Summary (TICS) table. Acquisition Plan changes, SFO synopsis and lease models will follow.

What we have is a major accomplishment, but is only the first step. As with the first phase, we're looking for your full endorsement and participation. While we're working out the implementation piece and awaiting industry response, we'll work on the appropriate orders to make this official policy, which will evolve as we get feedback.

I have appointed Denise Broskey the Global Project Manager, and Brenda Johnson of the Office of Real Estate Acquisition and Christy Sebring in Region 8 as the Implementation Managers. Please contact them directly.

Enclosures