

# GSA REQUEST FOR LEASE PROPOSALS NO. **XXXXXXXX** **CITY/STATE**

## Offers due by **mm/dd/20yy**

In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than [time] [time zone] on the date above. See "Receipt Of Lease Proposals" herein for additional information.

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

*The information collection requirements contained in this Solicitation/Contract, that are not required by the regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.*

**Warehouse RLP  
GSA FORM R101WH (10/17)**

## INSTRUCTIONS FOR CREATING LEASE AND REQUEST FOR LEASE PROPOSALS (RLP) DOCUMENTS

ALL INSTRUCTIONS FOR CREATING THESE DOCUMENTS ARE TYPED IN BLUE "HIDDEN" TEXT. YOU SHOULD WORK WITH THE HIDDEN TEXT SHOWING, EXCEPT WHEN THE FINISHED DOCUMENT IS BEING PRINTED.

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

### TO REVEAL HIDDEN TEXT IN THE DOCUMENT—

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

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

**TO INPUT DATA:** IF A PARAGRAPH HAS BOLD RED **Xs**, A DOLLAR SIGN (\$) FOLLOWED BY UNDERSCORING, OR EMPTY UNDERSCORING (\_\_\_\_), **INPUT** THE REQUIRED INFORMATION AND CHANGE FONT TO BLACK TEXT PRIOR TO ISSUANCE.

### TO DELETE AND MODIFY PARAGRAPHS\*

ALL PARAGRAPHS ARE STANDARDIZED AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING "**ACTION REQUIRED**," "**OPTIONAL**," OR "**NOTE**." IF IT IS DETERMINED TO **DELETE** A PARAGRAPH OR SUB-PARAGRAPH, TAKE THE FOLLOWING STEPS:

### TO DELETE A PARAGRAPH—

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.)
2. **CLICK** ON THE DELETE KEY TO DELETE THE TEXT
3. YOU HAVE A CHOICE REGARDING THE TITLE. YOU MAY EITHER STRIKE THROUGH THE TITLE AND ADD THE WORDS "INTENTIONALLY DELETED" AFTER THE STRICKEN TITLE, OR YOU MAY DELETE THE TITLE AND REPLACE IT WITH "INTENTIONALLY DELETED." IN EITHER CASE, LEAVE THE PARAGRAPH NUMBER INTACT SO THE PARAGRAPH NUMBERING WILL REMAIN THE SAME FOR THE PARAGRAPHS THAT FOLLOW.
4. TO STRIKE THROUGH THE TITLE, USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.) **CLICK** ON THE "STRIKETHROUGH" KEY (abc). THEN PLACE THE CURSOR TO THE RIGHT OF THE STRUCK-OUT PARAGRAPH TITLE AND **TYPE** "INTENTIONALLY DELETED." **NOTE:** THE TEXT WILL BE DELETED AND THE PARAGRAPH NUMBER AND STRUCK-OUT TITLE WILL REMAIN.

**EXAMPLE: 2.05 ~~OPERATING COST ADJUSTMENT~~ INTENTIONALLY DELETED**

5. ALTERNATELY, YOU MAY DELETE THE TITLE ALTOGETHER. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. OVERTYPE WITH THE WORDS "INTENTIONALLY DELETED."

**EXAMPLE: 2.05 INTENTIONALLY DELETED**

**TO DELETE A SUB-PARAGRAPH—**

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE SUB-PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE SUB-PARAGRAPH NUMBER, LETTER, OR TITLE, **IF ANY.**) **DELETE** THE TEXT BY CLICKING ON THE "DELETE" KEY.
2. PLACE THE CURSOR WHERE THE TEXT WAS AND TYPE "INTENTIONALLY DELETED."

**TO MODIFY ALL OR PART OF A PARAGRAPH—**

1. **GO TO** THE LAST SECTION OF THIS LEASE TITLED "ADDITIONAL TERMS AND CONDITIONS"
2. **CREATE** A LIST OF "MODIFIED PARAGRAPHS" WITH THE HEADING: "THE FOLLOWING PARAGRAPHS HAVE BEEN MODIFIED IN THIS LEASE:"
3. **SELECT** AND **COPY** THE MODIFIED PARAGRAPH TITLE AND PARAGRAPH NUMBER.
4. **GO TO** THE END OF THE LAST PARAGRAPH AND **CLICK** ON YOUR MOUSE TO PLACE THE CURSOR BELOW THE LAST ENTRY).
5. **PASTE** THE TITLE YOU JUST COPIED.
6. **MAKE YOUR CHANGES, ADDITIONS, DELETIONS, ETC.,** TO THE PARAGRAPH IN ITS ORIGINAL LOCATION IN THE DOCUMENT.
7. **SAVE** YOUR CHANGES.

**TO UPDATE THE "TABLE OF CONTENTS" AND "PAGE REFERENCES" WHEN YOU ARE FINISHED REVISING A DOCUMENT:**

1. **GO TO** AND **CLICK** IN THE TABLE OF CONTENTS.
2. **RIGHT CLICK** TO VIEW DROP-DOWN WINDOW.
3. FROM THE DROP-DOWN MENU, **CLICK** ON "UPDATE FIELD."
4. **CLICK** ON "UPDATE ENTIRE TABLE." **NOTE:** TABLE WILL UPDATE ANY HEADINGS THAT WERE CHANGED DURING THE REVIEW. **NOTE:** YOU SHOULD VERIFY ONE OR TWO CHANGES TO CONFIRM THE TOC WAS UPDATED PROPERLY

\*THE ABOVE PRACTICES WILL INCREASE STANDARDIZATION AND FAMILIARITY OF THE DOCUMENT FOR THE PRACTITIONER BY ALLOWING CONSISTENT NUMBERING THROUGHOUT THE DOCUMENT.

**TO ADD SECURITY REQUIREMENTS**

- ATTACH THE APPROPRIATE DOCUMENT TITLED "SECURITY REQUIREMENTS" AFTER CONSULTING WITH FPS AND THE AGENCY TO DETERMINE THEIR SPECIFIC REQUIREMENTS USING THE APPROPRIATE FACILITY SECURITY LEVEL (FSL) I, II, III, OR IV.



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ALL PARAGRAPHS ARE STANDARDIZED FOR THIS MODEL AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING.

TYPE IN RLP NO. AND DATE. EDIT FOOTERS TO INCLUDE RLP NO.

NOTE: DRAFT RLPs MUST BE REVIEWED PRIOR TO ISSUANCE, AS FOLLOWS:

BY NOL ZONE MANAGER:

- PROSPECTUS-LEVEL

BY REGIONAL COUNSEL:

- PROSPECTUS-LEVEL
- BEST VALUE TRADE-OFF ABOVE SLAT
- AGGREGATE VALUE OF \$20M OR MORE

# REQUEST FOR LEASE PROPOSALS NO. XXXXXXXX

[DATE]  
WAREHOUSE RLP GSA FORM R101WH (October 2017)

## SECTION 1 STATEMENT OF REQUIREMENTS

### 1.01 GENERAL INFORMATION (WAREHOUSE) (MAY 2014)

- A. This Request for Lease Proposals (RLP) sets forth instructions and requirements for proposals for a Warehouse Lease described in the RLP documents. The Government will select an Offeror for award by evaluating proposals conforming to the RLP requirements in accordance with the Method of Award set forth below. The Government will award the Lease to the selected Offeror, subject to the conditions below.
- B. The RLP documents include a lease form (GSA Form L201WH) setting forth the terms and conditions of the Lease contemplated by this RLP. The RLP documents include a GSA Proposal to Lease Space (GSA Form 1364WH) on which Offeror shall submit its offered rent and other price data, together with required information and submissions. The Lease paragraph titled "Definitions and General Terms" shall apply to the terms of this RLP.
- C. Offeror should not attempt to complete the lease form (GSA Form L201WH). Upon selection for award, GSA will transcribe the successful Offeror's final offered rent and other price data as provided by Offeror in its GSA Form 1364WH into the GSA Form L201WH lease form, creating a completed Lease. GSA will transmit the completed Lease, including any appropriate attachments, to the successful Offeror for execution. Neither the RLP nor any other part of an Offeror's proposal shall be part of the Lease except to the extent expressly incorporated therein. The Offeror should review the completed Lease for accuracy and consistency with his or her proposal, sign and date the signature page, initial each page of the Lease, and return it to the Lease Contracting Officer (LCO).
- D. The Offeror's executed Lease shall constitute a firm offer. The Lease is not a binding contract until the LCO executes the Lease and delivers a signed copy to the Offeror.

**ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED ABOA SF**

### 1.02 AMOUNT AND TYPE OF SPACE, LEASE TERM, AND OCCUPANCY DATE (WAREHOUSE) (OCT 2016)

**ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED RED TEXT INFORMATION:**

**ACTION REQUIRED: LEASING SPECIALIST TO CHOOSE ONE OF THE FOLLOWING PARAGRAPHS "A"; EITHER VOLUME OR AREA METHOD, DEPENDING UPON THE PRICE EVALUATION METHOD CHOSEN BY THE LEASING SPECIALIST IN CONSULTATION WITH THE CLIENT AGENCY. CALCULATE THE RANGE OF ACCEPTABLE CUBIC OR SQUARE FEET. THE RANGE OF ACCEPTABLE CUBIC OR SQUARE FEET MAY BE PARTIALLY BASED UPON THE AGENCY'S MINIMUM AND MAXIMUM ACCEPTABLE CLEAR CEILING HEIGHTS (POSSIBLY CORRESPONDING TO RACKING INTERVALS AND INCLUDING THE NECESSARY CLEARANCE FROM THE TOP OF THE PROPOSED STORAGE TO TYPICALLY THE SPRINKLER DEFLECTOR OR CEILING MOUNTED LIGHTING, WHICHEVER IS LOWER).**

THERE WILL BE SOME SITUATIONS (SUCH AS INDOOR VEHICLE STORAGE AND LIGHT SERVICING) WHERE THE AGENCY'S MINIMUM AND MAXIMUM CLEAR CEILING HEIGHTS MAY BE IDENTICAL (SITUATIONS WHERE THE AGENCY DOESN'T REQUIRE ADDITIONAL HEIGHT BEYOND THE MINIMUM ACCEPTABLE). IN THESE SITUATIONS REMOVE ALL REFERENCES TO CUBIC FEET FOR PRICE EVALUATION (HERE AND IN RLP SECTION 4) AND USE ANSI/BOMA ABOA SQUARE FEET AS DEFINED IN THE SECOND SUB-PARAGRAPH "A" BELOW (DELETING THE FIRST SUB-PARAGRAPH "A"). IT IS ALSO PERMISSIBLE TO USE ANSI/BOMA ABOA SQUARE FEET (THE SECOND SUB-PARAGRAPH "A" BELOW) RATHER THAN CUBIC FEET FOR A SHORT TERM SUCCEEDING LEASE OR EXTENSION WHERE IT IS NOT COST EFFECTIVE TO PURCHASE NEW SHELVEING AND EQUIPMENT IN ORDER TO RELOCATE TO ANOTHER WAREHOUSE THAT OFFERS BETTER HEIGHT UTILIZATION. IF NONE OF THESE SITUATIONS APPLY, USE THE FIRST SUB-PARAGRAPH "A" AND DELETE THE SECOND ONE. THE MINIMUM CLEAR CEILING HEIGHT IS THE SUM OF THE AGENCY'S MAXIMUM STACKING HEIGHT AND THE AREA NECESSARY FOR TOP SHELF MANEUVERABILITY AND TO MEET ANY LOCAL CODES. STACKING SHELF INTERVALS, THE ASSOCIATED MAXIMUM STACKING HEIGHT, AND ANY NEEDED TOP SHELF

CLEARANCE, ARE TO BE CONSIDERED IN DETERMINING THE MINIMUM REQUIRED CEILING HEIGHT; (AND ANY MAXIMUM CLEAR CEILING HEIGHT FOR PRICE EVALUATION PURPOSES).

**NOTE:** FOR PROJECTS SUBJECT TO AN APPROVED PROSPECTUS, ADD THE FOLLOWING SENTENCE AND INPUT AS APPLICABLE: "THE GOVERNMENT WILL NOT AWARD A LEASE THAT EXCEEDS XXX RENTABLE SQUARE FEET (RSF)."

**NOTE:** RLPS FOR PROSPECTUS-LEVEL PROJECTS MUST BE REVIEWED BY THE NOL ZONE MANAGER AND REGIONAL COUNSEL PRIOR TO ISSUANCE.

- A. The Government seeks a minimum of XXX,XXX to a maximum of XXX,XXX usable clear cubic feet of contiguous space on a single floor in a warehouse type building. While the Government is seeking space in the size range of a specified amount of cubic feet, the required space is to be measured and offered by Offerors in square feet in accordance with American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet (SF), (hereinafter referred to as "ANSI/BOMA ABOA SF" or "ABOA SF"), within the area of consideration set forth below. Mezzanines are excluded; they will not be counted as rentable space and will have to be removed if their volume is to be counted. See Section 2 of the lease for applicable ANSI/BOMA standards. The required space shall be contiguous space located all on ground level. Also see Section 4 of this RLP for details on the calculation of the Present Value Price Evaluation—Warehouse Cubic Foot Method that will determine the lowest priced offer. The space shall have a minimum clear ceiling height of XX feet, XX inches.
- A. The Government seeks a minimum of XXX,XXX to a maximum of XXX,XXX square feet of contiguous space on a single floor in a warehouse type building. The required space is to be measured and offered by Offerors in square feet in accordance with American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet (SF), (hereinafter referred to as "ANSI/BOMA ABOA SF" or "ABOA SF") of contiguous space within the area of consideration set forth below. Mezzanines are excluded from the area calculation of the size of the space. See section 2 of the lease for applicable ANSI/BOMA standards. The required space shall be contiguous space located all on ground level. Also see Section 4 of this RLP for details on the calculation of the Present Value Price Evaluation—Warehouse Square Foot Method that will determine the lowest priced offer. The space shall have a minimum clear ceiling height of XX feet, XX inches.
- B. The space shall be located in a modern quality building of sound and substantial construction in good condition and acceptable to the LCO. If not a new building, the offered space shall be in a building that has undergone, or will complete by occupancy, modernization or adaptive reuse for the space in conformance with this RLP and the associated documents either attached to or incorporated by reference (and itemized in the paragraph entitled "List Of RLP Documents"). Unless specifically stated as tenant improvements (TI), the Lessor shall perform all work at Lessor's sole cost and expense.
- C. Bay Width, Bay Depth, and Column Spacing:
  - 1. Bay Width: XX' XX" (the distance from one side of the bay to the other side of the bay in linear feet and inches)
  - 2. Bay Depth: XX' XX" (the distance from the front of the bay to the back of the bay in linear feet and inches)
  - 3. Column Spacing: Columns shall be at least XX'XX" linear feet apart, measured from the nearest surface of each.
- D. Floors and Floor Load:  
See lease Paragraph entitled FLOORS AND FLOOR LOAD—SHELL (WAREHOUSE) in Section 3 of the Lease.
- E. Automobile Parking: XXX parking spaces for automobiles of which XX spaces shall be marked as reserved for the exclusive use of the Government. All spaces must be secured and lit in accordance with the Security Requirements set forth in this Lease. The cost of this parking shall be included as part of the rental consideration.

**ACTION REQUIRED:** DELETE REFERENCE TO FENCING REQUIREMENTS IF THE SEMI-TRAILER/TRUCK PARKING IS NOT REQUIRED TO BE SECURED. ANY EXTERIOR FENCING AROUND STAGING/PARKING AREAS SHALL BE CONSIDERED SHELL. NEW ADDITIONAL EXTERIOR FENCING TO ENCLOSE THE ENTIRE SITE OR THE ENTIRE PORTION BEING LEASED TO THE GOVERNMENT SHALL BE CONSIDERED AS MEETING BUILDING SECURITY AMORTIZED CAPITAL ("BSAC") DEFINITIONS OF SECURITY FIXTURES PER PRICING DESK GUIDE CHAPTER 2.9.2.B. (NOTE THAT EXISTING PROPERTY PERIMETER FENCING SHALL BE CONSIDERED SHELL). ALL INTERIOR FENCING (MEANING, FENCING WITHIN THE DEMISED SPACE) SHALL BE CONSIDERED TO BE TENANT IMPROVEMENTS (TI).

- F. Semi-Trailer Staging Area/Parking: XXX parking spaces sized for [TYPE OF] semis and [TYPE OF] trucks of which XX shall be reserved for the exclusive use of the Government: XX of the reserved spaces shall also be secured within a fenced-in area with a 10 foot high fence with barbed wire angled outward, said fencing to be considered part of Shell Rent. In addition, the Lessor shall provide such additional truck parking spaces as required by the applicable code of the local government entity having jurisdiction over the Property.
- G. Delivery Route: At least one unobstructed route at least 36 inches wide having no steps or abrupt changes in level to connect all accessible elements, spaces, buildings, and courses of passage.
- H. Loading Docks: (Also see the "LOADING DOCKS—SHELL (WAREHOUSE)" paragraph in Section 3 of the lease form).

**ACTION REQUIRED:** SPECIFY IF TRADITIONAL OR IF CROSS-DOCKED SPACE REQUIRED AND IF CROSSED-DOCKED WHETHER IN A "T" OR "X" CONFIGURATION. ALSO NOTE THE NUMBER OF DOCKS THAT MUST BE OF TRAILER HEIGHT AND THE NUMBER OF DRIVE-IN DOCKS REQUIRED. LEASING SPECIALISTS MUST REALIZE THAT IF DOCKS ARE NOT OF





VERSION 2: THIS SUB-PARAGRAPH IS REQUIRED IN THE RLP WHENEVER THE REQUIREMENT 1) INVOLVES LESS THAN 100 OCCUPANTS; AND, 2) UNDER 15,000 RSF OF SPACE.

- L. The Government may provide vending machines within the Government's leased area under the provisions of the Randolph-Sheppard Act (20 USC 107 et. seq.). The Government will control the number, kind, and locations of vending facilities and will control and receive income from all automatic vending machines. Offeror shall provide necessary utilities and make related alterations. The cost of the improvements is part of Tenant Improvement (TI) costs. The Government will not compete with other facilities having exclusive rights in the Building. The Offeror shall advise the Government if such rights exist.

