Template revised 5/2025

GSA ORAL REQUEST FOR LEASE PROPOSALS – FEMA DISASTER LEASE

This Request for Lease Proposals ("RLP") sets forth instructions and requirements for proposals for a Lease described in the RLP documents. Proposals conforming to the RLP requirements will be evaluated in accordance with the Basis of Award set forth herein to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions herein.

The information collection requirements contained in this Solicitation/Contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0086.

FEMA ORAL RLP
GSA TEMPLATE R103D (5/25)

INSTRUCTIONS FOR UTILIZING THE ORAL SOLICITATION FOR OFFERS – FEMA DISASTER LEASES

ORAL SOLICITATIONS ARE ALLOWED IN EMERGENCY ACQUISITIONS UNDER FAR 18.111 WITH REQUIREMENTS FOR DISCUSSIONS SET FORTH IN FAR 15.203(F). THIS DOCUMENT SERVES AS A GUIDE FOR LCOS WHEN CONDUCTING SOLICITATIONS ORALLY TO ENSURE THAT ALL OFFERORS RECEIVE ALL OF THE REQUIRED INFORMATION. THIS DOCUMENT IS NOT INTENDED TO BE COMPLETED FOR EACH DISASTER LEASE PROCUREMENT. THIS DOCUMENT IS DISTRIBUTED TO OFFERORS WITH THE LEASE PACKAGE AND THE INFORMATION SPECIFIC TO EACH PROCUREMENT, SUCH AS THE SQ. FT AND TERM, IS CONVEYED ORALLY THROUGH DISCUSSIONS WITH THE OFFERORS AND THE LCO. THIS ALLOWS THIS DOCUMENT TO BE USED FOR MULTIPLE PROCUREMENTS WITHOUT HAVING TO SEPARATELY COMPLETE AN RLP FOR EACH PROCUREMENT.

THIS TEMPLATE WAS UPDATED AS OF THE DATE SHOWN IN THE HEADER. THE DATE WILL NOT PRINT IF YOU TURN OFF THE HIDDEN TEXT PER THE INSTRUCTIONS BELOW. THE MOST UP-TO-DATE TEMPLATES ARE LOCATED ON THE OFFICE OF LEASING GOOGLE SITE AND G-REX.

HOW TO REVEAL HIDDEN TEXT IN THE DOCUMENT—

1. **CLICK** ON THE FILE TAB AT THE TOP LEFT OF THE COMPUTER SCREEN.
2. **CLICK** ON “OPTIONS” AT THE LEFT OF THE SCREEN, NEAR THE BOTTOM.
3. **CLICK** ON “DISPLAY” IN THE LEFT-HAND COLUMN OF THE SCREEN.
4. IN THE RIGHT-HAND COLUMN, UNDER “ALWAYS SHOW THESE FORMATTING MARKS ON THE SCREEN,”—IF THERE IS NO CHECKMARK IN THE “HIDDEN TEXT” BOX—**CLICK** ON THE “HIDDEN TEXT” BOX. **NOTE:** A CHECKMARK WILL APPEAR IN THE BOX.
5. **CLICK** ON “OK.” TO CLOSE OUT THE WORD OPTIONS SCREEN.

TO TURN OFF HIDDEN TEXT: FOLLOW INSTRUCTIONS (1) THRU (5), ABOVE. WHEN YOU **CLICK** ON THE “HIDDEN TEXT” BOX, THE CHECKMARK WILL DISAPPEAR AND THE HIDDEN TEXT WILL NOT SHOW ON SCREEN OR IN PRINTED VERSIONS OF THE DOCUMENT.

TABLE OF CONTENTS

FEMA ORAL RLP 1

SECTION 1 STATEMENT OF REQUIREMENTS 4

1.01 AMOUNT AND TYPE OF SPACE AND LEASE TERM (FEMA) (AUG 2017) 4

SECTION 2 SOLICITATION PROVISIONS 4

2.01 FLOOD PLAINS (OCT 2022) 4

2.02 FAR 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2018) ALTERNATE I (OCT 2018) 4

SECTION 3 ELIGIBILITY AND PREFERENCES FOR AWARD 4

3.01 BASIS OF AWARD (FEMA) (OCT 2023) 4

3.02 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS (SMALL) (OCT 2020) 5

3.03 ENERGY INDEPENDENCE AND SECURITY ACT (FEMA) (AUG 2017) 5

3.04 HUBZONE SMALL BUSINESS CONCERN PRICE PREFERENCE (SMALL) (OCT 2023) 5

SECTION 4 HOW TO OFFER 5

4.01 RECEIPT OF LEASE PROPOSALS (FEMA) (OCT 2020) 5

4.02 FAR 52.204-24, REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (FEMA) (OCT 2020) 6

SECTION 1 STATEMENT OF REQUIREMENTS

CONVEY THE FOLLOWING INFORMATION TO ALL OFFERORS OR POTENTIAL OFFERORS. IT IS IMPORTANT THAT EVERYONE RECEIVES IDENTICAL INFORMATION.

