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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

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MANAGEMENT – PQ

SUBJECT: Lease Security Standards

1. Purpose. This Realty Services Letter issues lease security standards for new space requirements and instructions for competitive procurements based on the Interagency Security Committee's (ISC) *Security Standards in Leased Space*.
2. Background.
 - a. On April 20, 1995, the President directed the Department of Justice (DOJ) to assess the vulnerability of federal office buildings in the United States, particularly to acts of terrorism and other forms of violence.
 - b. On June 28, 1995, DOJ issued its report, *Vulnerability Assessment of Federal Facilities*.
 - c. On June 28, 1995, Executive Memo, *Upgrading Security at Federal Facilities*, directed that, where feasible, facilities, "...be upgraded to the minimum security standards recommended for its security level by the Department of Justice Study."
 - d. On October 19, 1995, Executive Order 12977 established the ISC "to establish policies for security in and protection of Federal facilities."
 - e. On October 15, 2001 the PBS Commissioner issued an Instructional Letter, *Implementation of the ISC Security Design Criteria for New Federal Office Buildings and Major Modernization Projects*. The instructional letter stated that for all existing owned and leased space, PBS will adhere to the minimum standards set out in the DOJ vulnerability study.
 - f. On April 26, 2002 the PBS Commissioner directed implementation of ISC design criteria regarding site selection, "...effective immediately, if a Regional Office cannot recommend a site for a new federal construction or lease construction project that will achieve the 50-foot standoff distance, an exemption must be issued by the Commissioner of PBS." This Realty Services Letter now governs all lease construction projects and eliminates the setback waiver process for lease construction.

- g. On July 8, 2003, the ISC subcommittee issued its report on leased building security standards.
 - h. On February 10, 2005, the ISC formally approved the report, *Security Standards for Leased Space*. A copy of the report is available on www.oca.gsa.gov.
 - i. On March 18, 2005, the PBS Commissioner informed the ISC of GSA's intention to implement the standards consistent with procurement law requirements that all offerors will compete on the same basis. See Addendum 1, paragraph 2.f.
3. Effective Date/Expiration Date. The attached instructions and the solicitation for offers (SFO) lease security standards are effective for SFOs created on or after the date of issuance and will expire 12 months from the date of issuance, unless extended.
4. Cancellation. None.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. The client agency and the Federal Protective Service (FPS) will jointly develop the program of security requirements in adherence with the ISC standards and federal procurement law and regulations.

Instructions and procedures are included in the following addenda:

- a. Addendum 1 – Lease Security Standards: Instructions for Lease Acquisitions
- b. Addendum 2 – SFO Lease Security Paragraphs
- c. Addendum 3 – Minimum Lease Security Standards
- d. Addendum 4 – Offeror's Pre-Lease Building Security Plan

**Lease Security Standards:
Instructions for Lease Acquisitions**

1. Summary.

- a. The Interagency Security Committee (ISC) Standards will provide a consistent level of security to federal tenants in leased space commensurate with the tenant agency’s mission-specific risks, vulnerability, and market conditions. The standards are not intended to force location decisions contrary to the mission requirements of the client agency. They do not preclude leasing in central business areas, nor do they forbid a retail presence in GSA leased buildings. The ISC recognizes that not all standards are achievable in all markets, and they allow for alternative risk mitigation strategies in the event no market solution is available. Specifically, the exemption states, “In the event no security compliant space can be acquired in existing space, and a build-to-suit, Federal space, or security lease consolidation is not possible, then the best security solution available should be obtained.” A copy of the ISC Standards document is available on www.oca.gsa.gov. The following table shows the minimum requirements for security Levels II through IV:

	Level II 11 – 150 personnel 2,500 – 80,000 RSF	Level III 151 – 450 personnel 80,000 – 150,000 RSF	Level IV 450+ personnel 150,000+ RSF
Perimeter	Reserved gov’t parking Lighting (exterior) Window Film	Plus... Secured gov’t parking	Plus... CCTV Security Control (right to inspect, deny, remove)
Entry	Locks	Plus... Intrusion Detection Systems	Plus... Guards Magnetometers X-rays
Interior	Secured utility areas Emergency power Secured mech. & roof Restrict bldg. info. Non-disclosure of tenants Shutdown procedures	Plus... Relocate or secure air intakes Secured return air	Plus... Dedicated HVAC for lobbies, mailrooms & loading docks. Fire alarm w/ voice comm. Visitor control Gov’t approved ID
Admin.	Background Checks (as req’d by HSPD-12) Occupant Emergency Plan (OEP)	Same	Same
Build-to-Suit	20-foot setback blast-resistant façade ISC <i>Design Criteria</i>	Same	Plus... 50-foot setback blast-resistant façade

NOTE: A successful offeror with existing federal tenants may be required to meet the next higher Level based upon the building’s new population. See paragraph 2.g. below.

- b. The client agency and the Federal Protective Service (FPS) will jointly determine the appropriate level of security for each space need. The Realty Specialist shall ensure coordination between FPS and the client agency throughout the procurement process from requirements development to occupancy.
- c. Security levels are designated based upon inputs such as client mission, tenant agency mix, size of space requirement, number of employees, use of the space, and market and price considerations. The goal is to provide a meaningful, substantiated program of security requirements. This Realty Services Letter (RSL) provides new security paragraphs that mirror the ISC Standards and instructions for incorporation into the Solicitation for Offers (SFO). The Realty Specialist, shall include each mandatory paragraph as specified by security level, and, at the direction of the client and FPS, select additional security paragraphs as appropriate. The Realty Specialist, FPS, and the client may agree to alter paragraphs as necessary, provided the text remains substantially the same and the ISC standards are achieved.

2. General Requirements.

- a. Setting Security Level. The security level for each space requirement will be set by the client agency and FPS as part of the requirements development phase. This phase shall be completed before a broker task order is issued. If the client agency and FPS have not already conferred, the GSA Realty Specialist shall be responsible for ensuring that all parties meet to set the appropriate level of security before the SFO is drafted. The Realty Specialist shall provide real estate market and price information for the client's and FPS's consideration.
- b. Selecting SFO Paragraphs. To assist the Realty Specialist in tracking which standards belong under which security level, this RSL provides symbols as hidden text in the SFO template to identify whether a standard is a minimum standard ("●"), or a discretionary standard ("▲"). With the Realty Specialist, the client agency and FPS shall definitively include or exclude each paragraph in the SFO.
- c. FPS Consultation. Implementing ISC standards could significantly increase lease procurement timelines and costs. Accordingly, Realty Specialists shall maintain contact as necessary with the appropriate FPS Inspector throughout the lease acquisition process.
 - i. An FPS Inspector is assigned to every building. When an FPS Inspector is not assigned or unknown, the Realty Specialist shall contact the FPS Regional Director's office to assist in the identification of specific FPS Inspectors. The Realty Specialist shall submit a schedule to FPS detailing the procurement process and FPS's involvement therein. FPS should be given the opportunity to comment on the procurement schedule to maximize their participation.

- ii. Based on discussions with FPS Headquarters, Realty Specialists shall ask for regional FPS Inspectors to participate on at least four separate occasions. First, when the client's space request is received, the Realty Specialist shall invite FPS, in writing, to meet with the Realty Specialist and the client to set the appropriate level of security during the requirements development phase (this is the only FPS participation required by ISC). Second, the Realty Specialist shall invite FPS, in writing, on the market survey. Third, when offers have been received, the Realty Specialist shall invite FPS, in writing, to prepare a pre-lease security assessment on each competitive offer and assist the Realty Specialist in evaluating the security aspects of each competitive offer. Finally, when an award has been made, the Realty Specialist shall notify and invite FPS, in writing, to oversee and approve the installation and start-up of the required security measures (for example, specifics such as the type, number, and location of security cameras, magnetometers, x-rays, etc., are determined by FPS).
 - iii. Coordination problems should be resolved regionally through the FPS chain of command (Inspector to Area Commander to District Director to Regional Director). Problems that cannot be resolved regionally shall be reported to the Director of Solutions Development, Office of National Customer Services Management.
- d. Guard Service and Security Equipment. Guard service and security equipment (including operation and maintenance) will normally be provided by FPS. However, if FPS indicates they cannot provide and install security equipment in a timely fashion, the Realty Specialist and the client may elect to have the lessor furnish equipment (but not guard service) using the appropriate security paragraphs in Addendum 2. The Realty Specialist shall ask the FPS officer to provide equipment specifications for inclusion in the SFO. Although the cost of equipment can be amortized in the rent, it is recommended for simplicity in OA billing that the client agency pay for lessor-furnished equipment up front. FPS and the Realty Specialist should provide the client agency with estimates of such services and equipment when preparing the draft Occupancy Agreement (OA); however, the final cost of security equipment cannot be accurately determined until after design.
- e. Break Room. If guard service is determined to be a requirement, either as a Level IV standard or by client request, the Realty Specialist and client agency shall consider including extra space in the solicitation for a guard break and/or locker room (unless otherwise specified by FPS, approximately 200 square feet will accommodate five individuals at a time). This space shall be assigned and billed to the client agency.
- f. Setback and/or Facade Protection. Setback and/or facade protection shall be applied equally with respect to all offerors in a given procurement. Setback and/or facade protection will be solicited either by client request, or if the client requires a build-to-suit facility. If the client requires setback, the Realty

Specialist shall include the paragraph for setback in the SFO; if the client has specified build-to-suit, the Realty Specialist shall include the paragraph in the SFO that the requirement can only be satisfied through the construction of a new building and include the paragraphs requiring setback, facade protection and the ISC *Security Design Criteria*. If the client agency does not require setback, or built-to-suit, no offeror is required to provide setback or facade protection. The Realty Specialist may use technical evaluation factors in best value procurements that consider an Offeror's ability to provide setback and blast protections.