**ACTION REQUIRED:** ENTER THE TERM, FIRM TERM, TERMINATION NOTICE PERIOD, AND REQUIRED RENEWAL OPTIONS. THESE TERMS AND THE TERMS STATED IN THE LEASE MUST BE CONSISTENT. IF SEEKING FIRM TERM RENEWAL OPTIONS, INCLUDE OPTIONAL LANGUAGE ("FIRM") AND CHANGE FROM HIDDEN BLUE TO VISIBLE BLACK TEXT.

**NOTE:** DELETE REFERENCE TO RENEWAL OPTIONS IF NOT REQUIRED.

- M. **X** Years, **X** Years Firm, with Government termination rights, in whole or in parts, effective at any time after the Firm Term of the Lease by providing not less than **XX** days' prior written notice. This Lease may be renewed at the option of the Government for X, X-year [OPTIONAL firm ] terms. The Government reserves the right in the Lease to not include an option, or to reduce the length of an option, if inclusion of the option would cause the Lease to score as a capital lease, in accordance with the Budget Scorekeeping: Operating Lease Treatment paragraph of this RLP. Should the Government make the determination to modify the term or option(s), an amendment to the RLP will be issued.

**NOTE:** AVOID HAVING A DATE-CERTAIN OCCUPANCY DATE. WHEN IN DOUBT, DISCUSS WITH REGIONAL COUNSEL.

- N. Occupancy is required in accordance with the schedule outlined in the Schedule for Completion of Space paragraph under the Lease.
- O. See loading dock requirements and other requirements in Section 3 of the Lease.

**ACTION REQUIRED:** THIS SUBPARAGRAPH IS MANDATORY IN SITUATIONS WHERE THERE IS OFFICE USE OCCURRING WITHIN THE WAREHOUSE BUILDING AND IF THE PRICE EVALUATION WILL BE DONE ON A CUBIC FOOT BASIS. IT IS NOT REQUIRED WHEN THE ENTIRE SPACE WILL BE USED SOLELY (100%) FOR STORAGE. IN SUCH CASES, IT IS PERMISSIBLE TO DELETE. THE LEASING SPECIALIST IS TO INPUT THE REQUIRED RED TEXT INFORMATION AFTER CONSULTATION WITH THE CLIENT AGENCY TO DETERMINE THE AGENCY'S OFFICE OR OTHER NON-STORAGE REQUIREMENT. ALSO, A SEPARATE MAXIMUM CEILING HEIGHT FOR THE OFFICE PORTION OF THE SPACE (E.G., 10') MUST ALSO BE PROVIDED IF PRICE EVALUATION IS GOING TO BE DONE ON A CUBIC FOOT BASIS. OTHERWISE, DELETE THIS PARAGRAPH.

- P. The space requirement identified in subparagraph "A" will include **XX,XXX** ABOA SF of [OFFICE] [ITEMIZE IF MORE THAN ONE TYPE: E.G., SOME OFFICE AND OTHER NON-WAREHOUSE SPACE WITHIN THE WAREHOUSE] and related space. The ceiling height of this area shall be as outlined in the Special Requirements, but for price evaluation purposes using cubic volume the height of this area shall be considered to be **10** feet.

**ACTION REQUIRED – OPTIONAL PARAGRAPH**

AGENCY SPECIAL OR SPECIFIC REQUIREMENTS, PROGRAM OF REQUIREMENTS, ETC. ARE USUALLY INCLUDED IN SECTION 7 OF THE LEASE PORTION OF THE RLP PACKAGE, OR INCLUDED AS A SEPARATE ATTACHMENT.

USE THIS UNIQUE REQUIREMENTS PARAGRAPH FOR FEATURES THAT A BUILDING OR PROPERTY MUST HAVE TO ADEQUATELY ACCOMMODATE THE AGENCY'S REQUIREMENTS (GO/NO-GO CRITERIA).

EXAMPLES INCLUDE COLUMN SPACING, FLOOR LOCATION, SPACE CONTIGUITY REQUIREMENTS, ETC.

NOT NECESSARY IF THESE CRITERIA ARE ADDRESSED ELSEWHERE IN THE RLP PACKAGE.

#### 1.03 UNIQUE REQUIREMENTS (OCT 2016)

The offered Building and/or Property must have the following features:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**ACTION REQUIRED:** FILL IN THE DESIGNATED AREA OF CONSIDERATION (DELINEATED AREA). DELETE NORTH, SOUTH, EAST, WEST BOUNDARIES IF NOT USING. ATTACH EXHIBIT OR INSERT .PDF OF MAP WITH BOUNDARIES IF AVAILABLE.

#### 1.04 AREA OF CONSIDERATION (JUN 2012)

The Government requests offers of space in the area bounded as follows:

North: \_\_\_\_\_  
 South: \_\_\_\_\_  
 East: \_\_\_\_\_  
 West: \_\_\_\_\_

Buildings that have frontage on the boundary streets are within the delineated Area of Consideration.

**ACTION REQUIRED: OPTIONAL PARAGRAPH**

CHOOSE SUB-PARAGRAPH A, SUB-PARAGRAPH- B, BOTH A AND B, OR DELETE ALTOGETHER, DEPENDING UPON THE CHARACTERISTICS OF THE DELINEATED AREA. LEASING CO/SPECIALIST MUST FILL IN THE PARKING VARIABLE, BELOW, WITH A REASONABLE AMOUNT, IN CONFORMANCE WITH LOCAL MARKET PRACTICE.

**1.05 PARKING (WAREHOUSE) (MAY 2014)**

A. INSIDE CITY CENTER: The parking-to-square-foot ratio available on-site shall at least meet current local code requirements, or in the absence of a local code requirement, on-site parking shall be available at a ratio of one (1) space for every **XX** RSF of Space.

B. OUTSIDE CITY CENTER: The parking-to-square-foot ratio available on-site shall at least meet current local code requirements, or, in the absence of a local code requirement, on-site parking shall be available at a ratio of one (1) space for every **XX** RSF of Space.

C. See Lease (GSA Form L201WH) for additional parking provisions.

**ACTION REQUIRED: THE LIST OF ATTACHMENTS IS NOT COMPREHENSIVE. ADJUST THE LIST AS APPROPRIATE FOR THE SPECIFIC TRANSACTION.**

FOR NBC PROJECTS, ELIAS/G-REX CONTAINS A TEMPLATE FOR THE BROKER COMMISSION AGREEMENT. THIS TEMPLATE MUST BE INCLUDED AS AN RLP ATTACHMENT, AND BE INCLUDED WITH THE DOCUMENTS THAT COMPRISE AN OFFEROR'S INITIAL OFFER.

**NOTE:** EXHIBITS SHOULD BE LABELED WITH SEQUENTIAL LETTERS

FILL IN DATE FOR SPECIAL REQUIREMENTS AND APPROPRIATE SECURITY LEVEL (I-IV).

THE LCO MAY DECIDE IT IS MORE SUITABLE TO INCORPORATE SOME EXTENSIVE OR SENSITIVE DOCUMENTS BY REFERENCE, FOR EXAMPLE, THE COURTS DESIGN GUIDE

SEE SEISMIC PARAGRAPH INSTRUCTIONS TO DETERMINE WHETHER SEISMIC SUBMITTALS ARE REQUIRED.

**1.06 LIST OF RLP DOCUMENTS (WAREHOUSE) (OCT 2017)**

The following documents are attached to and included as part of this RLP package:

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
Lease No. GS-XXP-LXXXXXXX (Form L201WH)		
Agency's Special Requirements (including Racking Plan(s)) Dated XX		
Security Requirements for Level XX		
GSA Form 3516, Solicitation Provisions		
GSA Form 3517B, General Clauses		
Proposal to Lease Space (GSA Form 1364WH)		
GSA Form 1217, Lessor's Annual Cost Statement		
GSA Form 12000-WH for Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building (Part A or Part B) (See Section 3 for applicable requirements)		
Security Unit Price List		
Seismic Offer Forms		

**1.07 AMENDMENTS TO THE RLP (JUN 2012)**

This RLP may be amended by notice from the LCO. Amendments may modify the terms of this RLP, or the terms, conditions, and requirements of the Lease contemplated by the RLP.

E.

**1.08 LEASE DESCRIPTION (WAREHOUSE) (OCT 2016)**

Offeror shall examine the Lease form included in the RLP documents to understand the Government's and the Lessor's respective rights and responsibilities under the contemplated Lease.

The Lease contemplated by this RLP includes:

1. The term of the Lease, and renewal option, if any.
2. Terms and Conditions of the Lease, including Definitions, Standards, and Formulas applicable to the Lease and this RLP.
3. Building Shell standards and requirements.
4. Information concerning the tenant agency's buildout requirements ("Special Requirements"), to be supplemented after award.
5. Security Requirements.
6. A description of all services to be provided by the Lessor.

Should the Offeror be awarded the Lease, the terms of the Lease shall be binding upon the Lessor without regard to any statements contained in this RLP.

