

<b>PROPOSAL TO LEASE SPACE</b> (For use with Standard Request for Lease Proposals)	REQUEST FOR LEASE PROPOSAL NUMBER →	<b>XXXXXX</b>	DATED <b>MM-DD-YYYY</b>
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**SECTION I - DESCRIPTION OF PREMISES**

1a. BUILDING NAME <b>XXXXX</b>		1b. BUILDING ADDRESS <b>XXXXX</b>			
1c. CITY <b>XXXXX</b>	1d. STATE <b>XX</b>	1e. 9-DIGIT ZIP CODE <b>XXXXX-XXXX</b>		1f. CONGRESSIONAL DISTRICT _____	
2a. FLOORS OFFERED _____	2b. TOTAL NUMBER OF FLOORS IN BUILDING _____	3. TOTAL RENTABLE SPACE IN OFFERED BUILDING			
		a. GENERAL PURPOSE (Office) _____ sq. ft.	b. WAREHOUSE _____ sq. ft.	c. OTHER _____ sq. ft.	
4. LIVE FLOOR LOAD _____ lbs. / sq. ft.	5. MEASUREMENT METHOD ANSI/BOMA <input type="checkbox"/> OTHER <input type="checkbox"/>	6. YEAR OF LAST MAJOR RENOVATION (if applicable) _____	7. BUILDING AGE _____	8. SITE SIZE _____ sq. ft. _____ acres	

**SECTION II - SPACE OFFERED AND RATES**

9. ANSI/BOMA OFFICE AREA SQUARE FEET (ABOA) _____	10. RENTABLE SQUARE FEET (RSF) _____	11. COMMON AREA FACTOR (CAF) _____
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“Tenant Improvements” are all alterations for the Government-demised area above the building shell buildout, excluding costs identified as tenant improvements in the Security Unit Price List. Building-Specific Security is the sum of costs identified as such in the Security Unit Price List. Neither the Tenant Improvements as stated in Block 12, nor the Building-Specific Security as stated in Block 13, are to be included in the shell rent. It is expected that the tenant buildout will be fully amortized at the end of the firm term, and the rent will be reduced accordingly. Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the shell rate and fully explained as part of this written proposal. If Tenant Improvements or Building-Specific Security improvements are to be amortized beyond the firm term, those calculations must be itemized as part of this written proposal. The Offeror may attach additional pages as necessary.

Offerors may copy this section through lines 18 as needed. Insert them above Box 20 or in Box 29.	a. BUILD-OUT COSTS PER CATEGORY	b. AMORTIZATION TERM	c. AMORTIZATION INTEREST RATE (%)	d. ANNUAL RENT \$ PER RSF	e. ANNUAL RENT \$ PER ABOA SF	f. NO. YEARS RATE IS EFFECTIVE
12. TENANT IMPROVEMENTS (per RLP requirements)	\$ _____	_____	_____	\$ _____	\$ _____	_____
13. BUILDING-SPECIFIC SECURITY (per RLP requirements detailed on Security Unit Price List)	\$ _____	_____	_____	\$ _____	\$ _____	_____
14. SHELL BUILD-OUT (per RLP requirements)	\$ _____					
15. TOTAL BUILD-OUT COSTS	\$ _____					
16. SHELL RENT (Including current real estate taxes. Refer to Line 28 on GSA Form 1217)				\$ _____	\$ _____	\$ _____
17. OPERATING COSTS (Refer to Line 27 on GSA Form 1217)				\$ _____		
18. TOTAL ANNUAL RATE				\$ _____		
19. TOTAL ANNUAL RENT				\$ _____	\$ _____	\$ _____
	PER ANNUM RENT	FOR YEARS	PER ANNUM RENT	FOR YEARS	PER ANNUM RENT	FOR YEARS
TOTAL ANNUAL STEP RENTS	\$ _____ RSF \$ _____ ABOA	_____ Thru _____	\$ _____ RSF \$ _____ ABOA	_____ Thru _____	\$ _____ RSF \$ _____ ABOA	_____ Thru _____

20.	<p>a. Number of parking spaces for the entire building/ facility, which are under the control of the Offeror: _____ surface _____ structured</p> <p>b. Number of parking spaces required by local code: _____ surface _____ structured</p> <p>c. Number of parking spaces for Employee/Visitor Use (per RLP): _____ surface _____ structured</p> <p>d. Number of parking spaces for Official Government Vehicles (per RLP): _____ surface _____ structured</p> <p>e. Does the rental rate offered above include RLP-required parking costs?          YES <input type="checkbox"/> NO <input type="checkbox"/> If NO, complete the following: Annual cost per space: \$ _____ surface \$ _____ structured</p>
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## SECTION III - LEASE TERMS AND CONDITIONS