- g. Cumulative Square Footage. Cumulative tenant agency mix in a building can impact the security level designation. For example, if a lessor is offering space in a facility currently housing a federal agency, the security level designation may be increased and the offeror may be required to adhere to a higher security standard than other offerors competing for the same space requirement. If two or more federal space requirements are being competed at the same time, an Offeror submitting on both or more space requirements, and proposing to house those requirements in the same facility, may be subject to a higher security standard. The Realty Specialist must be aware of Offerors' existing tenant mixes, advise FPS of this information for consideration during the market survey and in the pre-lease security assessments, and evaluate proposals accordingly.
- h. Prospectus-Level Leases. Realty Specialists must always be aware of prospectus limits. Any procurement that is expected to exceed the prospectus threshold shall be halted and the Regional Office of Portfolio Management notified if a prospectus has not been prepared.
- i. Itemized Costs of Security Upgrades. For purposes of OA billing and reporting the cost of security to GSA's external stakeholders, a new SFO paragraph requires the successful Offeror to provide an itemized cost of security upgrades 120 days after lease award or with submission of construction drawings, whichever is sooner. This cost breakout includes base-building upgrades that had been included in "shell rent" during the procurement (window film, voice/alarm communication system,¹ relocated air intakes, dedicated HVAC, secured return-air grilles, and setback and blast-resistant facade if applicable); and, in the event there is lessor-furnished security equipment (such as CCTVs, intrusion detection systems, magnetometers, and X-rays), only those items that are minimum ISC standards shall be included.² This cost of the minimum ISC standards shall be entered in the OA as "Building Specific Amortized Capital." Agencies electing to increase their level of security, or select certain additional items beyond the mandatory ISC standards, must fund this expense either up front or in the tenant improvement allowance.

¹ For the voice/alarm communication system, only the difference in cost between the most current code requirement and the cost of the voice communication shall be included.

² Security items such as peepholes, intercoms, and entry-control with CCTV are not mandatory. Furthermore, X-rays and magnetometers are mandatory only for Level IV occupancies.

- j. Itemized Costs: Build-to-Suit. For Build-to-Suit solicitations, Realty Specialists shall require Offerors to provide an itemized cost of security with their bids for those elements identified as “shell” in the new security paragraphs. This breakout will assist the Realty Specialist in isolating ISC minimum security standards from market rates and complying with OMB Circular A-11. See paragraph k below.
 - k. Client-Specific Requirements for Security. Realty Specialist shall advise clients that client-specific requirements for security not included in the ISC standards (such as sallyports, holding cells, special shielding to prevent eavesdropping) may only be included in the lease if their inclusion does not put the rent rate above the high end of market rates; otherwise, the cost of these requirements must be funded upfront as required in OMB Circular A-11, Appendix B. For prospectus leases, OMB reserves the right to require upfront funding for client-specific items. Details are available in the PBS *Pricing Policy Modification #13*. Realty Specialists shall coordinate with their Regional Office of Portfolio Management.
 - l. This RSL issues Level I requirements regarding lighting and exterior doors by incorporating them into the paragraphs entitled, *Lighting: Interior and Parking*, and *Doors: Hardware* in the SFO. Addendum 3 shall be incorporated into all simplified leases.
 - m. Leasing forms and the SFO with all mandatory paragraphs will be available on InSite at <http://insite.pbs.gsa.gov/leasingform> and on the Internet at www.gsa.gov/leasingform.
3. Application. The SFO paragraphs in Addendum 2 are applicable to all lease actions except simplified leases and short-term disaster leases. Realty Specialists shall coordinate with FPS where and when possible on short-term disaster leases. Realty Specialists shall incorporate Addendum 3 into all simplified leases. Realty Specialists shall include Addendum 4, the Building Security Plan, in all SFO packages and require it to be completed by Offerors.

Addendum 2 - Security Paragraphs

INSTRUCTIONS FOR USING ELECTRONIC VERSION OF SECURITY PARAGRAPHS

A SPECIAL "RSL" TOOL BAR WAS CREATED FOR THIS ATTACHMENT. IT CONTAINS TWO BUTTONS:
INSTRUCTIONS (SHOW INSTRUCTIONS AND NON-PRINTING CHARACTERS) CTRL+SHIFT+I
HIDE INSTRUCTIONS (HIDE INSTRUCTIONS AND NON-PRINTING CHARACTERS) CTRL+SHIFT+H

ELECTRONICALLY COPYING A PARAGRAPH FROM SECURITY PARAGRAPHS INTO THE SFO TEMPLATE

1. WHILE IN THE ELECTRONIC VERSION OF THIS SECURITY PARAGRAPHS DOCUMENT, TURN ON THE INSTRUCTIONS BEFORE COPYING A PARAGRAPH (CTRL+SHIFT+I). BY TURNING ON THE INSTRUCTIONS, THE NON-PRINTING CHARACTERS, SUCH AS THE PARAGRAPH AND TAB SYMBOLS, WILL BE VISIBLE.
2. PLACE THE CURSOR TO THE LEFT OF THE PARAGRAPH TITLE NUMBER. HIGHLIGHT THE NUMBER, PARAGRAPH TITLE, AND PARAGRAPH BODY. IT IS EXTREMELY IMPORTANT THAT YOU COPY THE PARAGRAPH FROM THE ELECTRONIC **SECURITY PARAGRAPHS** RATHER THAN RETYPE THE PARAGRAPH INTO THE ELECTRONIC SFO. IF YOU RETYPE RATHER THAN COPY, YOUR PARAGRAPH HEADING MAY NOT SHOW UP IN THE TABLE OF CONTENTS, AND IT MAY NOT HAVE THE AUTOMATIC NUMBERING ATTACHED TO THE PARAGRAPH TITLE.
3. COPY THE HIGHLIGHTED TEXT 1) BY CLICKING ON EDIT THEN COPY FROM THE PULL-DOWN MENU OR 2) BY PRESSING CTRL+C FROM THE KEYBOARD.
4. OPEN THE SFO TEMPLATE. PLACE THE CURSOR IN THE LAST LINE OF THE PREVIOUS PARAGRAPH, PRESS THE END KEY TO MOVE THE CURSOR TO THE END OF THE LINE, AND PRESS THE ENTER KEY THREE TIMES TO INSERT PARAGRAPH BREAKS. EXAMPLE: IF A NEW PARAGRAPH IS TO BE ADDED AFTER THE EXISTING PARAGRAPH 2.2, PLACE YOUR CURSOR TO THE END OF THE LAST LINE IN THE LAST SUBPARAGRAPH OF 2.2. PRESS THE ENTER KEY THREE TIMES.
5. PASTE THE COPIED PARAGRAPH 1) BY CLICKING ON EDIT THEN PASTE FROM THE PULL-DOWN MENU OR 2) BY PRESSING CTRL+V FROM THE KEYBOARD.
6. THE NEW PARAGRAPH SHOULD NOW BE INSERTED.

ELECTRONICALLY DELETING A PARAGRAPH WITHIN THE SFO TEMPLATE

1. OPEN THE SFO TEMPLATE.
2. GO TO THE PARAGRAPH TO BE DELETED.
3. PLACE THE MOUSE TO THE LEFT OF THE PARAGRAPH HEADING (THE CURSOR SHOULD CHANGE INTO AN ARROW).
4. LEFT CLICK ON THE MOUSE AND DRAG THE MOUSE DOWN UNTIL THE PARAGRAPH NUMBER, PARAGRAPH TITLE, PARAGRAPH BODY, AND THE TWO PARAGRAPH SYMBOLS BELOW THE PARAGRAPH ARE ALL HIGHLIGHTED.
5. PRESS THE DELETE KEY.

RENUMBERING PARAGRAPHS

PARAGRAPH NUMBERS WILL AUTOMATICALLY RENUMBER WHEN PARAGRAPHS ARE ADDED OR REMOVED.

RESTORING PAGE BREAKS

IF A PAGE BREAK LINE GETS DELETED BY ACCIDENT, MOVE THE CURSOR TO THE LAST LINE OF THE LAST SUBPARAGRAPH, PRESS THE END KEY, PRESS THE → (RIGHT ARROW) KEY ONCE TO GET TO THE RIGHT OF THE PARAGRAPH SYMBOL AND THEN INSERT A PAGE BREAK BY SIMULTANEOUSLY PRESSING THE CONTROL AND ENTER KEYS.

SFO Lease Security Paragraphs

This addendum provides instructions for updating the SFO to reflect the most current security paragraphs. All instructions for this Security Paragraph document are in 12-point font size to differentiate between the addendum instructions and the SFO text.

All of the below SFO Paragraph Title Numbers are created with an AutoNum feature. In this addendum, they appear as "0.1" to "0.45." However, when the below paragraphs are copied from the electronic version of this Security Paragraph document and pasted into the electronic version of the SFO template, the correct paragraph number will appear.

CHANGES TO SFO SECTION 1

Add the below paragraph to the end of Section 1.

SECURITY FOR NEW CONSTRUCTION

FOR BUILT-TO-SUIT PROCUREMENTS

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.1 SECURITY FOR NEW CONSTRUCTION (NOV 2005)

- A. The requirements of this SFO can only be satisfied through the construction of a new building that fully complies with the lease security standards as described in this SFO and its attachments.
- B. For those buildings described in subparagraph A, the Offeror shall provide a written certification from a licensed professional engineer that the building(s) conforms with a minimum of:
 - 1. Window glazing, with a performance condition as specified in this SFO, as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.
 - 2. Facade protection level, with a performance condition as specified in this SFO, as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.
 - 3. Setback distance, as specified in this SFO, from the face of the building's exterior to the protected/defended perimeter (i.e., any potential point of explosion). This means the distance from the building to the curb or other boundary protected by bollards, planters or other street furniture. Such potential points of explosion may be, but are not limited to, such areas that could be accessible by any motorized vehicle (i.e., street, alley, sidewalk, driveway, parking lot).
 - 4. Lobbies, mailrooms, and loading docks shall not share a return-air system with the remaining areas of the building. The Lessor shall provide lobby, mailroom, and loading dock ventilation systems' outside air intakes and exhausts with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Dedicated HVAC shall be required for mailrooms only when the Government specifically requires a centrally operated mailroom. On buildings of more than four stories, air intakes shall be located on the fourth floor or higher. On buildings of three stories or less, air intakes shall be located on the roof or as high as practical. Locating intakes high on a wall is preferred over a roof location.
- C. The Offeror shall provide a Pre-Lease Building Security Plan (BSP) with its offer that addresses its compliance with the lease security standards, as described in this SFO and its attachments.
- D. The Offeror shall provide the Government with all design and engineering documents, including structural engineering calculations.
- E. Offers must include an itemized estimate for the costs of each security item identified as "shell" in Section 9, "Lease Security Standards," and for any security item in Section 10, "Special Requirements," below.