The Lease contemplated by this RLP is a [SELECT ONE OF THE ITEMS IN RED TEXT: FULLY SERVICED MEANS ALL BUILDING SERVICES ARE PAID FOR BY LANDLORD; AND MODIFIED NET REFERS TO THE GOVERNMENT PAYING FOR SOME BUILDING SERVICES (TYPICALLY UTILITIES, JANITORIAL, AND/OR TRASH REMOVAL WITHIN THE GOVERNMENT'S SPACE). LEASING SPECIALISTS MUST REMEMBER TO PROPERLY CONVEY TO OFFERORS IN BOTH THE RLP AND LEASE WHICH OPERATING EXPENSES THE GOVERNMENT WILL BE PAYING FOR DIRECTLY (IF ANY) AND WHICH WILL BE PROVIDED BY THE LESSOR AND INCLUDED IN OPERATING EXPENSES AS DEFINED IN THE LEASE] [modified net or fully serviced] Lease. See RLP Paragraphs 3.03 and 3.09 for further

details on financial responsibility for various Operating Expenses. Rent shall be based upon a proposed rental rate per Rentable Square Foot (RSF), limited by the offered rate and the maximum ABOA SF solicited under this RLP. Although certain Tenant Improvement (TI) requirements information is provided with this RLP and will be incorporated into the Lease, the TIs to be delivered by the Lessor will be based on the final design to be developed after award of the Lease, which reflects the Agency's full requirements. The Lessor shall design and build the TIs and will be compensated for TI costs, together with design and project management fees to be set under the Lease. Although the TI requirements will not be developed fully until after award, Offerors shall provide the allowance stated in the Tenant Improvement Allowance paragraph of the Lease.

Unless the Government prepares Design Intent Drawings (DIDs), after award the Lessor must prepare DIDs for the leased Space conforming to the lease requirements and other Government-supplied information related to the client agency's interior build-out requirements. The Government will have the opportunity to review the Lessor's DIDs to determine that the Lessor's design meets the requirements of the Lease. Only after the Government approves the DIDs and a final price for TIs is negotiated will the Lessor be released to proceed with buildout. The Lease also provides that the Government may modify the TI requirements, subject to the Lessor's right to receive compensation for such changes.

The security pricing process is described in a separate paragraph.

Upon completion and acceptance of the leased Space, the Space will be measured for establishing the actual annual rent, and the lease term shall commence. During the term of the Lease, rent will be adjusted for changes to the Lessor's operating costs and real estate taxes, pursuant to paragraphs set forth in Section 2 of the Lease.

Offerors are advised that doing business with the Government carries special responsibilities with respect to sustainability, fire protection and life safety, and security, as well as other requirements not typically found in private commercial leases. These are set forth both in the lease form and in the GSA Form 3517B, which will be part of the Lease.

#### 1.09 RELATIONSHIP OF RLP BUILDING MINIMUM REQUIREMENTS AND LEASE OBLIGATIONS (OCT 2016)

The Lease establishes various requirements relating to the Building shell. Such requirements are not deemed TIs. There are c Building requirements that are established as minimum requirements in this RLP. If the Lessor's Building does not meet the requirements at the time of award, the Lessor may still be awarded the Lease. However, as a condition of award, the Government will require Lessor to identify those Building improvements that will bring the Building into compliance with RLP requirements. Upon award of the Lease, completion of those Building improvements will become Lease obligations.

#### 1.10 PRICING OF SECURITY REQUIREMENTS (OCT 2016)

A. The proposed Lease contains an attachment with the security requirements and obligations for the Building, which are based on the facility security level (FSL). The Federal Government determines the facility's FSL rating, which ranges from FSL I to FSL IV. The FSL is based on client agency mix, required size of space, number of employees, use of the space, location, configuration of the site and lot, and public access into and around the facility.

**ACTION REQUIRED:** SELECT THE APPROPRIATE SUB-PARAGRAPH B. USE THE PARAGRAPH TITLED VERSION 1 FOR FSL I AND II (FIXED BSAC TURNKEY PRICING BEFORE AWARD). USE THE PARAGRAPH TITLED VERSION 2 FOR FSL III AND IV (BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD).

**VERSION 1 (FOR FSL I AND II): FIXED BSAC TURNKEY PRICING BEFORE AWARD**

**ACTION REQUIRED:** FOR FSL I ONLY, KEEP FIRST SENTENCE OF SUB-PARAGRAPH B AND DELETE THE REMAINDER OF SUB-PARAGRAPH B, WHICH DISCUSSES SECURITY UNIT PRICE LIST. FOR FSL II, KEEP ALL OF SUB-PARAGRAPH B.

B. The security requirements attached to this Lease includes a list of security countermeasures that must be installed in the leased Space. The Offeror shall use the Security Unit Price List to provide the Government with itemized costs of these security countermeasures, and he or she shall amortize the cost of any Building Specific Amortized Capital (BSAC) into the rent.

**VERSION 2 (FOR FSL III AND IV): BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD**

B. The security requirements attached to this Lease includes a general list of countermeasures that may be installed in the leased Space as part of the Building Specific Amortized Capital (BSAC). Because each building is unique, the final list of security countermeasures will be determined during the design phase and identified in the design intent drawings and construction documents. After completing the construction documents, the Lessor shall submit a list of the itemized costs. Such costs shall be subject to negotiation.

C. There shall be no charge to the Government for any items that already exist in the offered Building or facility.

**1.11 SECURITY LEVEL DETERMINATION FOR FACILITY HOUSING OTHER FEDERAL TENANTS (APR 2011)**

If an Offeror is offering Space in a facility currently housing a Federal agency, the security requirements 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.

**ACTION REQUIRED: DURING THE MARKET SURVEY, THE LCO MUST INQUIRE AS TO THE PREVIOUS USE(S) OF THE PROPERTY. IF THE PREVIOUS USE OF THE PROPERTY WAS OTHER THAN TYPICAL GENERAL USE (OFFICE) SPACE, (FOR EXAMPLE, WAREHOUSE, LABORATORY, INDUSTRIAL FACILITY, LAUNDRY FACILITY, DRY CLEANER, GAS STATION, OR CONTAINED FUELING PUMPS, ETC.), THE LCO MUST CONSULT WITH THE REGIONAL ENVIRONMENTAL PROFESSIONAL AND LEGAL COUNSEL TO DETERMINE IF THE OFFERED SPACE POSES ANY ENVIRONMENTAL RISK TO THE GOVERNMENT.**

**1.12 INSPECTION—RIGHT OF ENTRY (JUN 2012)**

A. At any time and from time to time after receipt of an offer (until the same has been duly withdrawn or rejected), the agents, employees and contractors of the Government may, upon reasonable prior notice to Offeror, enter upon the offered Space or the Premises, and all other areas of the Building access to which is necessary to accomplish the purposes of entry, to determine the potential or actual compliance by the Offeror with the requirements of the RLP and its attachments, which purposes shall include, but not be limited to:

1. Inspecting, sampling, and analyzing of suspected asbestos-containing materials and air monitoring for asbestos fibers.
2. Inspecting the heating, ventilation and air conditioning system, maintenance records, and mechanical rooms for the offered Space or the Premises.
3. Inspecting for any leaks, spills, or other potentially hazardous conditions which may involve tenant exposure to hazardous or toxic substances.
4. Inspecting for any current or past hazardous waste operations, to ensure that appropriate actions were taken to alleviate any environmentally unsound activities in accordance with Federal, state, and local law.

B. Nothing in this paragraph shall be construed to create a Government duty to inspect for toxic materials or to impose a higher standard of care on the Government than on other lessees. The purpose of this paragraph is to promote the ease with which the Government may inspect the Building. Nothing in this paragraph shall act to relieve the Offeror of any duty to inspect or liability which might arise because of Offeror's failure to inspect for or correct a hazardous condition.

**ACTION REQUIRED: INSERT INFORMATION FOR LCO AND ALTERNATE GOVERNMENT CONTACT.**

**1.13 AUTHORIZED REPRESENTATIVES (JUN 2012)**

With respect to all matters relating to this RLP, only the Government's LCO designated below shall have the authority to amend the RLP and award a Lease. The Government shall have the right to substitute its LCO by notice, without an express delegation by the prior LCO.

**Lease LCO:**

[Name]  
[Mailing Address]  
[Office Phone]  
[Cell Phone]  
[Fax]  
[Email Address]

As to all other matters, Offerors may contact the Alternate Government Contact designated below.

