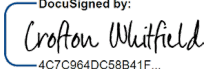




GSA Public Buildings Service

October 4, 2022

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: CROFTON WHITFIELD 
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
– PR

SUBJECT: LEASING ALERT (LA-22-08) – Revision to Leasing Forms
and Templates

1. **Purpose.** This Leasing Alert issues revisions to GSA PBS leasing forms and templates as follows:

a. RLP and Lease Templates

- **Global Model** - R100 and L100 (RLP and Lease)
- **On-Airport Model** - L201D (Lease)
- **Warehouse Model** - R101WH and L201WH (RLP and Lease)
- **SLAT** - R100 A and L100A (RLP and Lease)
- **Small Model** - Form R103 (RLP) and Supplemental Lease Requirements
- **FEMA** –R103D (Oral RLP), Supplemental Office Lease Requirements, and Supplemental Land Lease Requirements

The changes are summarized under Attachment 1.

The Automated Advanced Acquisition Program (AAP) RLP and Lease templates will be revised to conform as appropriate.

2. **Background.**

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- a. The attached templates incorporate policy changes implemented since the prior release of these templates, in addition to suggestions received from regional and other PBS business line stakeholders.
3. **Effective Date.** This Leasing Alert and attachments are effective immediately for all RLPs issued on or after October 5, 2022.
4. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
5. **Cancellation.** Prior revisions of applicable RLP and Lease templates are canceled and replaced by versions containing the new language attached hereto.
6. **Instructions and Procedures.** This Leasing Alert, instructions, and attachments are effective for all RLPs issued on or after the effective date of this Leasing Alert. RLP packages issued prior to this date may be modified at the discretion of the LCO.

Attachments:

- **Attachment 1**, Summary of Significant Changes
- **Attachment 2**, Global RLP, GSA Template R100
- **Attachment 3**, Global Lease, GSA Template L100
- **Attachment 4**, On-Airport Lease, GSA Template L201D
- **Attachment 5**, Warehouse RLP, GSA Template R101WH
- **Attachment 6**, Warehouse Lease, GSA Template L201WH
- **Attachment 7**, SLAT RLP, GSA Template R100 A
- **Attachment 8**, SLAT Lease, GSA Template L100A
- **Attachment 9**, Small RLP, GSA Template R103
- **Attachment 10**, Small Supplemental Lease Requirements Template
- **Attachment 11**, FEMA Oral RLP, GSA Template R103D
- **Attachment 12**, FEMA Office Supplemental Lease Requirements Template
- **Attachment 13**, FEMA Land Supplemental Lease Requirements Template

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Attachment 1 - Summary of Significant Changes

Overall Edits (note that changes may vary, according to model)

Request for Lease Proposals (RLP) templates

- Updated space measurement standards to BOMA 2017 Office Standard (Z65.1-2017) Method A.
- Added new Swing Space paragraphs, if this method will be utilized in the lease procurement.
- Clarified to the Energy Independence and Security Act wording regarding Energy Star label equivalent buildings.
- Changed Randolph Sheppard, it is required when over 15,000 RSF and at least 100 people.
- Updated throughout for architectural and engineering design (A/E) services and project management fees associated with Tenant Improvements to apply to BSAC.
- Updated FEMA floodplain terminology, i.e., 1 percent annual chance (formerly 100-year) floodplain, 0.2 percent annual change [two-tenths of a percent] (formerly 500-year) floodplain.
- Changed the FSL Level IV BSAC placeholder to \$40 per ABOA sf.
- Incorporated mandatory Best Value Trade-off for new lease construction and required evaluation factors aligned with the design excellence program.

Lease templates (note that changes may vary according to model)

- Updated space measurement standards to BOMA 2017 Office Standard (Z65.1-2017) Method A.
- Updated Labor Standards paragraph
- Added new Swing Space paragraphs, if this method will be utilized in the lease procurement.
- Incorporated GSAR Deviation paragraphs: Adjustment for Vacant Premises and Liquidated Damages.
- Updated throughout for architectural and engineering design (A/E) services and project management fees associated with Tenant Improvements to apply to BSAC.
- Changed the FSL Level IV BSAC placeholder to \$40 per ABOA sf.
- Reflected transition, effective April 2022, to only the Unique Entity Identifier generated by SAM.
- Updated throughout for sustainability to products for guiding principles, including Environmental Product Declarations (EPDs), where applicable, and encouraging alternative water sources.
- Incorporated energy efficiency standards that apply to new lease construction.
- Updated a variety of technical requirements for distance to bathrooms, HVAC (filtration and temperature ranges), lighting, and acoustics.

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The following are edits that are in addition to those noted above and are specific to a particular model:

On-Airport Model

- Corrected the EISA paragraph to match the Global Version.

SLAT

- Updated to instructional blue text before the Table of Contents to change 'Non-Electronic' to 'Traditional Method - Paper, E-mail' to align with terminology updated last year in the Global RLP.

Small

- Added the Adjustment for Vacant Premises clause.

Warehouse

- Added the Global 'Green Building Certification for New Construction'.

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COVER PAGE FOR ATTACHMENTS 2 - 13