CHANGES TO SFO SECTION 5

DOORS: HARDWARE

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.2 DOORS: HARDWARE (NOV 2005)

A. BUILDING SHELL:

Doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. All public use doors and toilet room doors shall be equipped with kick plates. Exterior doors and all common area doors shall have automatic door closers. All building exterior doors shall have

locking devices installed to reasonably deter unauthorized entry. Properly rated and labeled fire door assemblies shall be installed on all fire egress doors.

B. TENANT IMPROVEMENT INFORMATION:

Doors shall have door handles or door pulls with heavy-weight hinges. All doors shall have corresponding door stops (wall- or floor-mounted) and silencers. All door entrances leading into the Government-demised area from public corridors and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with 5-pin, tumbler cylinder locks, and strike plates. All locks shall be master keyed. The Government shall be furnished with at least two master keys for each lock. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by Government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or peened mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent jimmying of the latch hardware. Doors used for egress only shall not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101.

CHANGES TO SFO SECTION 6

LIGHTING: INTERIOR AND PARKING

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

ACTION REQUIRED: ONE OF THE TWO PARAGRAPHS MUST BE USED. THE OTHER MUST BE DELETED.

0.3 LIGHTING: INTERIOR AND PARKING (NOV 2005)

A. BUILDING SHELL:

1. The Lessor shall provide interior lighting, as part of the building shell cost, in accordance with the following:

- a. Modern, diffused fluorescent fixtures using no more than 2.0 W per ANSI/BOMA Office Area square foot shall be provided. Such fixtures shall be capable of producing a light level of 50 average maintained foot-candles at working surface height throughout the space. Tubes shall then be removed to provide 1) 30 foot-candles in portions of work areas other than work surfaces and 2) 1 foot-candle to 10 foot-candles, or minimum levels sufficient to ensure safety, in non-working areas. Exceptions may be granted by the GSA Buildings Manager. When the space is not in use by the Government, interior and exterior lighting, except that essential for safety and security purposes, shall be turned off.

NOTE: IF HIGH RESOLUTION EXTERIOR SECURITY CAMERAS ARE NECESSARY FOR A PARTICULAR LEASE, INSERT HIGHER FOOT-CANDLE REQUIREMENTS. DO NOT USE HIGHER REQUIREMENTS FOR ALL LEASES BECAUSE THERE WILL BE AN INCREASE IN COST WITHOUT A CORRESPONDING INCREASE IN VALUE.

- b. Exterior parking areas, vehicle driveways, pedestrian walkways, and building perimeter shall have 5 foot-candles for doorway areas, 3 foot-candles for transition areas (including stairwells), and at least 1 foot-candle overlapping throughout the lot, except where local codes conflict. Illumination shall be designed based on Illuminating Engineering Society of North America (IESNA) standards. Indoor parking shall have a minimum of 10 foot-candles and shall be designed based on IESNA standards. The intent is to provide adequate lighting at entrances/exits, garages, parking lots or other adjacent areas to the building to discourage crimes against persons.
- c. Exterior building lighting must have emergency power backup to provide for safe evacuation of the building in case of natural disaster, power outage, or criminal/terrorist activity.
- d. The Lessor shall provide occupancy sensors and/or scheduling controls through the building automation system to reduce the hours that the lights are on when the space is unoccupied. Daylight dimming controls shall be used in atriums or other space where daylight can contribute to energy savings.
- e. Lighting shall be controlled by occupancy sensors arranged to control open areas, individual offices, conference rooms, toilet rooms within the Government-demised area, and all other programmed spaces or rooms within the leased space. The control system shall provide an optimal mix of infrared and ultrasonic sensors suitable for the configuration and type of space. Occupancy sensors shall be located so that they have a clear view of the room or area they are monitoring. No more than 1,000 ANSI/BOMA Office Area square feet of open space shall be controlled by occupancy sensor. All occupancy sensors shall have manual switches to override the light control. Such switches shall be located by door openings in accordance with both the ADAAG and the UFAS. If light switches are to be used instead of occupancy sensors or in combination with occupancy sensors, the Offeror shall notify the Government during the negotiation process.

0.4 LIGHTING: INTERIOR AND PARKING (NOV 2005)

A. BUILDING SHELL:

1. The Lessor shall provide interior lighting, as part of the building shell cost, in accordance with the following:

- a. The Lessor shall provide deep-cell parabolic louver 2'-0" wide x 4'-0" high or 2'-0" wide x 2'-0" high (or building standard that meets or exceeds this standard) fluorescent lighting fixtures with energy-efficient lamps (T8 or better) and electronic ballasts for standard interior lighting. Such fixtures shall produce 50 average maintained foot-candles at working surface height throughout work spaces, 20 foot-candles in corridors, and 10 foot-candles in other non-working areas.

NOTE: IF HIGH RESOLUTION EXTERIOR SECURITY CAMERAS ARE NECESSARY FOR A PARTICULAR LEASE, INSERT HIGHER FOOT-CANDLE REQUIREMENTS. DO NOT USE HIGHER REQUIREMENTS FOR ALL LEASES BECAUSE THERE WILL BE AN INCREASE IN COST WITHOUT A CORRESPONDING INCREASE IN VALUE.

- b. Exterior parking areas, vehicle driveways, pedestrian walkways, and building perimeter shall have 5 foot-candles for doorway areas, 3 foot-candles for transition areas (including stairwells), and at least 1 foot-candle overlapping throughout the lot, except where local codes conflict. A minimum of 1 foot-candle of illumination and shall be designed based on Illuminating Engineering Society of North America (IESNA) standards. Indoor parking shall have a minimum of 10 foot-candles and shall be designed based on IESNA standards. The intent is to provide adequate lighting at entrances/exits, garages, parking lots or other adjacent areas to the building to discourage crimes against persons.
- c. Exterior building lighting must have emergency power backup to provide for safe evacuation of the building in case of natural disaster, power outage, or criminal/terrorist activity.
- d. The Lessor shall provide occupancy sensors and/or scheduling controls through the building automation system to reduce the hours that the lights are on when the space is unoccupied. Daylight dimming controls shall be used in atriums or other space where daylight can contribute to energy savings.
- e. Lighting shall be controlled by occupancy sensors arranged to control open areas, individual offices, conference rooms, toilet rooms within the Government-demised area, and all other programmed spaces or rooms within the leased space. The control system shall provide an optimal mix of infrared and ultrasonic sensors suitable for the configuration and type of space. Occupancy sensors shall be located so that they have a clear view of the room or area they are monitoring. No more than 1,000 ANSI/BOMA Office Area square feet of open space shall be controlled by occupancy sensor. All occupancy sensors shall have manual switches to override the light control. Such switches shall be located by door openings in accordance with both the ADAAG and the UFAS. If light switches are to be used instead of occupancy sensors or in combination with occupancy sensors, the Offeror shall notify the Government during the negotiation process.

CHANGES TO SFO SECTION 7

Delete the below paragraphs from section 7 because the content has been incorporated into the new Section 9.

SECURITY

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.5 SECURITY (SEP 2000)

The Lessor shall provide a level of security that reasonably deters unauthorized entry to the space leased during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

SECURITY: ADDITIONAL REQUIREMENTS

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.6 SECURITY: ADDITIONAL REQUIREMENTS

- A. The Lessor is required to submit completed fingerprint charts and personal history statements for each employee of the Lessor as well as employees of the Lessor's contractors or subcontractors who will provide building operating services of a continuing nature for the property in which the leased space is located. This information is also required for employees of the Lessor, the Lessor's contractors, and subcontractors who will be engaged to perform alterations or emergency repairs for the property.
- B. If required, the Contracting Officer shall furnish the Lessor with Form FD-258, Fingerprint Chart, and Form 176, Statement of Personal History, to be completed for each employee and returned by the Lessor to the Contracting Officer (or the Contracting Officer's designated representative) within 10 working days from the date of the written request to do so. Based on the information furnished, the Government will conduct security checks of the employees. The Contracting Officer will advise the Lessor in writing if an employee is found to be unsuitable or unfit for the employee's assigned duties. Effective immediately, such an employee cannot work or be assigned to work on the property in which the leased space is located. The Lessor shall be required to provide the same data within 10 working days from the addition of new employee(s) to the work force. In the event the Lessor's contractor/subcontractor is subsequently

replaced, the new contractor/subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor/subcontractor. The Lessor is required to submit Form FD-258 and Form 176 for every employee covered by this paragraph on a 3-year basis.

CHANGES TO SFO SECTION 8

Add the below paragraph to the end of Section 8

OCCUPANT EMERGENCY PLANS

MANDATORY PARAGRAPH

0.7 OCCUPANT EMERGENCY PLANS (NOV 2005)

The Lessor is required to participate in the development and implementation of the Government Occupant Emergency Plan. The Occupant Emergency Plan shall include procedures for notification of the Lessor's building engineer or manager, building security, local emergency personnel, and GSA personnel for possible shutdown of the air-handling units.

CHANGES TO SFO SECTION 9

Move the current Tenant Improvement language from Section 9 to Section 3 after paragraph entitled, "Unit Costs For Adjustments"

Change Section 9 title from TENANT IMPROVEMENTS to LEASE SECURITY STANDARDS

Add the below NEW paragraphs to Section 9.

