



SEP 28 2010

SAPL-2010-01

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III 
ASSISTANT COMMISSIONER
OFFICE OF REAL ESTATE ACQUISITION - PR

SUBJECT: Fee Simple Site Acquisition

1. Purpose. This Site Acquisition Policy Letter (SAPL) defines and standardizes the process to acquire land for the General Services Administration (GSA).

2. Background.

- a. The Center for Site Acquisition and Relocation (CSAR) was created on February 19, 2008, as part of the Office of Real Estate Acquisition (PR) in central office, to provide a consistent national approach to site acquisition. The CSAR is responsible for developing a standardized process for site acquisitions nationwide, including training and assistance, as necessary, for regional personnel who will conduct the hands-on site acquisition effort.
- b. Site acquisition policies will be issued by the Assistant Commissioner in memoranda called Site Acquisition Policy Letters (SAPLs).
- c. The standardized process described in this SAPL was drafted early in 2009 and vetted through regional site acquisition staff, as well as by appropriate central office business lines. Changes to the process were made based on comments received from all parties. A significant change incorporated in this process is the requirement to obtain central office concurrence for all fee simple site acquisitions at two points in the process. This change and others are included in the Instructions and Procedures section below which incorporates mandatory policy and processes to follow for all site acquisitions. This guidance is included in the Fee Simple Site Acquisition process chart and corresponding checklist to present a standardized and accountable approach to site acquisitions.

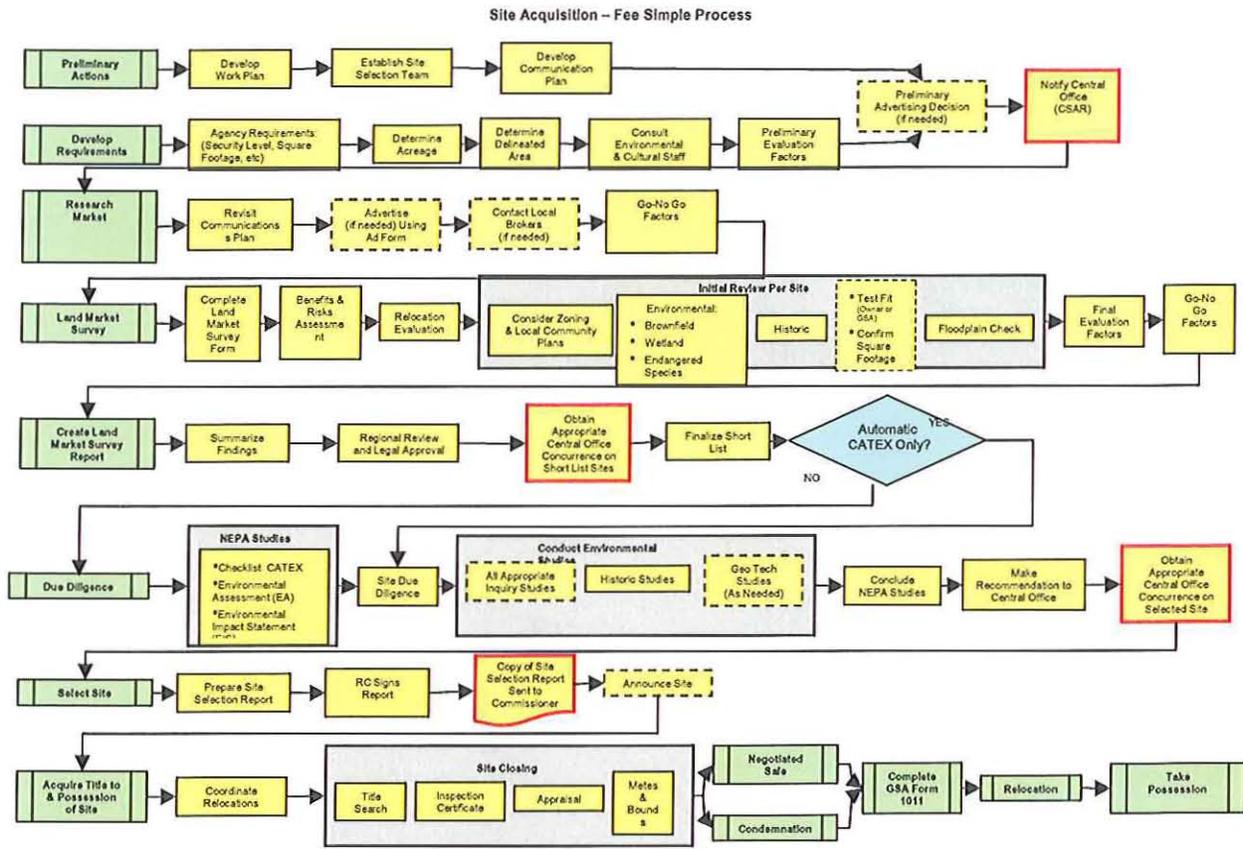
3. Effective Date and Expiration Date. This SAPL and the implementing instructions are effective as of the date of issuance and will expire 5 years after the date of issuance unless modified, cancelled, or reissued earlier.

