

ACTION REQUIRED: TO BE INCLUDED IN CONJUNCTION WITH LEASE EXHIBIT SWING SPACE WHEN THE CURRENTLY-OCCUPIED GOVERNMENT SPACE IS A POTENTIAL HOUSING SOLUTION FOR THE NEW PROCUREMENT AND ANTICIPATED RENOVATIONS ARE EXPECTED TO DISRUPT TENANT OPERATIONS.

ACTION REQUIRED: IF INCLUDING "SWING SPACE - RLP" ANY SUBMITTAL MUST BE INCLUDED IN THE RLP SUBMITTALS. FINAL NEGOTIATED DOCUMENTS MUST BE INCORPORATED AS AN EXHIBIT IN THE LEASE CONTRACT.

NOTE: SWING SPACE GUIDANCE AND CONSIDERATIONS ARE AVAILABLE INTERNALLY HERE. THE LCO MUST CONFIRM SWING SPACE REQUIREMENTS WITH THE CUSTOMER AGENCY BEFORE INCLUDING THIS PARAGRAPH. REQUIREMENTS MUST INCLUDE THE NUMBER OF GOVERNMENT STAFF MEMBER MOVES, E.G., NUMBER OF STAFF MEMBERS, FUNCTIONAL GROUPS TO MOVE (WITH NUMBER OF INDIVIDUALS). THIS LANGUAGE MAY NEED TO BE ALTERED BASED ON THE CIRCUMSTANCES OF THE PROCUREMENT AND AGENCY REQUIREMENTS. CHANGES MUST BE REVIEWED BY THE OFFICE OF GENERAL COUNSEL – LEASING DIVISION (OGC – LR) FOR LEGAL SUFFICIENCY PRIOR TO FINALIZING.

NOTE: SWING SPACE REQUIREMENTS MAY IMPACT THE INCUMBENT LESSOR'S RENTAL RATE AND SHOULD NOT EXCEED WHAT IS MINIMALLY REQUIRED BY THE AGENCY TO PERFORM ITS MISSION.

NOTE: IF THE GOVERNMENT IS AWARE OF DEFICIENCIES WITH THE INCUBMENT BUILDING THAT NEEDS TO BE ADDRESSED DURING RENOVATIONS, PROVIDE THE DEFICIENCIES IN B. 1. OR AS A SEPARATE ATTACHMENT.

SS 1.01 SWING SPACE - RLP (MAY 2026)

- A. A renovation of the Space at the current location will be required to meet all the requirements of this RLP package, including the schedule requirements outlined under the Lease. The RLP package outlines a level of base building/shell requirements, tenant improvements and BSAC that will require all or portions of the Space to be vacant during renovations.
- B. As part of the initial offer, the incumbent Lessor must submit a plan and schedule outlining specific swing space alternatives meeting the requirements stated herein and under Lease paragraph "Swing Space - Lease." Any plan or schedule that does not efficiently or timely house the Government's requirements or fails to adequately prevent disruption of Government operations may be rejected and the offer may be considered technically unacceptable. The swing space plan and schedule must include, at a minimum, the following:
 - 1. Detailed narrative demonstrating how renovations are proposed at the current location in accordance with all of the requirements of this RLP package, including requirements set forth in this paragraph and Lease Exhibit Swing Space. Narrative must clearly identify the number of Government staff member moves and outline how renovations will occur with minimum disruption and interference with ongoing Government operations;
 - 2. Floor plan (computer generated plans set to 1/8" = 1'0" preferred) indicating block(s) of swing space including swing space finishes; and
 - 3. Schedule of swing space and final Space to address interim moves demonstrating adherence to Lease schedule, inclusive of all phases, commissioning, and testing requirements.

ACTION REQUIRED: THERE ARE TWO VERSIONS OF SUB-PARAGRAPH C. CHOOSE THE FIRST IF ATTACHING AGENCY SPECIFIC "SWING SPACE REQUIREMENTS." CHOOSE THE SECOND SUBPARAGRAPH C TO LIST THE AGENCY'S MINIMUM SWING SPACE REQUIREMENTS, E.G., CONTIGUOUS SPACE ON SAME FLOOR, SQUARE FOOTAGE, FINISH REQUIREMENTS, MINIMUM NUMBER OF CONFERENCE ROOMS, BENCH SEATING, FILE STORAGE ROOM, TELE/DATA THAT MUST BE MET.

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VERSION 1:
C. Swing space must meet the agency "Swing Space Requirements" attached.

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VERSION 2:
Swing space must meet the following:

- 1. _____
- 2. _____
- 3. _____

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ACTION REQUIRED: THERE ARE TWO VERSIONS OF SUB-PARAGRAPH D. CHOOSE THE FIRST IF THE SWING SPACE MUST BE LOCATED IN THE CURRENTLY OCCUPIED BUILDING. CHOOSE THE SECOND SUB-PARAGRAPH D IF SWING SPACE CAN BE LOCATED ANYWHERE IN THE SWING SPACE DELINEATED AREA; OTHERWISE DELETE IF THE SWING SPACE NEEDS TO BE OFFERED ONLY IN THE CURRENT LEASED LOCATION.

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VERSION 1:
D. Swing space must be located in the same building.

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VERSION 2:

Swing space offered at a location other than [Address, City, State] (“[Building Name]”) must have the following area of consideration. An area bounded as follows:

North: _____
 South: _____
 East: _____
 West: _____

Buildings with Property boundary(is) on the boundary streets are deemed to be within the swing space delineated Area of Consideration.

- E. Offeror shall demonstrate ownership of the proposed swing space through deed or other valid document. If the incumbent is not the owner of the offered property for swing space, an executed Letter of Intent for leasing such swing space to the Offeror, reflecting a minimum lease term coterminous with the completion of the renovation of the Space, must be submitted no later than Final Proposal Revisions. If selected, control through ownership, lease, or binding option of such specific alternatives must be demonstrated within thirty (30) days after Lease Award.
- F. The Government reserves the right to require a single group of employees (including contractor personnel) or successive groups of the Government employees to be moved into and out of the swing space, based upon the Incumbent Lessor’s proposal. The Government must be responsible for the cost of moving each Government employee one time only, which must be identified as the last and final move from the swing space to the final Space. The Incumbent Lessor must be responsible for the cost of all moves, interim moves, and restacking in excess of one move per Government employee.

ACTION REQUIRED: INCLUDE IF REQUIRING THE SPACE LAYOUT PRIOR TO LEASE AWARD; DELETE IF REQUIRING SPACE LAYOUT AFTER LEASE AWARD.

- G. Prior to Final Proposal Revisions, the Incumbent Lessor must submit a swing space layout that allows the Government to function efficiently during renovation of final Space, as determined by the LCO.

SS 1.02 INSTRUCTIONS FOR OFFEROR AND SUBMITTALS – SWING SPACE (FEB 2026)

The following is added to the RLP paragraph titled: “Instructions for Offeror and Submittals” as a requirement and additional submittal.

Document Name	Exhibit X: Swing Space
Swing Space Submittals	SS 1.01

Document Change History	
Template Date	Description of change
FEB 2026	Newly created exhibit to supplement streamlined changes to R100. Updates to change “shall” to “must.”
MAY 2026	Update blue instructional text to correct reference to Lease Exhibit for Swing Space and organizational change to Office of General Counsel. Update 1.01 to correct reference to Lease Exhibit for Swing Space.