GENERAL REQUIREMENTS

MANDATORY PARAGRAPH

SEE INDIVIDUAL SUBPARAGRAPHS FOR MANDATORY/OPTIONAL CHOICES.

0.8 GENERAL REQUIREMENTS (NOV 2005)

OVERVIEW OF LEASE SECURITY STANDARDS

MANDATORY PARAGRAPHS

A. Overview of Lease Security Standards:

1. The Government will determine security standards for facilities and agency space requirements. Security standards will be assessed based upon tenant agency mix, size of space requirement, number of employees, use of the space, location of the facility, configuration of the site and lot, and public access into and around the facility. The Government will designate a security level from Level I to Level IV for each space requirement. The Contracting Officer (or the Contracting Officer's designated representative) will provide the security level designation as part of the space requirement. A copy of the Government's security standards is available at www.oca.gsa.gov.

MINIMUM-SECURITY STANDARDS ARE ITEMIZED BELOW BASED UPON THE SPACE REQUIREMENT'S SECURITY LEVEL DESIGNATION SET WITH THE CLIENT AND FPS DURING THE REQUIREMENTS DEVELOPMENT PHASE. SYMBOLS HAVE BEEN PROVIDED TO IDENTIFY WHETHER A STANDARD IS A MINIMUM STANDARD ('●'), OR A DISCRETIONARY STANDARD ('▲'). A BLANK MEANS THE STANDARD IS NOT INCLUDED IN THE ISC STANDARDS FOR THAT PARTICULAR LEVEL; IT MAY HOWEVER, BE ADDED TO THE SOLICITATION AT THE REQUEST OF FPS AND THE CLIENT AGENCY.

THE COST FIGURE PROVIDED BY THE LESSOR IN SUB-PARAGRAPH 3 BELOW WILL BE INSERTED INTO THE OCCUPANCY AGREEMENT AS "BUILDING SPECIFIC AMORTIZED CAPITAL." MINIMUM ISC STANDARDS ONLY. THIS WILL INCLUDE ANY "SHELL" ELEMENTS SUCH AS WINDOW FILM, DEDICATED HVAC, AND RELOCATED AIR INTAKES, AS WELL AS ANY LESSOR-FURNISHED EQUIPMENT.

2. The Contracting Officer (or the Contracting Officer's designated representative) will identify all required security standards.
3. Within 120 days of lease award, or at the time of submission of working/construction drawings, whichever is earlier, the Lessor shall provide the Government with itemized costs of the security items in this section. Additionally, the Lessor shall provide the cost per square foot of those items designated "shell" in this section as submitted in the final offer.

4. A security level designation may be determined by the individual space requirement or by the assessed, cumulative tenant agency mix within a given facility. If an Offeror is offering space in a facility currently housing a federal agency, the security level designation of the facility may be increased and the Offeror may be required to adhere to a higher security standard than other Offerors competing for the same space requirement. If two or more federal space requirements are being competed at the same time, an Offeror submitting on both or more space requirements may be subject to a higher security standard if the Offeror is determined to be the successful Offeror on more than one space requirement. It is incumbent upon the Offeror to prepare the Offeror's proposal accordingly.
5. Level I requirements have been incorporated into the paragraphs entitled, *Lighting: Interior and Parking*, and *Doors: Hardware* as part of this SFO. If this SFO is used for a Level I space requirement, the Level II lease security standards, as determined by the Government, shall become the minimum lease security standards for this requirement.

DETERRENCE TO UNAUTHORIZED ENTRY

0.9 DETERRENCE TO UNAUTHORIZED ENTRY (NOV 2005)

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

Level 2 Level 3 Level 4
● ● ●

The Lessor shall provide a level of security that reasonably prevents unauthorized entry to the space during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

ACCESS TO UTILITY AREAS

0.10 ACCESS TO UTILITY AREAS (NOV 2005)

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

Level 2 Level 3 Level 4
● ● ●

Utility areas shall be secure, and only authorized personnel shall have access.

EMERGENCY POWER TO CRITICAL SYSTEMS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.11 EMERGENCY POWER TO CRITICAL SYSTEMS (TENANT IMPROVEMENT) (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

Emergency power backup is required for all alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, lighting, etc., and special equipment, as identified elsewhere in the SFO.

MECHANICAL AREAS AND BUILDING ROOFS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.12 MECHANICAL AREAS AND BUILDING ROOFS (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

- A. Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas.
- B. Roofs with HVAC systems shall also be secured. Fencing or other barriers may be required to restrict access from adjacent roofs based on a Government Building Security Assessment. Roof access shall be strictly controlled through

keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.

ACCESS TO BUILDING INFORMATION

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.13 ACCESS TO BUILDING INFORMATION (NOV 2005)



Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, preferably by the development of an access list and controlled copy numbering. The Contracting Officer may direct that the names and locations of Government tenants not be disclosed in any publicly accessed document or record. If that is the case, the Government may request that such information not be posted in the building directory.

POSTING OF GOVERNMENT RULES AND REGULATIONS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.14 POSTING OF GOVERNMENT RULES AND REGULATIONS (TENANT IMPROVEMENT) (NOV 2005)



The Government will post applicable Government rules and regulations at the entrance to any Government-occupied space for such things as, but not limited to, barring the unauthorized possession of firearms and dangerous weapons. The Government will coordinate with the Lessor to ensure signage is consistent with the Lessor's standards.

DEVELOPMENT, IMPLEMENTATION, AND PERIODIC REVIEW OF OEP

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.15 DEVELOPMENT, IMPLEMENTATION, AND PERIODIC REVIEW OF OCCUPANT EMERGENCY PLANS (NOV 2005)



The Lessor shall cooperate and participate in the development of an Occupant Emergency Plan (OEP) and if necessary, a supplemental Sheltering-in Place (SIP) Plan. Periodically, the Government may request that the Lessor assist in reviewing and revising the OEP and SIP plan(s).

EMERGENCY VOICE/ALARM COMMUNICATION SYSTEM

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.16 EMERGENCY VOICE/ALARM COMMUNICATION SYSTEM (BUILDING SHELL) (NOV 2005)



The building-wide fire alarm system installed in the building shall be an emergency voice/alarm communication system. The emergency voice/alarm communication system shall be designed and installed to meet the requirements of the applicable local codes and ordinances (current as of the date of this SFO) adopted by the jurisdiction in which the building is located. The emergency voice/alarm communication system shall be capable of originating and distributing voice instructions (e.g., in the event of possible contamination of the HVAC system, blasts, etc.), as well as alert and evacuation signals pertaining to fire or other emergencies to the occupants of the building.

BUILDING SECURITY PLAN

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.17 BUILDING SECURITY PLAN (NOV 2005)



The Offeror shall provide a Pre-Lease Building Security Plan, as attached, with the offer that addresses its compliance with the lease security standards, as described in this SFO and its attachments.

ADDITIONAL SECURITY MEASURES AS DETERMINED BY THE GOVERNMENT

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.18 ADDITIONAL SECURITY MEASURES AS DETERMINED BY THE GOVERNMENT (NOV 2005)



The Government reserves the right, prior to the submission of final revised proposals, to require additional security measures to meet specific tenant occupancy requirements, as may be determined by the Government's building security assessment or any type of Government risk assessment evaluation of the proposed building, location, and tenant mix.

BACKGROUND SECURITY CHECKS

MANDATORY PARAGRAPH

PER HOMELAND SECURITY PRESIDENTIAL DIRECTIVE -12, ALL CONTRACTORS WITH ROUTINE ACCESS TO GOVERNMENT SPACE, E.G., CLEANING CREWS.

0.19 BACKGROUND SECURITY CHECKS (NOV 2005)

BACKGROUND SECURITY CHECKS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

Background Security Checks for Contract Service Personnel:



- A. The Government will conduct background checks on contractors with routine access to Government leased space.
- B. The Lessor shall submit completed fingerprint charts and personal history statements for each employee of the Lessor as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased space. The Government may also require this information for employees of the Lessor, the Lessor's contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space. For the purpose of this requirement, routine access shall be any period beyond 30 calendar days.
- C. The Contracting Officer will furnish the Lessor with Form FD-258, Fingerprint Chart, and Form 176, Statement of Personal History, to be completed by each person and returned by the Lessor to the Contracting Officer (or the Contracting Officer's designated representative) within 10 working days from receipt of the forms. Based on the information furnished, the Government will conduct security checks of the employees. The Contracting Officer will advise the Lessor in writing if an employee fails the check, and effective immediately, such employee will no longer be allowed to work or be assigned to work in the Government's space.
- D. Throughout the life of the lease, the Lessor shall provide the same data for any new employee(s), contractors, or subcontractors who will be assigned to the Government's space. In the event the Lessor's contractor/subcontractor is subsequently replaced, the new contractor/subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor/subcontractor. The Lessor shall resubmit Form FD-258 and Form 176 for every employee covered by this paragraph on a 3-year basis.

ENTRY SECURITY: PUBLIC LOBBIES/ENTRANCES/EXITS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION.
FOR LEVEL II AND LEVEL III TENANCIES, THE PARAGRAPH MAY BE CHANGED TO ALLOW FOR LESSOR-FURNISHED SECURITY EQUIPMENT.

0.20 ENTRY SECURITY: PUBLIC LOBBIES/ENTRANCES/EXITS (NOV 2005)

Level 2 Level 3 Level 4



- A. The Lessor shall permit Government security control over all public areas and building entry points, including adjacent surface parking, underground parking, and structures under the building owner's control. The Government will have the right to inspect at point of entry and in the public space. This right also includes the right to deny access and to remove persons and vehicles from the premises.
- B. Security guards, provided by the Government, are required for public lobbies and public entrances. The Lessor shall provide space for and facilitate the provision of such guard service. Wherever security equipment is required, armed guards must staff the equipment. The Government shall determine the adequacy of existing security equipment (magnetometers and x-ray) as part of the Government's building security assessment. The Government will provide any additional security equipment required. The number of guards required will be based on the Government's building security assessment and will correspond to the lobbies, entrances, and exits designed for use during regular, daily business-hours. Visitor control and screening applies throughout the facility, including loading docks, underground garages, and parking area entrances.