**Alternate Government Contact:**

[Name]  
[Mailing Address]  
[Office Phone]  
[Cell Phone]

[Fax]  
[Email Address]

**ACTION REQUIRED: INCLUDE THIS PARAGRAPH ONLY IF THE BROKER CONTRACT WAS USED. OTHERWISE, DELETE.**

**1.14 BROKER COMMISSION AND COMMISSION CREDIT (MAY 2014)**

A. For the purposes of this RLP, **[TYPE IN NAME OF BROKER]** (the Broker) is the authorized contractor real estate broker representing GSA. Offerors are advised that there is a potential for a dual agency situation to arise under this procurement, whereby the Broker may represent both GSA and another Offeror under this lease action. By submitting an offer, the Offeror acknowledges the potential for a dual agency situation. Should there be an actual dual agency, the Broker will notify all Offerors of the actual dual agency and request written acknowledgement statements from all Offerors. The Government expects the Lessor to pay a commission to the Broker. By submitting an offer, the Offeror agrees that if the Offeror is paying a commission or fee in connection with this Lease to a listing agent, an offering agent, or broker, property manager, developer, or any other agent or representative, then the Offeror will pay a commission to the Broker to which the Broker would ordinarily be entitled consistent with local business practices, as evidenced through a brokerage agreement between the Offeror and the Broker. The commission will be negotiated between the Offeror and the Broker and will be based on a Lease term not to exceed the Firm Term of the Lease contemplated by this RLP. Commissions will not be negotiated or collected on option periods or for Lease terms beyond the Firm Term of the Lease. As part of the offer, the Offeror shall disclose all commissions and/or fees to be paid by the Offeror including both the Offeror's agent(s), broker(s), property manager, developer or any other agent or representative and the Broker. The Offeror shall enter the commission amounts for its representative and the amount to GSA's Broker in blocks 31a and 31b respectively on GSA Form 1217, Lessors Annual Cost Statement. An executed commission agreement reflecting this agreement shall be submitted with the initial offer.

B. For the benefit of the Government, the Broker has agreed to forego a percentage of any commission that it is entitled to receive in connection with the contemplated Lease. This amount shall be specifically set forth at time of lease award. The resulting total dollar value of the foregone commission (the Commission Credit) shall be applied in equal monthly amounts against rental payments due and owing under the Lease. The rental amount payable shall be reduced by the Commission Credit at the commencement of the Lease, over the minimum number of months that will not exceed the monthly shell rental, until the Commission Credit has been fully recaptured. The parties agree to execute a Lease Amendment setting forth the full nature, extent, terms, and conditions of commissions paid to the Broker and the Commission Credit to be applied against the Government's rental payment obligations under the Lease. Commissions and/or credits shall be treated as confidential financial information and Offerors will refrain from public disclosure or using the information for any other purpose than that for which it was furnished without consent of the GSA LCO.

C. For purposes of price evaluation, the Commission Credit shall be treated as a deduction from the rent in accordance with the Method of Award. The amount of any commission paid to the Broker shall not be considered separately as part of this price evaluation since the value of the commission is included in the rental consideration.

**ACTION REQUIRED: FILL IN ANTICIPATED USE OF FACILITY (E.G., STORAGE, MANUFACTURING, PERFORMANCE OF VEHICLE MAINTENANCE).**

**1.15 PLANNED USE BY GOVERNMENT (WAREHOUSE) (MAY 2014)**

The Government shall be entitled to use the space for any lawful purpose. However, the Government intends to initially use the space for **[FILL IN: DESCRIBE PROPOSED USE OF SPACE INCLUDING THE TYPES OF COMMODITIES TO BE STORED, BASIC RACKING HEIGHTS AND PALLET TYPES AT A MINIMUM]**:

Such use may involve the use of hazardous materials. The Government will agree in the Lease to use and maintain any hazardous materials in conformance with all applicable Federal, state, and local environmental regulations.

**1.16 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE AND SMALL BUSINESS SIZE STANDARD (OCT 2017)**

- A. The North American Industry Classification System (NAICS) code for this acquisition is 531120, unless the real property is self-storage (#531130), land (#531190), or residential (#531110).
- B. The small business size standard is 38.5 Million in annual average gross revenue of the concern for the last 3 fiscal years.
- C. The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

**1.17 DUNS NUMBER (OCT 2017)**

An offeror may obtain a DUNS number (i) via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.



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## SECTION 2 ELIGIBILITY AND PREFERENCES FOR AWARD

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**ACTION REQUIRED:** SPECIFY BAY WIDTH, DEPTH AND/OR COLUMN SPACING WHENEVER NECESSARY TO MAXIMIZE THE EFFICIENCY OF THE LAYOUT FOR THE PLACEMENT OF STORAGE RACKS OR PALLETS. PARAGRAPH MAY BE MODIFIED AS NEEDED.

### 2.01 EFFICIENCY OF LAYOUT (WAREHOUSE) (MAY 2014)

A. In order to be acceptable for award, the offered Space must provide for an efficient layout as determined by the LCO.

B. To demonstrate potential for efficient layout, GSA may request the Offeror to provide a test fit layout at the Offeror's expense. The Government will advise the Offeror if the test fit layout demonstrates that the Government's requirement cannot be accommodated within the Space offered. The Offeror will have the option of increasing the ABOA square footage offered, if it does not exceed the maximum ABOA square footage in this RLP offer package. If the Offeror is already providing the maximum ABOA square footage and cannot house the Government's space requirements efficiently, then the Government will advise the Offeror that the offer is unacceptable.

C. Space offered must have a minimum column spacing of **XX** feet **XX** inches, an overall minimum width of **XX** feet **XX** inches, and an overall minimum depth of **XX** feet **XX** inches.

**ACTION REQUIRED:** PARAGRAPH DEFAULTS TO A "BASE" STANDARD OF "100-YEAR" FLOODPLAIN DESIGNATION. IF AGENCY DESIGNATES THIS AS A CRITICAL ACTION (DEFINED AS ANY ACTIVITY OR ACTION FOR WHICH EVEN A SLIGHT CHANCE OF FLOODING WOULD BE TOO GREAT), USE 500-YEAR FLOODPLAIN INSTEAD. EXAMPLES OF CRITICAL ACTIONS INCLUDE, BUT ARE NOT LIMITED TO: STORAGE OF IRREPLACEABLE RECORDS; STORAGE OF VOLATILE, TOXIC, OR WATER-REACTIVE MATERIALS; CONSTRUCTION OR OPERATION OF HOSPITALS AND SCHOOLS; CONSTRUCTION AND OPERATION OF UTILITIES AND EMERGENCY SERVICES THAT WOULD BE INOPERATIVE IF FLOODED; STORAGE OF NATIONAL STRATEGIC AND CRITICAL MATERIALS; ACQUISITION OF HEALTH FACILITIES FOR CLIENT AGENCIES; CHILD CARE FACILITIES; AND PUBLIC BENEFIT CONVEYANCES FOR SCHOOLS, PRISONS, AND SOME OTHER INSTITUTIONAL USES.

### 2.02 FLOOD PLAINS (OCT 2017)

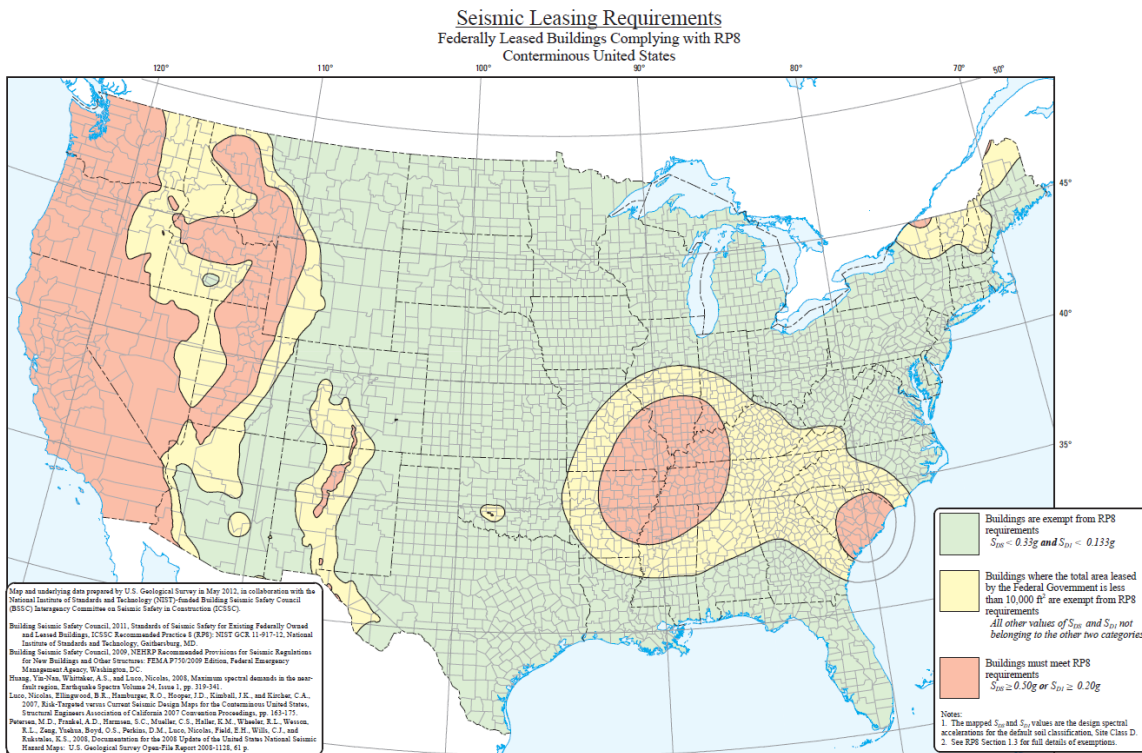
A Lease will not be awarded for any offered Property located within a 100-year floodplain unless the Government has determined that there is no practicable alternative. An Offeror may offer less than its entire site in order to exclude a portion of the site that falls within a floodplain, so long as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

In addition, a Lease will not be awarded for any offered Property adjacent to 100-year floodplain, where such an adjacency would, as determined by the LCO, in his or her sole discretion, restrict ingress or egress to the Premises in the event of a flood, unless there is no practicable alternative.