4. Cancellation. None.

5. Applicability. This SAPL applies to all acquisitions of sites that will be under the jurisdiction, custody or control of GSA.

6. Instructions and Procedures.

- a. The use of the attached process and tools is mandatory for all fee simple site acquisitions and forms the basis of a standardized approach to all site acquisitions. All tools are required, but scalable based on the needs of the project *i.e.*, the project team must determine the detail to which each step in the process is completed.
- b. The use of these tools does not preclude the use of resources previously developed by the Site Acquisition Center of Expertise, such as the Site Selection Guide. The use of these existing tools is encouraged when they are needed; however, if there are any inconsistencies between those tools and this current policy and guidance, current policy and guidance will govern.
- c. A regional site acquisition staff person must be assigned the lead role in acquiring fee simple ownership of a site. The site team, although determined differently in each region, must include at least one representative from the Office of Design and Construction (ODC). When authorization for a project is received, the formal site acquisition process may begin. As soon as a regional office begins to pursue any site acquisition action, they must notify the CSAR via mailbox at asksites@gsa.gov using the site acquisition notification form.
- d. The fee simple site acquisition process is illustrated in the following process chart (a larger version of which is provided in Attachment 2):



e. The CSAR has provided a number of tools to use in selecting and acquiring any fee simple site, which are described in greater detail below:

Site Acquisition Tools

1. **Site Acquisition Notification Form** - This form contains required information needed by the CSAR to record and track all fee simple site acquisitions nationwide. This form is to be completed fully and submitted to the mailbox asksites@gsa.gov in the time frame given in the process documents.
2. **Site Acquisition Fee Simple Process** - This flow chart depicts the eight (8) step site acquisition process along with accompanying action items, from Preliminary Actions to Acquiring Possession of the Site.
3. **Site Acquisition Fee Simple Checklist** - Each element of the flowchart is put into a checklist for tracking purposes. The checklist also includes a broad timeline for completing each step in the site acquisition process.

- 4. Land Market Survey (LMS) and Instructions** - Detailed information must be gathered for each site being considered for acquisition. The LMS is used to record all appropriate data. Specific instructions are included for each data block on the survey form. Note that the need for an appraisal to determine a range of values for each site is optional; nevertheless, consulting with the regional appraiser is recommended to help determine potential site values during all phases of site acquisitions. A range of values for each considered site may be obtained by consulting with real estate professionals in the local community, along with regional appraiser input. This information may be sufficient for initial evaluation of each site; however, an appraisal is required prior to the purchase of any site.
- 5. Site Selection Report Example** - Once a final selection is made on a preferred site, final written approval must be obtained at the regional level along with concurrence at the national level. Although no specific format is required, the attached example shows some elements that must be included in the report: site requirements, site investigation process, synopsis of offered properties, short list of sites, evaluation of socio-economic factors, historic and cultural factors, environmental considerations, and, finally, the recommended site.
- 6. GSA Form 1226, Contract to Sell Property** - This form is used to effect purchase of the site once all approvals are received. Significant regional variations of this contract may be acceptable due to differences in legal requirements from state to state. Regional Counsel has broad discretion to draft a document that meets local requirements.

Attachments

1. Site Acquisition Notification Form
2. Fee Simple Site Acquisition Process
3. Fee Simple Site Acquisition Checklist
4. Land Market Survey and Instructions
5. Site Selection Report (example)
6. GSA Form 1226 - Contract to Sell Property (for purchase of site)