ENTRY SECURITY: SECURITY GUARDS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.21 ENTRY SECURITY: SECURITY GUARDS (NOV 2005)

Level 2 Level 3 Level 4



Security guards, provided by the Government and stationed at public lobbies and public entrances/exits, are required for such purposes as, ID/pass control, and staffing x-ray and magnetometer equipment. The number of security guards required will be based on the Government's building security assessment, which will address the quantity and location of security equipment as required below. Appropriate lobby and entrance/exit space shall be made available for this purpose.

ENTRY SECURITY: X-RAY AND MAGNETOMETER AT PUBLIC ENTRANCES

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION.
FOR LEVEL II AND LEVEL III TENANCIES, THE PARAGRAPH MAY BE CHANGED TO ALLOW FOR LESSOR-FURNISHED SECURITY EQUIPMENT. FPS MUST PROVIDE PRODUCT SPECIFICATIONS. SUGGESTED LANGUAGE IS: "MAGNETOMETERS AND X-RAY MACHINES ARE REQUIRED AT PUBLIC ENTRANCES AND SHALL BE PROVIDED AND MAINTAINED BY THE LESSOR. EQUIPMENT WILL COMPLY WITH GOVERNMENT STANDARDS. STANDARDS CAN BE OBTAINED FROM THE CONTRACTING OFFICER UPON REQUEST. ARMED SECURITY GUARDS, PROVIDED BY THE GOVERNMENT, WILL DIRECT THE BUILDING POPULATION AND VISITORS THROUGH THE SCREENING EQUIPMENT. APPROPRIATE LOBBY AND ENTRANCE/EXIT SPACE SHALL BE MADE AVAILABLE FOR THIS PURPOSE

0.22 ENTRY SECURITY: X-RAY AND MAGNETOMETER AT PUBLIC ENTRANCES (NOV 2005)

Level 2 Level 3 Level 4



Magnetometers and X-ray machines are required at public entrances and will be provided, operated, and maintained by the Government. Armed security guards, provided by the Government, will direct the building occupants and visitors through the screening equipment. Appropriate lobby and entrance/exit space shall be made available for this purpose.

ENTRY SECURITY: X-RAY SCREENING OF ALL MAIL, PACKAGES, AND SHIPMENTS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.23 ENTRY SECURITY: X-RAY SCREENING OF ALL MAIL, PACKAGES, AND SHIPMENTS (NOV 2005)

Level 2 Level 3 Level 4
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All mail and packages entering the building will be subject to x-ray screening or visual inspection by armed security guards provided by the Government. Appropriate space shall be made available for this purpose at the point(s) of entry to the building. The Government reserves the right to negotiate security enhancements necessary for securing any unsecured non-federal block of space with a separate entrance (e.g., ground floor retail) based on the Government's building security assessment.

ENTRY SECURITY: TRUCK SHIPMENTS

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.24 ENTRY SECURITY: TRUCK SHIPMENTS (NOV 2005)

Level 2 Level 3 Level 4
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When the Government will occupy the building in its entirety, or nearly so (approx. 90 percent or greater), the Government will have the right to divert truck shipments to a secondary location for screening purposes.

ENTRY SECURITY: INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY

MANDATORY PARAGRAPH FOR LEVELS III AND IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION.

FOR LEVEL II AND LEVEL III TENANCIES, THE PARAGRAPH MAY BE CHANGED TO ALLOW FOR A LESSOR-FURNISHED INTRUSION DETECTION SYSTEM. FPS MUST PROVIDE PRODUCT SPECIFICATIONS. SUGGESTED LANGUAGE IS: "A PERIMETER INTRUSION DETECTION SYSTEM (IDS), COMPLIANT WITH GOVERNMENT STANDARDS, WITH TIE-IN TO A CENTRAL MONITORING FACILITY IS REQUIRED AND SHALL BE PROVIDED AND MAINTAINED BY THE LESSOR. STANDARDS CAN BE OBTAINED FROM THE CONTRACTING OFFICER UPON REQUEST. THIS SYSTEM SHALL ALSO BE COMPATIBLE WITH THE DEPARTMENT OF HOMELAND SECURITY, FEDERAL PROTECTION SERVICE (DHS/FPS) MEGA CENTER CENTRAL MONITORING FACILITY. INFORMATION REGARDING SYSTEM COMPATIBILITY REQUIREMENTS IS AVAILABLE FROM THE CONTRACTING OFFICER. INTERNAL IDS FOR GOVERNMENT SPACE MAY BE REQUIRED BASED ON THE GOVERNMENT'S BUILDING SECURITY ASSESSMENT."

MANDATORY PARAGRAPH FOR LEVELS III AND IV

0.25 ENTRY SECURITY: INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY (NOV 2005)

Level 2 Level 3 Level 4
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The Lessor shall permit installation of a perimeter Intrusion Detection System (IDS) to be operated and maintained by the Government.

ENTRY SECURITY: PEEPHOLES

OPTIONAL PARAGRAPH IF AN IDS IS NOT APPROPRIATE

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.26 ENTRY SECURITY: PEEPHOLES (TENANT IMPROVEMENT) (NOV 2005)

Level 2 Level 3 Level 4
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The Lessor shall provide and install peepholes in all doors to the Government-occupied space as an effective visual recognition system for small offices. This system shall comply with the Architectural Barriers Act, section F230.1.

ENTRY SECURITY: INTERCOM

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.27 ENTRY SECURITY: INTERCOM (TENANT IMPROVEMENT) (NOV 2005)



The Lessor shall provide and install an intercom system to be used in conjunction with the peephole system. This system shall comply with the Architectural Barriers Act, section F230.0.

ENTRY SECURITY: ENTRY CONTROL WITH CCTV AND DOOR STRIKES

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.28 ENTRY SECURITY: ENTRY CONTROL WITH CCTV AND DOOR STRIKES (TENANT IMPROVEMENT) (NOV 2005)



The Lessor shall provide and install an entry control system that will allow employees to view and communicate remotely with visitors before allowing access. This system shall comply with the Architectural Barriers Act, section F230.0.

OCCUPANT/VISITOR SCREENING: PHOTO IDENTIFICATION

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.29 OCCUPANT/VISITOR SCREENING: PHOTO IDENTIFICATION (NOV 2005)



The Government requires acceptable Government-issued photo ID for all building occupants upon entry to the building. The Lessor shall notify non-Government tenants of this requirement and assist those tenants in obtaining acceptable ID as necessary.

OCCUPANT/VISITOR SCREENING: VISITOR CONTROL/SCREENING SYSTEM

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.30 OCCUPANT/VISITOR SCREENING: VISITOR CONTROL/SCREENING SYSTEM (NOV 2005)



- A. All visitors to the building shall be required to sign in with a receptionist or guard, display a formal identification/badge, and/or require an escort. The Lessor shall permit a staffed station or stations. Public entrances and lobby space shall be made available for visitor control and screening equipment.
- B. Visitor control and screening is required throughout the facility as determined by the Government's building security assessment. Underground garages and parking area entrances are also subject to visitor controls and screening.

SECURE HVAC: OUTDOOR AIR INTAKES

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.31 SECURE HVAC: OUTDOOR AIR INTAKES (BUILDING SHELL) (NOV 2005)



- A. The outdoor air intakes shall be located on a secure roof or high sidewall and not within 30 feet of the loading dock; otherwise the Lessor shall either relocate, extend, or secure intakes as described below:

1. *Outdoor air intakes shall be relocated.* The lowest edge of the outdoor air intakes shall be placed 40 feet, 0 inches above grade and not less than 30 feet, 0 inches from the loading dock. Access shall be locked and secured, if feasible. For increased visibility of suspicious items, moat areas and other ground level areas surrounding outside air intakes shall be completely free of trash, debris or any other matter.
2. *Outdoor air intakes shall be extended.* If relocation is not feasible, as approved by the Government, intake extensions shall be constructed without creating adverse effects on HVAC performance. The higher the extensions, the better, as long as other design constraints (excessive pressure loss, dynamic and static loads on structure) are considered. An extension height of 40 feet, 0 inches is required unless adverse effects on HVAC performance can be demonstrated. The entrance to the intake shall be covered with a sloped metal mesh to reduce the threat of objects being tossed in the intake. A minimum slope of 45 degrees may be required. Extension height shall be increased where existing platforms or building features (e.g., loading docks, retaining walls) might provide access to the outdoor air intakes.
3. *A security zone around outdoor air intakes shall be established.* When outdoor air intakes are publicly accessible and relocation or physical extensions are not viable options or are cost prohibitive, perimeter barriers that prevent public access to outdoor air intake areas shall be required based on the Government's building security assessment. Iron fencing or similar see-through barriers may be required. The restricted area shall also include an open buffer zone between the public areas and the intake louvers. The Government will have the right to monitor the buffer zone by physical security and/or closed circuit television (CCTV). Security lighting or intrusion detection sensors are required and shall be provided and installed by the Lessor.