THE FOLLOWING ARE EXEMPT FROM THE SEISMIC STANDARDS AND ALL SEISMIC LEASING PARAGRAPHS, AND THE ATTACHMENTS CAN BE DELETED:

- THE LEASE IS FOR LESS THAN FIVE (5) YEARS,
- THE LEASE IS FOR BUILDING STRUCTURES THAT ARE INTENDED ONLY FOR INCIDENTAL HUMAN OCCUPANCY (OCCUPIED BY PEOPLE FOR TWO HOURS OR LESS PER DAY),
- DETACHED ONE- AND TWO-FAMILY DWELLINGS LOCATED WHERE  $S_{DS} < 0.4$  G. (CHECK WITH THE REGIONAL SEISMIC ENGINEER TO DETERMINE THE SEISMICITY OF THE DELINEATED AREA), OR
- THE DELINEATED AREA IS IN THE GREEN AREA (LOW AND VERY LOW SEISMICITY) IN THE SEISMIC LEASING REQUIREMENTS MAP
- BUILDING STRUCTURES THAT ARE INTENDED ONLY FOR INCIDENTAL HUMAN OCCUPANCY OR THAT ARE OCCUPIED BY PERSONS FOR A TOTAL OF LESS THAN 2 HOURS A DAY, UNLESS DESIGNATED FOR AN OCCUPANCY-BASED PERFORMANCE OBJECTIVE (PER RP8 SEISMIC STANDARDS SECTION 1.3D).

- (SEE BELOW FOR MAP AND ADDITIONAL INSTRUCTIONS).



THE ABOVE MAP DESIGNATES THE LEASING SEISMIC AREAS.

LOCATE THE DELINEATED AREA ON THE SEISMIC LEASING REQUIREMENTS MAP, WHICH IS AVAILABLE AT [WWW.GSA.GOV/PORTAL/CONTENT/101286](http://WWW.GSA.GOV/PORTAL/CONTENT/101286). IF IT IS CLEARLY IN THE GREEN, YELLOW, OR RED AREAS, FOLLOW THE INSTRUCTIONS BELOW. IF THE LOCATION IS CLOSE TO A BORDER OF TWO AREAS, CONTACT THE REGIONAL SEISMIC ENGINEER FOR ASSISTANCE WITH DETERMINING WHICH AREA THE BUILDING IS LOCATED IN.

#### GREEN AREA

IF THE DELINEATED AREA LIES IN AN AREA OF LOW AND VERY LOW SEISMICITY, THE PROJECT IS EXEMPT FROM THE REQUIREMENTS OF RP 8.

**ACTION REQUIRED:** DELETE THE FOLLOWING PARAGRAPHS FROM THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—MODERATE SEISMICITY
- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—HIGH SEISMICITY

DO NOT ATTACH THE OFFER FORM PACKAGE, SEISMIC REQUIREMENTS, TO THE RLP/LEASE OFFER PACKAGE.

#### YELLOW AREA

IF THE DELINEATED AREA LIES IN AN AREA OF MODERATE SEISMICITY, THE PROJECT IS SUBJECT TO THE REQUIREMENTS OF RP 8. THE ONE EXCEPTION IS THAT A BUILDING CONTAINING LESS THAN 10,000 ABOA SF RENTED BY THE GOVERNMENT IS EXEMPT. BECAUSE THE FEDERAL GOVERNMENT, INCLUDING GSA, AGENCIES WITH DELEGATED AUTHORITY, OR AGENCIES WITH STATUTORY AUTHORITY, MAY HAVE OTHER ONGOING PROCUREMENTS OR EXISTING LEASES IN THE DELINEATED AREA, OFFERORS MUST REPRESENT THAT, IF AWARDED THIS LEASE, THE OFFERED BUILDING WILL HAVE LESS THAN 10,000 ABOA SF OF SPACE LEASED TO THE FEDERAL GOVERNMENT. THIS IS COVERED IN THE MODERATE SEISMICITY PARAGRAPH, SUB-PARAGRAPH B.1.

**ACTION REQUIRED:**

INCLUDE IN THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—MODERATE SEISMICITY

DELETE FROM THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—HIGH SEISMICITY



**ACTION REQUIRED:** ATTACH THE OFFER FORM PACKAGE, SEISMIC REQUIREMENTS, TO THE RLP/LEASE OFFER PACKAGE:

**RED AREA**

IF THE DELINEATED AREA LIES IN AN AREA OF HIGH AND VERY HIGH SEISMICITY, THE PROJECT IS SUBJECT TO THE REQUIREMENTS OF RP 8. THE ONE EXCEPTION IS THAT A ONE-STORY BUILDING OF STEEL LIGHT FRAME OR WOOD CONSTRUCTION WITH LESS THAN 3,000 ABOA SF OF SPACE IN THE BUILDING IS EXEMPT. THIS IS COVERED IN THE HIGH SEISMICITY PARAGRAPH, SUB-PARAGRAPH B.1.

**ACTION REQUIRED:** DELETE THE FOLLOWING FROM THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—MODERATE SEISMICITY

INCLUDE IN THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION—HIGH SEISMICITY

**ACTION REQUIRED:** ATTACH THE OFFER FORM PACKAGE, SEISMIC REQUIREMENTS, TO THE RLP/LEASE OFFER PACKAGE:

**2.03 SEISMIC SAFETY—MODERATE SEISMICITY (OCT 2017)**

A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards will not be considered. If none of the offers is in compliance with the Seismic Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.

B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:

1. The offer includes a representation that the Building will have less than 10,000 ABOA SF of Space leased to the Federal Government upon commencement of the lease term (Seismic Form D),
2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit, and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade, and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
6. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).

C. The LCO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.

D. **Definitions.** For the purpose of this paragraph:

- "ASCE/SEI 31" means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://WWW.ASCE.ORG/PUBLICATIONS/).
- "ASCE/SEI 41" means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://WWW.ASCE.ORG/PUBLICATIONS/).
- "Benchmark Building" means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
- "Engineer" means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
- "RP 8" means "Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTP://WWW.WBDG.ORG/CCB/NIST/NIST\\_GCR11\\_917\\_12.PDF](http://WWW.WBDG.ORG/CCB/NIST/NIST_GCR11_917_12.PDF)

- “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
- “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
- “Tier 1 Evaluation” means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
- “Tier 2 Evaluation” means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
- “Tier 3 Evaluation” means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

## 2.04 SEISMIC SAFETY—HIGH SEISMICITY (OCT 2017)

A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards must not be considered. If none of the offers is in compliance with the Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.

B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:

1. The offer includes a representation that the Premises will be in a one-story Building of steel light frame or wood construction with less than 3,000 ABOA SF of space in the Building (Seismic Form D).
2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
6. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).

C. The LCO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.

D. **Definitions.** For the purpose of this paragraph:

- “ASCE/SEI 31” means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
- “ASCE/SEI 41” means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
- “Benchmark Building” means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
- “Engineer” means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
- “RP 8” means “*Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)*,” issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTP://WWW.WBDG.ORG/CCB/NIST/NIST\\_GCR11\\_917\\_12.PDF](http://www.wbdg.org/ccb/nist/nist_gcr11_917_12.pdf)
- “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.

- “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
- “Tier 1 Evaluation” means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
- “Tier 2 Evaluation” means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
- “Tier 3 Evaluation” means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

**ACTION REQUIRED: MAY BE DELETED ONLY WHEN MARKET SURVEY INDICATES THAT SPACE IS NOT AVAILABLE IN HISTORIC PROPERTIES OR DISTRICTS AS DESCRIBED BELOW OR WHEN PROCURING SPACE IN RURAL AREAS (SEE FMR PART 102-83).**

## **2.05 HISTORIC PREFERENCE (SEP 2013)**

A. The Government will give preference to offers of Space in Historic Properties and/or Historic Districts following this hierarchy of consideration:

1. Historic Properties within Historic Districts.
2. Non-historic developed sites and non-historic undeveloped sites within Historic Districts.
3. Historic Properties outside of Historic Districts.

B. Definitions:

1. Determination of eligibility means a decision by the Department of the Interior that a district, site, Building, structure or object meets the National Register criteria for evaluation although the Property is not formally listed in the National Register (36 CFR 60.3(c)).
2. Historic District means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, Buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history (36 CFR 60.3(d)). The Historic District must be included in or be determined eligible for inclusion in the National Register of Historic Places (NRHP).
3. Historic Property means any prehistoric or Historic District, site, building, structure, or object included in or been determined eligible for inclusion in the NRHP maintained by the Secretary of the Interior (36 CFR 800.16(l)).
4. National Register of Historic Places means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the National Historic Preservation Act (36 CFR 60.1).

C. The offer of Space must meet the terms and conditions of this RLP package and its attachments. The LCO has discretion to accept alternatives to certain architectural characteristics and safety features defined elsewhere in this RLP package to maintain the historical integrity of an Historic Building, such as high ceilings and wooden floors, or to maintain the integrity of an Historic District, such as setbacks, floor-to-ceiling heights, and location and appearance of parking.