1.01 AMOUNT AND TYPE OF SPACE AND LEASE TERM (FEMA) (AUG 2017)

The Space shall be located in a modern quality Building of sound and substantial construction with a facade of stone, marble, brick, stainless steel, aluminum or other permanent materials in good condition and acceptable to the LCO. If not a new Building, the Space offered shall be in a Building that has undergone, or will complete by occupancy, modernization or adaptive reuse for the Space with modern conveniences.

CITY, STATE	PROVIDED ORALLY
DELINEATED AREA	
SPACE TYPE(S)	
MINIMUM SQ. FT. (ABOA)	
MAXIMUM SQ. FT. (ABOA)	
RESERVED PARKING SPACES (TOTAL)	
RESERVED PARKING SPACES (SURFACE)	
RESERVED PARKING SPACES (STRUCTURE)	
INITIAL FULL TERM	
TERMINATION RIGHTS	
INITIAL FIRM TERM	
OPTION TERM	
ADDITIONAL REQUIREMENTS	

SECTION 2 SOLICITATION PROVISIONS

FEMA DISASTER LEASES SHOULD ONLY BE PLACED IN A "1-PERCENT-ANNUAL-CHANCE" FLOODPLAIN (FORMERLY REFERRED TO AS "100-YEAR" FLOODPLAIN) WHEN NO PRACTICAL ALTERNATIVES CAN BE FOUND. THE LCO SHOULD NOTIFY THE FEMA LOGISTICS CHIEF OF THE PRESENCE OF THE 100-YR FLOODPLAIN AND DOCUMENT THEIR ACKNOWLEDGEMENT AND ACCEPTANCE OF THE LOCATION THROUGH AN EMAIL TO BE PLACED IN THE FILE.

2.01 FLOOD PLAINS (OCT 2022)

A Lease will not be awarded for any offered Property located within a 1-percent-annual-chance floodplain (formerly referred to as 100-year floodplain) unless the Government has determined that there is no practicable alternative. An Offeror may offer less than its entire site in order to exclude a portion of the site that falls within a floodplain, so long as the portion offered meets all the requirements of this RLP and does not impact the Government's full use and enjoyment of the Premises. If an Offeror intends that the offered Property that will become the Premises for purposes of this Lease will be something other than the entire site as recorded in tax or other property records the Offeror shall clearly demarcate the offered Property on its site plan/map submissions and shall propose an adjustment to property taxes on an appropriate pro rata basis. For such an offer, the Government may determine that the offered Property does not adequately avoid development in a 1-percent-annual-chance floodplain.

In addition, a Lease will not be awarded for any offered Property adjacent to a 1-percent-annual-chance floodplain, where such an adjacency would, as determined by the Government, restrict ingress or egress to the Premises in the event of a flood, unless there is no practicable alternative.

2.02 FAR 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2018) ALTERNATE I (OCT 2018)

This provision is incorporated by reference.

SECTION 3 ELIGIBILITY AND PREFERENCES FOR AWARD

ACTION REQUIRED: IN THE EVENT THAT MORE THAN ONE OFFER IS RECEIVED, INDICATE THE METHOD OF AWARD IN DISCUSSIONS WITH OFFERORS BASED ON THE PARAGRAPH BELOW.

3.01 BASIS OF AWARD (FEMA) (OCT 2023)

A. Lowest Price Technically Acceptable Approach. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP and Lease documents and is the lowest priced technically acceptable offer submitted, based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-2017 definition for Occupant Area, which means "total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area."

B. Price evaluation will be based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-2017 definition for Occupant Area, which means "the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area." The Method A – Multiple Load Factor Method shall apply.

C. See FAR Clause 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns, as listed under the attached GSA 3517A, General Clauses.

D. If an offer contains terms taking exception to or modifying any Lease provision, the Government will not be under any obligation to award a Lease in response to that offer.

INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL HISTORIC PRESERVATION OFFICER, WHEN ANTICIPATING OFFERS THAT COULD EITHER AFFECT HISTORIC PROPERTIES (FOR EXAMPLE, ANY LEASE IN A HISTORIC BUILDING OR DISTRICT) OR INVOLVE GROUND DISTURBING ACTIVITY (FOR EXAMPLE, EXCAVATION). OTHERWISE, DELETE.