SECURE HVAC: DEDICATED HVAC FOR LOBBIES, MAILROOMS, AND LOADING DOCKS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

**0.32 SECURE HVAC: DEDICATED HVAC FOR LOBBIES, MAILROOMS, AND LOADING DOCKS (BUILDING SHELL)
(NOV 2005)**

Level 2 Level 3 Level 4
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To prevent widespread dispersion of a contaminant released within lobbies, mailrooms, and loading docks, the associated HVAC systems shall be isolated and the areas maintained by a dedicated exhaust system at a negative pressure relative to the rest of the building, but at a positive pressure relative to the outdoors. Physical isolation of these areas (well-sealed floor to roof-deck walls, sealed wall penetrations) is critical to maintaining the pressure differential and requires special attention to ensure airtight boundaries between these areas and adjacent spaces. A qualified HVAC professional can assist in determining if the recommended isolation is feasible for a given building. A modification to an existing system will likely require a re-evaluation of the existing HVAC system as well as potentially involving architectural and/or structural changes to the building. Any re-engineering of HVAC systems shall be estimated and costs identified to the Contracting Officer before beginning any proposed alterations. In addition, lobbies, mailrooms, and loading docks shall not share a return-air system. The Lessor shall provide lobby, mailroom, and loading dock ventilation systems' outside air intakes and exhausts with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Dedicated HVAC will be required for mailrooms only when the Government specifically requires a centrally-operated mailroom. Non-Government building tenants may share the mailroom. Where possible, the mailroom shall be adjacent to the loading dock to prevent the possible contamination of additional areas within the building. Any mailroom or area where mail is received and sorted, shall have posted the telephone numbers of the Lessor/Owner's building manager/engineer and local emergency personnel for emergency notification. Mailrooms shall also have posted a copy of the general precautions for mail handling.

SECURE HVAC: AIRBORNE HAZARDS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.33 SECURE HVAC: AIRBORNE HAZARDS (NOV 2005)

Level 2 Level 3 Level 4
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Air-handling units shall be able to be shut down in response to a threat. Procedures shall be in place for notification of the Lessor's building engineer or manager, building security guard desk, local emergency personnel, GSA personnel, and Contracting Officer for possible shut-down of the air handling units serving the mailroom and/or any other possibly affected areas of the building to minimize contamination, as deemed appropriate to the hazard.

SECURE HVAC: SECURE RETURN-AIR GRILLES

MANDATORY PARAGRAPH FOR LEVELS III AND IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.34 SECURE HVAC: SECURE RETURN-AIR GRILLES (BUILDING SHELL) (NOV 2005)

Level 2 Level 3 Level 4



The Lessor shall secure return-air grilles in public lobbies. Protection measures shall not adversely affect performance of the building's HVAC system. Return air-grille protective measures include 1) relocating return-air grilles to inaccessible, yet observable locations, 2) increasing security presence (human or CCTV) near vulnerable return-air grilles, 3) directing public access away from return-air grilles, and 4) removing furniture and visual obstructions from areas near air grilles.

PARKING SECURITY REQUIREMENTS

MANDATORY PARAGRAPH

SEE INDIVIDUAL SUBPARAGRAPHS FOR MANDATORY/OPTIONAL CHOICES.

0.35 PARKING SECURITY REQUIREMENTS (NOV 2005)

CONTROL OF PARKING AREAS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

A. Control of Parking Areas:

Level 2 Level 3 Level 4



The Lessor shall permit Government security control over all parking areas, surface or structured. Security control will include the right to inspect at points of entry, the right to deny access, and the right to remove vehicles from the premises. The Lessor shall provide a vehicle pass/ID system for contract/monthly parkers, acceptable to the Government.

AFTER-HOURS EMPLOYEE PARKING

OPTIONAL PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

B. Arrange for Employee Parking after Normal Working Hours:

Level 2 Level 3 Level 4

The Lessor will allow employee parking in/near the building after normal working hours.

ACCESSIBILITY TO OFFICIAL GOVERNMENT VEHICLES

MANDATORY PARAGRAPH FOR LEVELS III AND IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

C. Accessibility to Official Government Vehicles:

Level 2 Level 3 Level 4



Public accessibility to official Government vehicles shall be limited through fencing or other means.

IDENTIFICATION OF PARKING AREAS

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

D. Identification of Parking Areas:

Level 2 Level 3 Level 4



Government parking areas or spaces shall be assigned and marked as "reserved."

INSPECTION OF PARKING AREAS

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

E. Inspection of Parking Areas:



The Government reserves the right at all times, to inspect the parking premises, all vehicles therein, and to remove vehicles from the premises.

POST SIGNS AND ARRANGE FOR TOWING OF UNAUTHORIZED VEHICLES

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

F. Post Signs and Arrange for Towing of Unauthorized Vehicles: TENANT IMPROVEMENT



Signage shall be provided by the Lessor, acceptable to the Government, to alert parking patrons of inspection and towing policies. Signage shall advise that the removal of unauthorized vehicles can be expected.

ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

G. ID System and Procedures for Authorized Parking: TENANT IMPROVEMENT



An ID system for authorized parking shall be provided by the Lessor, acceptable to the Government, for identification of vehicles and corresponding parking spaces (placard, decal, card key, etc.).

CCTV MONITORING: CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION FOR LEVEL II AND LEVEL III TENANCIES, THE PARAGRAPH MAY BE CHANGED TO ALLOW FOR A LESSOR-FURNISHED CCTV SYSTEM. FPS MUST BE ASKED TO PROVIDE PRODUCT SPECIFICATIONS. SUGGESTED LANGUAGE IS: "TWENTY-FOUR (24) HOUR CCTV COVERAGE AND RECORDING SHALL BE PROVIDED, OPERATED AND MAINTAINED BY THE LESSOR. EQUIPMENT MUST COMPLY WITH GOVERNMENT STANDARDS THAT ARE AVAILABLE FROM THE CONTRACTING OFFICER UPON REQUEST. THE GOVERNMENT'S BUILDING SECURITY ASSESSMENT WILL DETERMINE THE EXACT NUMBER OF CAMERAS AND LOCATIONS. THE LESSOR WILL PROVIDE TIME-LAPSE VIDEO RECORDINGS (DIGITAL STORAGE). THE GOVERNMENT WILL CENTRALLY MONITOR THE CCTV SURVEILLANCE." GOVERNMENT SPECIFICATIONS ARE AVAILABLE FROM THE CONTRACTING OFFICER"

0.36 CCTV MONITORING: CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING (NOV 2005)



The Lessor shall permit twenty-four hour Closed Circuit Television (CCTV) coverage and recording, provided, operated, and maintained by the Government. The Government's Building Security Assessment of the building will determine the exact number of cameras and locations. Time-lapse video recordings (digital storage) are also required. The Government will centrally monitor the CCTV Surveillance. Government specifications are available from the Contracting Officer.

CCTV MONITORING: POST SIGNS ADVISING OF 24-HOUR VIDEO SURVEILLANCE

MANDATORY PARAGRAPH FOR LEVEL IV

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.37 CCTV MONITORING: POST SIGNS ADVISING OF 24-HOUR VIDEO SURVEILLANCE (TENANT IMPROVEMENT) (NOV 2005)



When video surveillance is installed, warning signs advising of twenty-four hour surveillance shall be posted.

SHATTER-RESISTANT WINDOW PROTECTION REQUIREMENTS

MANDATORY PARAGRAPH

ACTION REQUIRED: INDICATE APPROPRIATE PERFORMANCE SPECIFICATION

0.38 SHATTER-RESISTANT WINDOW PROTECTION REQUIREMENTS (NOV 2005) (BUILDING SHELL)



- A. The Lessor shall provide and install wet-glazed or mechanically attached, shatter-resistant material not less than 0.18 millimeters (7 mil) thick on all exterior windows in Government-occupied space. The Offeror shall provide a description of the shatter-resistant window system in the attached "Pre-Lease Building Security Plan" for evaluation by the Government. Alternatively,
- B. The Lessor shall provide certification from a licensed professional engineer that the window system conforms to a minimum glazing performance condition of "3B" for a high protection level and a low hazard level. Window systems shall be certified as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance condition using the test methods provided in the *US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings* or *ASTM F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings*.

TEMPORARY SECURITY UPGRADE DUE TO IMMEDIATE THREAT

MANDATORY PARAGRAPH

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

0.39 TEMPORARY SECURITY UPGRADE DUE TO IMMEDIATE THREAT (NOV 2005)



The Government reserves the right, at its own expense and with its own personnel, to temporarily heighten security in the building under lease during heightened security conditions due to emergency situations such as terrorist attacks, natural disaster, and civil unrest.

SECURITY DESIGN CRITERIA

FOR BUILT-TO-SUIT PROCUREMENTS ONLY

0.40 SECURITY DESIGN CRITERIA (NOV 2005)

SECURITY DESIGN CRITERIA

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

MAY BE ALTERED BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION

- A. Security Design Criteria:



The Lessor shall ensure that the building design conforms to the standards detailed in the latest version of the Interagency Security Committee's (ISC) *Security Design Criteria*. A copy of the criteria is available at www.oca.gsa.gov.

SECURITY DESIGN CRITERIA: SETBACK

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

ACTION REQUIRED: INDICATE APPROPRIATE DISTANCE

0.41 SECURITY DESIGN CRITERIA: SETBACK (BUILDING SHELL) (NOV 2005)



The Lessor shall provide a setback distance of _____ as specified from the face of the building's exterior to the protected/defended perimeter (i.e., any potential point of explosion). This means the distance from the building to the curb or other boundary protected by bollards, planters or other street furniture. Such potential points of explosion may be, but are not limited to, such areas that could be accessible by any motorized vehicle (i.e., street, alley, sidewalk, driveway, parking lot).

SECURITY DESIGN CRITERIA: FACADE PROTECTION

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

ACTION REQUIRED: INDICATE APPROPRIATE FACADE PROTECTION LEVEL

0.42 SECURITY DESIGN CRITERIA: FACADE PROTECTION (BUILDING SHELL) (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

The Lessor shall provide a facade protection level of _____ as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.

SECURITY DESIGN CRITERIA: SHATTER-RESISTANT WINDOW PROTECTION

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

ACTION REQUIRED: INDICATE APPROPRIATE FACADE PROTECTION LEVEL

0.43 SECURITY DESIGN CRITERIA: SHATTER-RESISTANT WINDOWS (BUILDING SHELL) (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

In Government-occupied space, window systems shall be certified by a licensed professional engineer as conforming to a minimum glazing performance condition of _____ for a high protection level and a low hazard level. Window systems shall be certified as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance condition using the test methods provided in the *US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings* or *F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings*.