D. When award will be based on the lowest price technically acceptable source selection process, the Government will give a price evaluation preference, based on the total annual ABOA SF present value cost to the Government, to Historic Properties as follows:

1. First to suitable Historic Properties within Historic Districts, a 10 percent price preference.
2. If no suitable Historic Property within an Historic District is offered, or the 10 percent preference does not result in such property being the lowest price technically acceptable offer, the Government will give a 2.5 percent price preference to suitable non-historic developed or undeveloped sites within Historic Districts.
3. If no suitable, non-historic, developed, or undeveloped site within a Historic District is offered, or the 2.5 percent preference does not result in such property being the lowest price technically acceptable offer, the Government will give a 10 percent price preference to suitable Historic Properties outside of Historic Districts.
4. Finally, if no suitable Historic Property outside of Historic Districts is offered, no historic price preference will be given to any property offered.

E. When award will be based on the best value tradeoff source selection process, which permits tradeoffs among price and non-price factors, the Government will give a price evaluation preference, based on the total annual ABOA SF present value cost to the Government, to Historic Properties as follows:

1. First, to suitable Historic Properties within Historic Districts, a 10 percent price preference.
2. If no suitable Historic Property within a Historic District is offered or remains in the competition, the Government will give a 2.5 percent price preference to suitable non-historic developed or undeveloped sites within Historic Districts.
3. If no suitable, non-historic developed or undeveloped site within an Historic District is offered or remains in the competition, the Government will give a 10 percent price preference to suitable Historic Properties outside of Historic Districts.
4. Finally, if no suitable Historic Property outside of Historic Districts is offered, no historic price preference will be given to any property offered.

F. The Government will compute price evaluation preferences by reducing the price(s) of the Offerors qualifying for a price evaluation preference by the applicable percentage provided in this provision. The price evaluation preference will be used for price evaluation purposes only. The Government will award a Lease for the actual prices proposed by the successful Offeror and accepted by the Government.

G. To qualify for a price evaluation preference, Offeror must provide satisfactory documentation in their offer that their property qualifies as one of the following:

1. A Historic Property within a Historic District.
2. A non-historic developed or undeveloped site within a Historic District.
3. A Historic Property outside of a Historic District.

## **2.06 ASBESTOS (JUN 2012)**

A. Government requests space with no asbestos-containing materials (ACM), or with ACM in a stable, solid matrix (e.g., asbestos flooring or asbestos cement panels), which is not damaged or subject to damage by routine operations. For purposes of this paragraph, "space" includes the 1) space offered for lease; 2) common building area; 3) ventilation systems and zones serving the space offered; and 4) the area above suspended ceilings and engineering space in the same ventilation zone as the space offered. If no offers are received for such space, the Government may consider space with thermal system insulation ACM (e.g., wrapped pipe or boiler lagging), which is not damaged or subject to damage by routine operations.

B. ACM is defined as any materials with a concentration of greater than 1 percent by dry weight of asbestos.

C. Space with ACM of any type or condition may be upgraded by the Offeror to meet conditions described in sub-paragraph A by abatement (removal, enclosure, encapsulation, or repair) of ACM not meeting those conditions. If any offer involving abatement of ACM is accepted by the Government, the successful Offeror will be required to successfully complete the abatement in accordance with OSHA, EPA, Department of Transportation (DOT), state, and local regulations and guidance prior to occupancy.

D. Management Plan. If space is offered which contains ACM, the Offeror shall submit an asbestos-related management plan for acceptance by the Government prior to lease award. This plan shall conform to EPA guidance.

## **2.07 ACCESSIBILITY (SEP 2013)**

The Lease contemplated by this RLP contains requirements for Accessibility. In order to be eligible for award, Offeror must either:

- A. Verify in the Lease proposal that the Building, offered Space, and areas serving the offered Space meet the Lease accessibility requirements, or
- B. Include as a specific obligation in its Lease proposal that improvements to bring the Building, offered Space, and areas serving the offered Space into compliance with Lease accessibility requirements will be completed prior to acceptance of the Space.

## **2.08 FIRE PROTECTION AND LIFE SAFETY (SEP 2013)**

The Lease contemplated by this RLP contains Building requirements for Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System. In order to be eligible for award, Offeror must either:

- A. Verify in the Lease proposal that the Building in which Space is offered meets the Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System requirements of the Lease; or
- B. Include as a specific obligation in its Lease proposal that improvements to bring the Building into compliance with Lease requirements will be completed prior to acceptance of the Space.

## 2.09 ENERGY INDEPENDENCE AND SECURITY ACT (OCT 2016)

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

B. Unless one of the statutory exceptions listed in sub-paragraph C below applies, GSA may award a Lease for a Building only if the Building has earned the ENERGY STAR® label conferred by the U.S. Environmental Protection Agency (EPA) within the most recent year prior to the due date for final proposal revisions. The term "most recent year" means that the date of award of the ENERGY STAR® label by EPA must not be more than 1 year prior to the due date of final proposal revisions. For example, an ENERGY STAR® label awarded by EPA on October 1, 2010, is valid for all lease procurements where final proposal revisions are due on or before September 30, 2011. In lieu of the above, all new Buildings being specifically constructed for the Government must achieve an ENERGY STAR® label within 18 months after occupancy by the Government. In addition, Offerors of the following Buildings shall also have up to 18 months after occupancy by the Government, or as soon thereafter as the Building is eligible for Energy Star consideration, to achieve an Energy Star label: 1) All existing Buildings that have had an Energy Star label but are unable to obtain a label in the most recent year (i.e., within 12 months prior to the due date for final proposal revisions) because of insufficient occupancy; 2) Newly built Buildings that have used Energy Star's Target Finder tool and either achieved a "Designed to Earn the Energy Star" certification or received an unofficial score (in strict adherence to Target Finder's usage instructions, including the use of required energy modeling) of 75 or higher prior to the due date for final proposal revisions and who are unable to obtain a label in the most recent year because of insufficient occupancy; 3) An existing Building that is unable to obtain a label because of insufficient occupancy but that can produce an indication, through the use of energy modeling or past utility and occupancy data input into Energy Star's Portfolio Manager tool or Target Finder, that it can receive an unofficial score of 75 or higher using all other requirements of Target Finder or Portfolio Manager, except for actual data from the most recent year. ENERGY STAR tools and resources can be found at [HTTPS://WWW.ENERGYSTAR.GOV/](https://www.energystar.gov/).

C. EISA allows a Federal agency to lease Space in a Building that does not have an ENERGY STAR® Label if:

1. No Space is offered in a Building with an ENERGY STAR® Label that meets RLP requirements, including locational needs;
2. The agency will remain in a Building it currently occupies;
3. The Lease will be in a Building of historical, architectural, or cultural significance listed or eligible to be listed on the National Register of Historic Places; or
4. The Lease is for 10,000 RSF or less.

D. If one or more of the statutory exceptions applies, and the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, Offerors are required to include in their lease proposal an agreement to renovate the Building for all energy efficiency and conservation improvements that it has determined would be cost effective over the Firm Term of the Lease, if any, prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease). Such improvements may consist of, but are not limited to, the following:

1. Heating, Ventilating, and Air Conditioning (HVAC) upgrades, including boilers, chillers, and Building Automation System (BAS)/Monitoring/Control System (EMCS).
2. Lighting Improvements.
3. Building Envelope Modifications.

**NOTE:** Additional information can be found on <http://www.gsa.gov/leasing> under "Green Leasing."

E. The term "cost effective" means an improvement that will result in substantial operational cost savings to the landlord by reducing electricity or fossil fuel consumption, water, or other utility costs. The term "operational cost savings" means a reduction in operational costs to the landlord through the application of Building improvements that achieve cost savings over the Firm Term of the Lease sufficient to pay the incremental additional costs of making the Building improvements.

F. Instructions for obtaining an ENERGY STAR® Label are provided at <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/earn-recognition/energy-star-certification> (use "Portfolio Manager" to apply). ENERGY STAR® tools and resources can be found at [HTTPS://WWW.ENERGYSTAR.GOV/](https://www.energystar.gov/). The ENERGY STAR® Building Upgrade Manual (<http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/comprehensive-approach/energy-star>) and Building Upgrade Value Calculator (<http://www.energystar.gov/buildings/tools-and-resources/building-upgrade-value-calculator>) are tools which can be useful in considering energy efficiency and conservation improvements to Buildings.

G. If one or more of the statutory exceptions applies, and the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, the successful Offeror will be excused from performing any agreed-to energy efficiency and conservation renovations, and benchmarking with public disclosure (as provided in (I) below, if it obtains the ENERGY STAR® Label prior to the Government's acceptance of the Space (or not later than one year after the Lease Award Date for succeeding and superseding leases).

H. If no improvements are proposed, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools why no energy efficiency and conservation improvements are cost effective. If such explanation is unreasonable, the offer may be rejected.

I. As described in Section 3 of the Lease, successful Offerors meeting one of the statutory exceptions above must agree to benchmark and publicly disclose the Building's current ENERGY STAR® score, using EPA's Portfolio Manager online software application. See the Lease for additional details.

J. All new Buildings being specifically constructed for the Government must achieve the ENERGY STAR® Label within 18 months after occupancy by the Government.

