

# GSA Western Regions Client Enrichment Series



Welcome to the August 22, 2012 presentation!

## **GSA Emergency Leasing**

**The presentation will start at 11:00 a.m. MDT**

Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through the **chat** feature. They will answer as many of the questions as possible at the end of the presentation. All questions will be captured, and answers sent to all participants within two weeks.

Stay tuned for emails on our September topic, **Security!**



# **Client Enrichment Series**

## ***GSA Emergency Leasing***

Hosted by Edward Holton  
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*Presented by*  
**Gary Roberts**

**Realty Specialist, GSA Office of Leasing Policy**

**Matthew Toner**

**Director of Policy, GSA Office of Emergency Response and Recovery**



**GSA Public Buildings Service**

# GSA Structure / Emergency Response

## GSA Central Office (GSA)

- Office of the Administrator
- Office of Emergency Response & Recovery

## Federal Acquisition Service (FAS)

- Center for Innovative Acquisition Development
- Emergency Acquisition
- Assisted Acquisition
- Global Supply
- Travel & Transportation
- Multiple Award Schedules

## Public Buildings Service (PBS)

- Center for Emergency Management
- Center for Lease Policy
- Regional Leasing Divisions

# Office of Emergency Response & Recovery

## GSA Central Office (GSA)

FAS

PBS

- Integrator of GSA needs and capabilities / National & Regional
- Director of all Emergency Management related Policy
- Developer of National Level Plans & Exercises
- Manager of the GSA Emergency Operations Center
  - [eoc@gsa.gov](mailto:eoc@gsa.gov)
  - (202) 219-0338

# FAS: Federal Supply Schedules

## Federal Acquisition Service (FAS)

- Provides Government-wide contracts for **commercial** products, services, and solutions.
- Often referred to as purchasing from “GSA Schedules” and “Multiple Award Schedules”
  - Lists over 20 million supplies and services
  - Hosts over 19,000 Schedule contracts
  - 80% are small businesses
  - \$48 Billion total annual spend

# Disaster SUPPLIES on Schedule

- **Cleanup Supplies.** cleaning/disinfecting solutions, brooms, mops, brushes, sponges, absorbants, waste containers, industrial pumps, compressors
- **Electronic/Power Equipment.** power generators, industrial pumps/compressors, batteries, heating/ventilation, 2-way radios, extension cords
- **Emergency and Rescue.** fire fighting equipment, life vests, safety & rescue watercraft, fire or rescue trucks, emergency lighting
- **Food and Cooking Supplies.** prepared & preserved food, beverages, domestic kitchenware
- **Medical Supplies.** emergency & field medical supplies, wound care products, patient lifts
- **Personal Care.** soaps, hand sanitizers, skin care products, lotions, towels
- **Personal Safety & Protection.** safety apparel, safety footwear, face & head protection, goggles, hearing protectors, respiratory protection
- **Security and Control.** security/control equipment, handcuffs, traffic control supplies, speed stoppers, barricades, crowd control equipment
- **Temporary Housing and Shelter.** shelters & emergency tent halls, decontamination aids, tents, cots, sleeping bags, bed clothes
- **Vehicles & Heavy Equipment.** tracked & wheeled all-terrain vehicles, cars, vans, light trucks

# Disaster SERVICES on Schedule

- **Building and Construction Services.** portable restrooms, air/water purification, storage tanks, generators...
- **Communications Solutions.** public relations, translation, interpretation...
- **Emergency Food Services.** mobile kitchen services, food logistics planning...
- **Emergency Preparedness.** preparedness & first responder equipment, training...
- **Energy and Power Services.** oversight, metering, auditing, planning...
- **Environmental Services.** chemical analysis, waste management, recycling...
- **Furniture.** rental, relocation, household/quarters...
- **Law Enforcement and Security Solutions.** guard services...
- **Medical and Laboratory.** healthcare staffing, laboratory testing...
- **Temporary Staffing.** technical, professional, general support...
- **Travel & Transportation Solutions.** relocation, move management, travel agents...
- **Vehicle Leasing and Rentals.** vans, light trucks...

# Public Building Service

## Public Building Service (PBS)

- Real Estate Owner, Lessee of Commercial Space, Landlord to Federal Agencies
- Existing Portfolio Stats – end of FY 2011
  - 9,683 Facilities – Owned and Leased
  - 1,600 Owned / 8,163 Leased
  - 374.6 M SF for an estimated 1.1M tenant personnel
- Emergency Leases
  - Not included in this inventory

# GSA Leasing Basics

- Authority to Lease - 40 U.S.C. §585
  - Buildings or improvements for up to 20 years
  - Unimproved land for up to 1 year
- Time to lease and buildout space: 18 - 24 Months
- Competitive procurement for fully serviced office space
- GSA pays the rent to lessor
- Cost + GSA-PBS fee passed through to the client agency
  - Actual lease contract cost
  - Any additional standard building operating expenses that PBS provides outside of the lease
  - A flat 7% fee on the lease

# Leasing Rules

- Laws – at least 30
- Executive orders – 10 or more
- Regulations – GSAM, FMR, DOL, SBA, EPA
- OMB Circulars
- Leasing Desk Guide – how GSA implements the laws, EOs, regulations, etc.