AGENCY SECURITY LEVEL	PERFORMANCE CONDITION
SOME LAW ENFORCEMENT AGENCIES	2
CHILDCARE FACILITIES	2
LEVEL IV	3B
LEVEL III	3B
LEVEL II	3B
LEVEL I	NO STANDARD

SECURITY DESIGN CRITERIA: HVAC

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

0.44 SECURITY DESIGN CRITERIA: HVAC (BUILDING SHELL) (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

Lobbies, mailrooms, and loading docks shall not share a return-air system with the remaining areas of the building. The Lessor shall provide lobby, mailroom, and loading dock ventilation systems' outside air intakes and exhausts with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Dedicated HVAC shall be required for mailrooms only when the Government specifically requires a centrally operated mailroom. On buildings of more than four stories, air intakes shall be located on the fourth floor or higher. On buildings of three stories or less, air intakes shall be located on the roof or as high as practical. Locating intakes high on a wall is preferred over a roof location.

SECURITY DESIGN CRITERIA: DESIGN AND ENGINEERING DOCUMENTS

MANDATORY PARAGRAPH FOR BUILT-TO-SUIT

0.45 SECURITY DESIGN CRITERIA: DESIGN AND ENGINEERING DOCUMENTS (NOV 2005)

Level 2 Level 3 Level 4
● ● ●

The Government will review all design and engineering documents, including structural engineering calculations during design development.

ATTACHMENT 1 TO GSA FORM 3626 MINIMUM LEASE SECURITY STANDARDS

1.1. DOORS: HARDWARE (NOV 2005)

Doors shall have door handles or door pulls with heavy-weight hinges. All doors shall have corresponding door stops (wall- or floor-mounted) and silencers. All door entrances leading into the Government-demised area from public corridors, and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with 5-pin, tumbler cylinder locks, and strike plates. All locks shall be master keyed. The Government shall be furnished with at least 2 master keys for each lock. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or peened mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent jimmying of the latch hardware. Doors used for egress only should not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101.

1.2. LIGHTING: PARKING AREAS (NOV 2005)

- A. Exterior parking areas, vehicle driveways, pedestrian walkways, and building perimeter shall have 5 foot-candles for doorway areas, 3 foot-candles for transition areas (including stairwells), and at least 1 foot-candle overlapping throughout the lot, except where local codes conflict. Illumination shall be designed based on Illuminating Engineering Society of North America (IESNA) standards. Indoor parking shall have a minimum of 10 foot-candles and shall be designed based on IESNA standards. The intent is to provide adequate lighting at entrances/exits, garages, parking lots, or other adjacent areas to the building to discourage crimes against persons. If necessary, additional lighting may be requested to accommodate security monitoring (i.e., closed circuit television camera).
- B. Exterior building lighting shall possess emergency power backup to provide for safe evacuation of the building in case of natural disaster, power outage, or criminal/terrorist activity.

1.3. OCCUPANCY EMERGENCY PLANS (NOV 2005)

The Lessor shall be required to participate in the development and implementation of the Government Occupancy Emergency Plan. The Occupant Emergency Plan shall include procedures for notifying the Lessor's building engineer or manager, building security, local emergency personnel, and GSA personnel for possible shutdown of the air-handling units.

1.4. LEASE SECURITY: STANDARDS (NOV 2005)

A. Overview of Lease Security Standards:

1. The Government will determine security standards for facilities and agency space requirements. Security standards are assessed based upon tenant agency mix, size of space requirement, number of employees, use of the space, location of the facility, configuration of the site and lot, and public access into and around the facility. The Government will designate a security level for each space requirement from Level I to Level IV. The GSA Contracting Officer (or the Contracting Officer's designated representative) will provide the security level designation as part of the space requirement. A copy of the Government's security standards is available at www.oca.gsa.gov.
2. A security level designation may be determined by the individual space requirement or by the assessed, cumulative tenant agency mix within a given facility. If an Offeror is offering space in a facility currently housing a federal agency, the security level designation of the facility may be increased and the Offeror may be required to adhere to a higher security standard than other Offerors competing for the same space requirement. If two or more federal space requirements are being competed at the same time, an Offeror submitting on both or more space requirements may be subject to a higher security standard if the Offeror is determined to be the successful Offeror on more than one space requirement. It is incumbent upon the Offeror to prepare the proposal accordingly.

B. Deterrence to Unauthorized Entry:

The Lessor shall provide a level of security that reasonably prevents unauthorized entry to the space during non-duty hours and deters loitering or disruptive acts in and around the space leased. The Lessor shall ensure that security cameras and lighting are not obstructed.

C. Prevent Unauthorized Access to Utility Areas:

Utility areas shall be secure, and only authorized personnel shall have access.

D. Provide Emergency Power to Critical Systems (Alarm Systems, Radio Communications, Computer Facilities, Etc.):

All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, lighting, etc., and special security requirements requiring power, as identified elsewhere in the Solicitation for Offers (SFO), must have emergency power sources.

ATTACHMENT 1 TO GSA FORM 3626 MINIMUM LEASE SECURITY STANDARDS

- E. Prevent Public Access to Mechanical Areas and Building Roofs:
Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas. Roofs with HVAC systems shall also be secured. Fencing or other barriers may be required to restrict access from adjacent roofs based on a Government Building Security Assessment. Roof access shall be strictly controlled through keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.
- F. Restrict Access to Building Information:
Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, preferably by the development of an access list and controlled copy numbering. At the direction of the Contracting Officer, the names and locations of Government tenants may not be disclosed within any publicly accessed document or record. If Government tenants will not be disclosed, the Government may request that such information not be posted in the building directory.
- G. Posting of Government Rules and Regulations:
The Government will post applicable Government rules and regulations at the entrance to any Government-occupied space for such things as, but not limited to, barring the unauthorized possession of firearms and dangerous weapons. The Government shall coordinate with the Lessor to ensure signage is consistent with the Lessor's standards.
- H. Development, Implementation and Periodic Review of Occupant Emergency Plans:
Building owners and managers shall cooperate and participate in the development of an Occupant Emergency Plan (OEP) and if necessary, a supplemental Sheltering-in Place (SIP) Plan. Periodically, the Government may request that the building owners and managers assist in reviewing and revising the OEP and SIP plan(s).
- I. Building Security Plan:
The Offeror shall provide a pre-lease building security plan with its offer that addresses compliance with the lease security standards, described in this SFO and its attachments.
- J. Background Security Checks for Contract Service Personnel:
1. The Government will conduct background checks on contractors with routine access to Government leased space.
 2. The Lessor shall submit completed fingerprint charts and personal history statements for each employee of the Lessor as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased space. The Government may also require this information for employees of the Lessor, the Lessor's contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space. For the purpose of this requirement, routine access shall be any period beyond 30 calendar days.
 3. The Contracting Officer will furnish the Lessor with Form FD-258, Fingerprint Chart, and Form 176, Statement of Personal History, to be completed by each person and returned by the Lessor to the Contracting Officer (or the Contracting Officer's designated representative) within 10 working days from receipt of the forms. Based on the information furnished, the Government will conduct security checks of the employees. The Contracting Officer will advise the Lessor in writing if an employee fails the check, and effective immediately, such employee will no longer be allowed to work or be assigned to work in the Government's space.
 4. Throughout the life of the lease, the Lessor shall provide the same data for any new employee(s), contractors, or subcontractors who will be assigned to the Government's space. In the event the Lessor's contractor/subcontractor is subsequently replaced, the new contractor/subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor/subcontractor. The Lessor shall resubmit Form FD-258 and Form 176 for every employee covered by this paragraph on a 3-year basis.

**NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.
IF BUILT-TO-SUIT, USE "NEW CONSTRUCTION" SECTION BELOW**

- K. Shatter-Resistant Window Protection:
1. The Lessor shall provide and install wet-glazed or mechanically attached, shatter-resistant material not less than 0.18 millimeters (7 mil) thick on all exterior windows in Government-occupied space. The Offeror shall provide a description of the shatter-resistant window system in the attached "Pre-Lease Building Security Plan" for evaluation by the Government. Alternatively,
 2. The Lessor shall provide certification from a licensed professional engineer that the window system conforms to a minimum glazing performance condition of "3B" for a high protection level and a low hazard level. Window systems shall be certified as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance condition using the test methods provided in the *US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings* or ASTM F1642-04 *Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings*.

ATTACHMENT 1 TO GSA FORM 3626 MINIMUM LEASE SECURITY STANDARDS

INSERT BASED ON SECURITY ASSESSMENT (TYPICALLY WHEN AN IDS IS NOT APPROPRIATE)

- L. Peepholes:
Peepholes are required in all doors to the Government-occupied space as an effective visual recognition system for small offices. This system shall comply with the Architectural Barriers Act, section F230.1.

INSERT BASED ON SECURITY ASSESSMENT

- M. Intercom:
An intercom system is required and will be used in conjunction with a peephole system. This system shall comply with the Architectural Barriers Act, section F230.0.

INSERT BASED ON SECURITY ASSESSMENT

- N. Entry Control with CCTV and Door Strikes:
An entry control system is required that will allow employees to view and communicate remotely with visitors before allowing access. This system shall comply with the Architectural Barriers Act, section F230.0.
- O. Airborne Hazards:
Air-handling units must be able to be shut down in response to a threat. Procedures shall be in place for notifying the Lessor's building engineer or manager, building security guard desk, local emergency personnel, GSA personnel, and Contracting Officer for possible shut-down of the air handling units serving the mailroom and/or any other possibly affected areas of the building to minimize possible contamination, as deemed appropriate to the hazard. A Government-approved Occupant Emergency Plan shall provide for the evacuation of the building or sheltering-in-place procedures.