21. INITIAL LEASE TERM (Full Term)			22. RENEWAL OPTIONS			
a. Number of years	b. Years firm	c. Number of days notice for Government to terminate lease:	a. Shell rate / RSF / Yr	b. Years each	c. Number of options	d. Number of days NOTICE to exercise renewal option:
XXX	XXX	XXX	\$ _____	XXX	XXX	XXX
23. OFFER GOOD UNTIL AWARD (In accordance with Federal Acquisition Regulations 15.208)			24. Space will be altered and delivered in accordance with the Government's specifications and requirements in accordance with the Request for Lease Proposals (RLP) and the lease.			
25. COMMISSIONS--IF APPLICABLE, ATTACH COMMISSION AGREEMENT						
a. Tenant Representative Commission: _____ %		b. Owner's Representative Commission: _____ %		c. Schedule of Commission payments: _____ % at lease award and _____ % at lease occupancy		
26. OFFEROR'S TENANT IMPROVEMENT FEE SCHEDULE  a. Architectural/Engineering fees will be (choose one): <input type="checkbox"/> 1. \$ _____ per ABOA square foot <input type="checkbox"/> 2. _____ % of Total Construction Costs( <input type="checkbox"/> 3. \$ _____ flat fee  b. Lessor's Project Management fees will be _____ percent of Total TI construction costs  c. If other fees are applicable, state what they are in terms of a per usable square foot amount, or if using a percentage, what is the basis for determining the fee.  <b>The Government will add the cost of the proposed fees to the net present value of the offered rental rate as described in the RLP's Price Evaluation paragraph. This schedule will be applicable for Tenant Improvements and change orders during initial construction arising under any resulting lease contract.</b>			27. ADDITIONAL FINANCIAL ASPECTS OF THE OFFER Adjustment for Vacant Premises: \$ _____ per ABOA sf HVAC Overtime Rate: \$ _____ per hour per [zone]_[floor]_[space]_ Areas requiring 24 hour HVAC (LAN, etc.) \$ _____ per _____ ABOA sf <b>NOTE: THE COST TO PROVIDE 24 HOUR HVAC SERVICE IS REIMBURSED SEPARATELY FROM RENT. THE COST FOR THESE OVERTIME UTILITIES MUST NOT BE INCLUDED IN THE OFFERED RENTAL RATE OR BASE OPERATING COSTS.</b>  Building's Normal Hours of HVAC Operation: Mon-- Fri _____ AM to _____ PM; Saturday _____ AM to _____ PM; Sunday _____ AM to _____ PM  Percent of Government Occupancy: _____ % Current Year Taxes: \$ _____ Based on fully assessed value? YES NO Is the offered space part of multiple tax bills? YES NO If so, provide tax ID numbers and square footage for each. Attach the legal description of the offered property. If a site is offered, state the total land costs: \$ _____			
			28. LIST OF ATTACHMENTS SUBMITTED WITH THIS OFFER (See Request For Proposal ("RLP") requirements) XXXXX			
29. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER XXXXX						

## SECTION IV - OWNER IDENTIFICATION AND CERTIFICATION

30. RECORDED OWNER (Name and address including ZIP code) NAME STREET CITY, ST ZIP			
31. BY SUBMITTING THIS OFFER, THE OFFEROR AGREES UPON ACCEPTANCE OF THIS PROPOSAL BY THE HEREIN SPECIFIED DATE, TO LEASE TO THE UNITED STATES OF AMERICA, THE PREMISES DESCRIBED, UPON THE TERMS AND CONDITIONS AS SPECIFIED HEREIN, IN FULL COMPLIANCE WITH AND ACCEPTANCE OF THE AFOREMENTIONED REQUEST FOR LEASE PROPOSALS, WITH ATTACHMENTS.			
32. OFFEROR'S INTEREST IN PROPERTY	OWNER [ ]	AGENT [ ]	OTHER (Specify): XXXXXXXXXX
33. OFFEROR			
a. NAME TITLE STREET CITY, ST ZIP		b. E-MAIL ADDRESS: XXXXXXXXXXXXXXXXXXXX	
d. SIGNATURE		c. TELEPHONE NUMBER (Including area code) (XXX) XXX-XXXX extension _____	
		e. DATE SIGNED MM-DD-YYYY	

**1 Offeror's Interest in the Property:**

Fee owner  Other:

**Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.**

**2 Flood Plains:**

The Property is  in a base (100-year) flood plain  in a 500-year flood plain  not in a flood plain.

*(See RLP for minimum requirements)*

**3 Seismic Safety: The Building**

Fully meets  Substantially meets  Does not meet RLP seismic requirements.

*(See RLP for minimum requirements)*

**4 Historic Preference: The Building is a**

- Historic property within a historic district.
- Non-historic property within a historic district.
- Historic property outside of a historic district.
- None of the above.

*(See RLP for minimum requirements)*

**5 Asbestos: The Property**

- Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage.
- Contains ACM not in a stable, solid matrix.

*(See RLP minimum requirements)*

**6 Fire/Life Safety:**

The Property  Meets  Does not meet Lease fire/life safety standards.

*(See RLP and Lease documents for minimum requirements)*

**7 Accessibility:**

The Property  Meets  Does not meet Lease accessibility standards.

*(See RLP and Lease documents for minimum requirements)*

**8 Security:**

Attach Pre-Lease Building Security Plan.

*(See RLP and Lease documents for minimum requirements)*

9

**ENERGY STAR®: The Building**

- Has received the ENERGY STAR® Label within the past twelve months. Date:
- Has not received the ENERGY STAR® Label within the past twelve months; the Offeror has evaluated energy savings measures and
  - Determined that none are cost effective.
  - Determined that the following are cost effective (List):

*(See RLP and Lease documents for minimum requirements)*

10

**Waiver of Price Evaluation Preference.** A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable to a lease awarded to the HUBZone SBC Offeror under this solicitation. A HUBZone SBC desiring to waive the price evaluation preference should so indicate below.

- I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference.

*(See RLP and Lease documents for more information)*