# GSA Leasing Personnel

- **GS-1170 Leasing Specialists Nationwide – about 500**
  - Spread throughout CONUS + Puerto Rico
  - Serve all 50 states and US Territories
  - Includes 250 Warranted Lease Contracting Officers



# PBS: Leasing Process

“Declared” emergency leasing procedures highlighted in red

- Requirements
- *Draft Occupancy Agreement*
- *Acquisition Plan*
- *Advertisement*
- Market Survey
- Request for Lease Proposals
- Initial Offers
- Negotiations
- Request for Final Proposals
- Evaluation of Offers
- Award Lease
- Design/Build Out
- Inspection/Acceptance
- Agency Move-in
- *Final Occupancy Agreement*
- Start Rent
- Lease Administration

# GSA Emergency Leasing

- **Overview**

- A means of delivering a critical resource quickly
- A streamlined leasing process

- **Examples**

- Disaster Field Office (JFO)
- Disaster Recovery Centers (DRC)
- National Logistic Staging Area (NLSA)
- Office, Warehouse, Land
- Temporary and permanent replacement space for dislocated agencies

# GSA Lease Response Categories

Three categories - generalized for this leasing presentation

- **Single building / minor event**
  - i.e. Basement flood - short term relocation
- **Single building / major event**
  - i.e. Destruction of critical facility - long term relocation
- **Multiple building / regional or national event of significance**
  - Act of God (hurricane, tornado, flood, earthquake) or Terror (Bomb)
  - Coordinated agency response over short and long term
  - Disaster declaration(s) issued

# GSA Responsibility

- Provide a knowledgeable Lease Contracting Officer
- Comply with laws, regulations, and policies
- Negotiate the best possible deal
- Determine cost reasonableness
- Provide a knowledgeable Property Manager
- Modify lease and enforce performance as necessary
- Close out lease at end of mission

# Client Responsibility

- Provide requirements
- Fund all reasonable costs
- Understand the limitations of a short-term lease
- Do not negotiate or discuss price with owners
  - Prohibited by regulation
  - GSA responsibility
- Sign-Off on acceptability of locations
- Be the eyes and ears of the LCO for term of lease
- Alert the LCO of any changes in space needs

# Speed of Emergency Leasing

- **GSA does emergency leasing faster than regular leasing**
  - Suspends work on many other projects
  - Deploys immediately
  - Abbreviates the CICA full and open competition process
    - Gets as much competition as time and circumstances allow
    - Uses existing CICA Class Justification for temporary leases for responding agencies
  - Takes the best temporary space available on short notice
  - Writes CICA Justification after the fact for permanent replacement lease actions

# Minimum requirements for emergency space

## The following are minimum space requirements:

- A certificate of occupancy or equivalent.
- Fire and life safety compliance.
- Accessibility compliance, in accordance with ABAAS.
- OSHA, asbestos and other environmental requirements, in accordance with State and Local codes.
- Services, utilities, and maintenance available.

# Emergency Lease Funding

- **FEMA leases**
  - GSA recovers actual expenses from FEMA
  - FEMA pays rent directly to lessor
- **Non-FEMA leases**
  - GSA will charge existing rent rate if temporary
  - If client cannot return to original space, a new OA and rent rate will be established
- **Our next slide goes into more detail**

# Funding

- **Methodologies**
  - Vary by disaster and associated need
  - FEMA uses e-taskers and Form 40-1 as outlined in MOA
- **Stafford Act funds**
  - Provide disaster assistance to States, tribes, local governments, and certain private nonprofit organizations
  - Are authorized for supplies, services and space provided by GSA in support of disaster response efforts
- **Federal Agencies**
  - Reimbursed for expenditures made ‘under and for the purposes of the Stafford Act’
  - Separate appropriations are required to cover the cost of federal agency relocations

# Planning for a Significant Event

- **Advance Planning**
  - Pre-developed National COOP, COG & Reconstitution Plans
  - Use publicly available GSA 'SF 2050' to assist in working through Reconstitution Requirements
  - Key stats are Employee Count, Total SF, and Custom Need Identification
- **Designate Local Area and National Alternate / Reconstitution Sites**
  - Within existing agency inventory
  - For GSA acquisition - short or long term space
- **Integrate Agency 'Infrastructure' in COOP, COG and Reconstitution Plans**
  - Ensure IT, HR, Accounting and EM environments are in sync

# GSA Points of Contact

- **Emergency Management & Disaster Response**
  - GSA Emergency Operations Center
    - [eoc@gsa.gov](mailto:eoc@gsa.gov)
    - 202-219-0338
- **Leasing Policy**
  - Director, Center for Lease Policy
    - AskPR@gsa.gov
    - John Thomas, [johnd.thomas@gsa.gov](mailto:johnd.thomas@gsa.gov)