INSERT BASED ON SECURITY ASSESSMENT

- P. CCTV Surveillance Cameras with Time Lapse Video Recording:
Twenty-four hour CCTV coverage and recording are required. The Government's Building Security Assessment of the building will determine the exact number of cameras and locations. Time-lapse video recordings (digital storage) are also required as a source of evidence and investigative leads. The Government will centrally monitor the CCTV Surveillance. Government specifications are available from the Contracting Officer.
- Q. Post Signs Advising of 24-hour Video Surveillance:
When video surveillance is installed, warning signs advising of 24-hour surveillance shall be posted.
- R. Temporary Security Upgrade Due to Immediate Threat:
The Government reserves the right, at its own expense and with its own personnel, to temporarily (generally not to exceed 120 days, but a longer duration could be required due to a national emergency) heighten security in the building under lease during heightened security conditions due to emergency situations such as terrorist attacks, natural disaster, and civil unrest.
- S. Additional Security Measures as Determined by the Government:
The Government reserves the right, prior to the submission of final revised proposals, to require additional security measures to meet specific tenant occupancy requirements, as may be determined by the Government's building security assessment or any type of Government risk assessment evaluation of the proposed building, location, and tenant mix.

SECURITY FOR NEW CONSTRUCTION

THIS WILL BE INSERTED FOR BUILT-TO-SUIT- PROCUREMENTS ONLY

1.5. SECURITY FOR NEW CONSTRUCTION (NOV 2005)

The requirements of this SFO can only be satisfied through the construction of a new building that fully complies with the lease security standards described in this SFO and its attachments.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- A. Shatter-Resistant Window Protection Requirements:
The Offeror shall provide a written certification from a licensed professional engineer that the building(s) conforms to a minimum window glazing performance condition of _____ as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software to have satisfied the specified performance conditions '3b' using the test methods provided in the US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings or F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings - ASTM International.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- B. Facade Protection:
The Lessor shall provide a facade protection level of _____ as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.

NOT REQUIRED FOR LEVEL 1 PROCUREMENTS.

- C. Setback:
The Lessor shall provide a setback distance of 20 feet, 0 inches as specified from the face of the building's exterior to the protected/defended perimeter (i.e., any potential point of explosion). This means the distance from the building to

**ATTACHMENT 1 TO GSA FORM 3626
MINIMUM LEASE SECURITY STANDARDS**

the curb or other boundary protected by bollards, planters, or other street furniture. Such potential points of explosion may be, but not limited to, such areas that could be accessible by any motorized vehicle (i.e., street, alley, sidewalk, driveway, parking lot).

D Pre-Lease Security Plan

The Offeror shall provide a Pre-Lease Building Security Plan (BSP) with its offer that addresses its compliance with the lease security standards, as described in this SFO and its attachments

E. Design and Engineering Documents:

The Offeror shall provide the Government with all design and engineering documents, including structural engineering calculations.

PRE-LEASE BUILDING SECURITY PLAN

OFFEROR'S PRE-LEASE BUILDING SECURITY PLAN
EVALUATION FOR AN OFFICE BUILDING

The Offeror must complete a report based on a walk through of the building, parking areas, and structure's perimeter that includes the review of windows or window systems, facade protection level, and perimeter evaluation.

The Offeror states, as part of this offer, that the proposed space/building is as described below and contains the identified features and devices. Should this exhibit not provide sufficient space to respond adequately to any question, additional pages should be attached.

BUILDING ADDRESS	
BUILDING NAME:	
BUILDING ADDRESS:	
CITY:	
STATE:	
Year Built:	Year Last Renovated:
SIZE AND LAYOUT	
The following information applies to (check one):	
<input type="checkbox"/> an existing building <input type="checkbox"/> a building planned for lease construction	
Space offered to Government (By Floor):	
Approximate gross area of typical floor (identify atypical floors individually)	
Building Height in Feet:	
Number of Stories Above Grade	
Number of. Stories Below Grade:	
OTHER OCCUPANCIES IN BUILDING (Check All That Apply)	
Restaurants:	_____
Laboratories:	_____
Storage:	_____
Retail:	_____
Day Care Center:	_____
Other, list:	_____

PRE-LEASE BUILDING SECURITY PLAN

GENERAL INFORMATION

Provide digital pictures of the building. Include exterior views showing the front of the building and all sides of the building.

Identify the number of stories of the building (above and below grade)

Identify the approximate gross square footage per floor in the building.

Identify the proposed floors offered to the Government to occupy

<u>Exterior Materials</u>	<u>Yes</u>	<u>No</u>
Brick		
Block		
Concrete – Precast		
Concrete – Poured		
Metal Panels		
Glass Exterior		

Answer each question below, then, identify and discuss measures to be taken to protect and secure utilities.

<u>Question</u>	<u>Yes</u>	<u>No</u>
Is the water supply to the building protected?		
Is the main unit of air/ventilation system accessible to the public?		
Is the wire closet locked?		
Is utility access locked?		
Is there exterior access to the electric service?		
Is there exterior access to the gas service?		
Is there exterior access to the water service?		
Is there exterior access to the telephone service?		
Is there exterior access to any other heating source?		
Is fuel stored within the building?		
Are there exterior propane fuel tanks?		
For the facilities with exterior propane fuel tanks, are they protected?		

PRE-LEASE BUILDING SECURITY PLAN

PERIMETER INFORMATION

<u>General Public Access</u>	<u>Distance in Feet</u>
Distance in feet from the building to the nearest public street.	
Distance in feet from the building to the nearest public on-street parking.	
Distance in feet from the building to the nearest public parking lot.	

Provide a site sketch showing perimeter distances.

Describe the building’s emergency lighting system.

Identify and describe the lighting levels provided at entrances/exits, garages, parking lots or other adjacent areas to the building to discourage “crimes against persons”.

Identify and describe if emergency power is provided within the building.

If emergency power for life safety systems is provided by generator(s) or UPS systems describe if they are tested and maintained in accordance with NFPA 110 or NFPA 111, as applicable.

Identify and describe any garage or parking area control or surveillance systems in place.

Identify and describe the location of mechanical areas, along with protocol and procedures taken to secure these areas to ensure access by only authorized personnel.

Identify and describe roof access and the roof security, along with protocol and procedures taken to secure the roof to ensure access by only authorized personnel.

Identify and describe alarm/emergency notification system.

Review and evaluate the occupancy emergency plan.

Identify and describe window-glazing system, including,

- Typical size
- Thickness of panes
- Type of frame
- Type of anchorage
- Number of windows
- Type of glass
- Type of configuration (single-pane, insulated, laminated, etc.)
- Security film thickness (if installed)
- Date film was installed

If the proposed shatter-resistant window film is less than the 0.18 millimeter (7 mil) thickness specified in the SFO, a licensed professional engineer shall complete the evaluation specified below.

PRE-LEASE BUILDING SECURITY PLAN

For Build-to-Suit Solicitations and Alternative Blast Mitigation Proposals

A registered Professional Engineer shall complete the evaluations for window glazing and facade protection. The Professional Engineer's stamp (professional license) must be placed on the report.

For Build-to-Suit solicitations, identify and describe window systems in accordance with WINGARD 4.1 or later or WINLAC 4.3 software using the test methods provided in the US General Services Administration *Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings* or F1642-04 *Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings* - ASTM International.

For Build-to-Suit solicitations, identify and describe the facade protection level as prescribed by WINGARD 4.1 or later or WINLAC 4.3 software.

For Build-to-Suit solicitations, identify and describe the distance from the face of the building's exterior to the protected/defended perimeter (i.e., any potential point of explosion), around the complete circumference of the structure's exterior. This would mean the distance from the building to the curb or other boundary protected by bollards, planters or other barrier. All potential points of explosion must be evaluated that could be accessible by any motorized vehicle (i.e. street, alley, sidewalk, driveway, parking lot).

PRE-LEASE BUILDING SECURITY PLAN

STATEMENT OF PROFESSIONAL ENGINEER

I hereby attest that I have performed an assessment of the subject premises; and that the above information is complete and accurate to the best of my knowledge. I have initialed at the bottom of each page. My official stamp, professional license information, and signature are affixed below.

I HAVE INCLUDED FINDINGS, RECOMMENDED CORRECTIVE ACTION(S), AND MADE SPECIFIC REFERENCES TO THE APPLICABLE CODE SECTIONS OR SECURITY REFERENCE DOCUMENTS AS AN ATTACHMENT TO THIS REPORT. SUCH FINDINGS SPECIFICALLY IDENTIFY INSTANCES WHERE THE BUILDING DOES NOT COMPLY WITH THE SPECIFIED CRITERIA, AND RECOMMENDATIONS HAVE BEEN MADE IN ORDER TO RECTIFY THE SITUATION AND ASSURE SUBSTANTIAL COMPLIANCE OF THE BUILDING TO ALL APPLICABLE CRITERIA.

(if no deficiencies were identified, during the evaluation, please explicitly state so in the findings and recommendations portion of the report)

Signature: _____ Date: _____

Printed Name: _____

Name of Firm: _____

Phone #:(____) _____

License Number: _____

Stamp Here:

PRE-LEASE BUILDING SECURITY PLAN

OFFEROR'S STATEMENT OF CORRECTION

In the event any of the offered space does not meet the minimum specified performance conditions '3b' using the test methods provided in the US General Services Administration Standard Test Method for Glazing and Window Systems Subject to Dynamic Overpressure Loadings or F1642-04 Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loadings - ASTM International, the Offeror shall attach a sheet describing the exact nature of the deficiency and will bring the offered space up to compliance with all applicable criteria to complete at the Offeror's sole cost and expense prior to the Government's acceptance of the offered space under the terms of any prospective lease agreement.

The Offeror shall attest below that the government, may implement all security operating standards. The base building security standards may include additional performance criteria for facade and setback, if feasible.

NOTE: REPORTS SUBMITTED WITHOUT RECOMMENDED CORRECTIVE ACTIONS WILL BE RETURNED WITHOUT REVIEW.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Firm: _____