3.02 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS (SMALL) (OCT 2020)

A. The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of the Section 106 compliance.

B. If the Government determines that the leasing action could affect historic property, the Offeror of any Property that the Government determines could affect historic property will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA's Qualification Requirements for Preservation Architects and Other Specialists*. These standards are available at: HTTPS://WWW.GSA.GOV/REAL-ESTATE/.

ACTION REQUIRED: ASK THE OFFEROR IF THERE ARE ANY ENERGY EFFICIENCY UPGRADES THAT MAY BE COST EFFECTIVE OVER THE FIRM TERM OF THE LEASE. IF THE LESSOR PROPOSES ANY UPGRADES, INCLUDE THOSE IN THE LEASE. IF THE LESSOR DOES NOT PROPOSE ANY UPGRADES AND THE RATIONALE IS ACCEPTABLE (LCO AGREES THAT NO UPGRADES ARE COST EFFECTIVE), DOCUMENT THE DISCUSSION IN A MEMO TO FILE.
NOTE: IN ACCORDANCE WITH THE ENERGY INDEPENDENCE AND SECURITY ACT (EISA) OF 2007.

3.03 ENERGY INDEPENDENCE AND SECURITY ACT (FEMA) (AUG 2017)

A. The Energy Independence and Security Act (EISA) establishes requirements for Government leases relating to energy efficiency standards and potential cost effective energy efficiency and conservation improvements.

B. If the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, Offerors are required to include in their lease proposal an agreement to renovate the Building for all energy efficiency and conservation improvements that it has determined would be cost effective over the Firm Term of the Lease

C. If no improvements are proposed, the Offeror must provide a rationale to the Lease Contracting Officer (LCO). If such explanation is unreasonable, the offer may be rejected.

3.04 HUBZONE SMALL BUSINESS CONCERN PRICE PREFERENCE (SMALL) (OCT 2023)

A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in the "Basis of Award" paragraph. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC.

SECTION 4 HOW TO OFFER

ACTION REQUIRED: WHEN MORE THAN ONE OFFER IS EXPECTED TO BE RECEIVED, ESTABLISH AN APPROPRIATE DEADLINE FOR OFFERS WHICH REFLECTS THE CIRCUMSTANCES.

4.01 RECEIPT OF LEASE PROPOSALS (FEMA) (OCT 2020)

A. Offeror is authorized to transmit its lease proposal as an attachment to an email. Offeror's email shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offeror's signed Lease proposal must be saved in a generally accessible format (such as portable document format (pdf)), which displays a visible image of all original document signatures, and must be transmitted as an attachment to the email. Only emails transmitted to, and received at, the GSA email address identified in the RLP will be accepted. Offeror submitting a Lease proposal by email shall retain in its possession, and make available upon GSA's request, its original signed proposal. Offeror choosing not to submit its proposal via email may still submit its lease proposal, by United States mail, or other express delivery service of Offeror's choosing.

B. In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than on the date specified below at the following designated office and address, or email address:

Date/Time: _____

Office Address: _____ Provided Orally

Email Address: _____

C. Offers sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers.

D. Offers transmitted through email shall be deemed late if received at the designated email address after the date and time established for receipt of offers unless it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one Working Day prior to the date specified for receipt of proposals.

E. Offers may be also deemed timely if there is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or if it was the only proposal received.

F. There will be no public opening of offers, and all offers will be confidential until the Lease has been awarded. However, the Government may release proposals outside the Government such as to support contractors to assist in the evaluation of offers. Such Government contractors shall be required to protect the data from unauthorized disclosure.

ACTION REQUIRED: USE OF THIS RLP ATTACHMENT IS MANDATORY BUT RESPONSE IS CONTINGENT UPON RESPONSE TO SAM ONLINE REPRESENTATION 52.204-26.
OBTAIN SECTION 889 REPRESENTATION PRIOR TO AWARD, UNLESS AN ALTERNATIVE PROCESS (E.G., ALLOWING REPRESENTATION TO BE OBTAINED AFTER AWARD) HAS BEEN APPROVED BY THE SENIOR PROCUREMENT EXECUTIVE (SPE). ADDITIONAL GUIDANCE REGARDING THE WAIVER PROCESS FOR STAFFORD ACT EMERGENCY PROCUREMENTS CAN BE FOUND UNDER LEASING ALERT LA-20-11 AND MV-20-10.

4.02 FAR 52.204-24, REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (FEMA) (OCT 2020)

Offeror must complete FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, as directed by the LCO.