**ACTION REQUIRED: USE SUB-PARAGRAPH K ONLY FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT THE CURRENT LOCATION. OTHERWISE, DELETE.**

K. As part of the cost effective upgrades specified under sub-paragraph D above, existing lighting systems must be upgraded to meet or exceed the stated lighting specifications in the Lease unless, with respect to upgrades otherwise in excess of the minimum stated requirements, Offeror can demonstrate, using the Building Upgrade Value Calculator discussed above, that such additional upgrades are not cost effective over the Firm Term of the Lease.

**ACTION REQUIRED: THE LEASING SPECIALIST MUST CONSULT WITH REGIONAL ENVIRONMENTAL PROFESSIONALS AND LEGAL COUNSEL REGARDING ENVIRONMENTAL RISKS OR LIABILITY WHEN THERE IS REASON TO BE CONCERNED ABOUT THE PREVIOUS USE OF THE PROPERTY. SOME PROBLEMATIC PRIOR USES INCLUDE GAS STATIONS OR THE PAST OR PRESENT PRESENCE OF FUELING PUMPS, INDUSTRIAL FACILITIES (E.G., MANUFACTURING PLANTS, MANUFACTURERS) WAREHOUSES STORING HAZARDOUS ITEMS OR ITEMS WITH HAZARDOUS CONTENTS, DRY CLEANERS, LAUNDRIES, AND LABORATORIES.**

#### **2.10 ENVIRONMENTAL CONSIDERATIONS (SEP 2013)**

A. The Government requests space with no known hazardous conditions or recognized environmental conditions that would pose a health and safety risk or environmental liability to the Government.

B. Upon request by the Government, Offeror must provide all known previous uses of the Building.

C. Offeror must indicate in its written offer any known hazardous conditions or environmental releases with/from the offered Space, Building or Property.

**INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL ENVIRONMENTAL QUALITY ADVISOR OR THE REGIONAL NEPA EXPERT. APPLICABLE SITUATIONS INCLUDE:**

- **OFFERS INVOLVING NEW CONSTRUCTION OR GROUND DISTURBING ACTIVITY (THIS REFERS TO EXCAVATION AND DOES NOT INCLUDE BUILDING MAINTENANCE ACTIVITIES SUCH AS LANDSCAPING).**
- **SUBSTANTIAL CHANGE IN BUILDING USE THAT WOULD AFFECT NEIGHBORHOOD TRAFFIC PATTERNS.**
- **PRIOR USE OF SPACE WAS NOT GENERAL PURPOSE OFFICE-TYPE OCCUPANCY AND THERE WAS A POTENTIAL FOR THE PRESENCE OF HAZARDOUS SUBSTANCES.**

**OTHERWISE, DELETE.**

#### **2.11 DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP (SEP 2014)**

##### **A. Environmental Due Diligence**

1. At the direction of the LCO, the Offeror must provide, at the Offeror's sole cost and expense, a current Phase I Environmental Site Assessment (ESA), using the American Society for Testing and Materials (ASTM) Standard E1527-13 and timeline, as such standard may be revised from time to time. In accordance with ASTM standards, the study must be performed by an environmental professional with qualifications that meet ASTM standards. This Phase I ESA must be prepared with a focus on the Government being the "user" of the Phase I, as the term "user" is defined in E1527-13. Failure to submit the required study may result in dismissal from consideration.

2. If the Phase I ESA identifies any recognized environmental conditions (RECs), the Offeror will be responsible for addressing such RECs, at its sole cost and expense, including performing any necessary Phase II ESA (using ASTM Standard E1903-11), performing any necessary cleanup actions in accordance with federal and state standards and requirements and submitting a proposed schedule for complying with these obligations. The Government will evaluate whether the nature of any of the RECs, the results of the Phase II, any completed cleanup, and the proposed schedule meet the Government's needs.

##### **B. National Environmental Policy Act**

1. While the Offeror is responsible for performing all environmental due diligence studies of the offered Property, the Government is responsible for compliance with NEPA, whether in whole or in part, on its own or with the assistance of the Offerors. NEPA requires federal agencies to consider the effects of their actions on the quality of the human environment as part of the federal decision making process and, to that end, the Government's obligations may, and in some cases will, be augmented by the Offerors as described in greater detail in the RLP.

2. The Government may either request information from the Offerors to help it meet its obligations under NEPA or share information provided in response to this provision with federal, state and local regulatory agencies as part of its compliance



responsibilities under NEPA and other applicable federal, state and local environmental laws and regulations. Further consultation with these regulatory agencies may be necessary as part of the NEPA process.

3. The Offerors are advised that the Government may be required to release the location of each offered site and other building specific information in public hearings or in public NEPA documents. By submitting an offer in response to this RLP and without the need for any further documentation, the Offeror acknowledges and consents to such release.

4. The Government reserves the right to reject any offer where (i) the NEPA-related documentation provided by the Offeror for the offered Property is inadequate, (ii) the offer entails unacceptably adverse impacts on the human environment, (iii) the identified adverse impacts cannot be readily mitigated, or (iv) the level of NEPA analysis is more extensive than is acceptable to the Government (e.g., offers must be of a nature that would allow NEPA to be satisfied by preparation of a Categorical Exclusion (CATEX) NEPA study or an Environmental Assessment (EA) with or without mandatory mitigation).

5. An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of NEPA compliance. This requires research and field surveys to assess the potential impacts to the natural, social and cultural environments. Any recent studies previously conducted by the Offeror may be submitted to be included in the NEPA process.

6. The Government will not proceed with Lease award until the NEPA process is complete as evidenced by the Government's issuance of a completed CATEX, EA or Environmental Impact Statement. Upon Lease award, any mitigation measures, whether optional or mandatory, identified and adopted by the Government will become Lease obligations. All costs and expenses for development of design alternatives, mitigation measures and review submittals for work to be performed under the Lease will be the sole responsibility of Lessor.

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

## **2.12 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP (OCT 2016)**

A. The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106). Section 106 requires federal agencies to consider the effects of their actions on historic properties prior to expending any federal funds on the undertaking. The Government is responsible for identifying whether any historic properties exist in, on, under, or near the offered Property that could be affected by the leasing action. Historic properties include both above-grade (i.e., buildings and historic districts) and below-grade (i.e., archeological sites) resources. The Government is responsible for assessing effects to identified historic properties and for consulting with the State Historic Preservation Officer (SHPO), the Tribal Historic Preservation Officer (THPO), if applicable, any local Historic Preservation or Landmarks Commission, and other interested parties, if applicable, in accordance with the implementing regulations set forth at 36 C.F.R. part 800 (Protection of Historic Properties).

B. An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of the Section 106 compliance. This requires research and field surveys to assess the potential presence of historic properties that may be affected by construction activity, both above- and below-grade. Compliance also may require below-grade testing to determine the presence of archeological resources and possible artifact recovery, recordation and interpretation mitigation measures.

C. Demolition or destruction of a historic property by an Offeror in anticipation of an award of a Government lease may disqualify the Offeror from further consideration.

D. The Government reserves the right to reject any offer where documentation for the offered Property is inadequate or otherwise indicates preservation concerns or adverse effects to historic properties that cannot be reasonably mitigated.

E. If the Government determines that the leasing action could affect historic property, the Offeror of any Property that the Government determines could affect historic property will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA Qualifications Standards for Preservation Architects*. These standards are available at: [HTTP://WWW.GSA.GOV/HISTORICPRESERVATION](http://WWW.GSA.GOV/HISTORICPRESERVATION)>Project Management Tools> Qualification Requirements for Preservation Architects. The preservation architect will be responsible for developing preservation design solutions and project documentation required for review by the Government, the SHPO, the THPO, if applicable, and other consulting parties in accordance with Section 106. For Tenant Improvements and other tenant-driven alterations within an existing historic building, the preservation architect must develop context-sensitive design options consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Where new construction or exterior alterations, or both, are located within a historic district, may be visible from historic properties or may affect archeological resources, compliance may require tailoring the design of the improvements to be compatible with the surrounding area. Design review may require multiple revised submissions, depending on the complexity of the project and potential for adverse effects to historic properties, to respond to comments from the Government and the other consulting parties. Within GSA, the Regional Historic Preservation Officer is solely responsible for corresponding with the SHPO, the THPO, if applicable, and any other consulting party. All design costs and expenses relating to satisfying the requirements of this paragraph will be borne solely by the Offeror.

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## SECTION 3 HOW TO OFFER

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### 3.01 GENERAL INSTRUCTIONS (JUN 2012)

Offeror shall prepare a complete offer, using the forms provided with this RLP, and submit the completed lease proposal package to the Government as indicated below.

**ACTION REQUIRED: ENTER APPROPRIATE INFORMATION BELOW, INCLUDING TIME AND TIME ZONE. MUST MATCH COVER PAGE.**

### 3.02 RECEIPT OF LEASE PROPOSALS (SEP 2013)

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

B. In order to be considered for award, offers conforming to the requirements of the RLP shall be received in one of the following ways:

1. No later than **[time] [time zone]** on the following date at the following designated office and address:

Date:

Office:

Address:

2. No later than **[time] [time zone]** on the following date at the following email address:

Date:

Email Address:

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

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

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

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

### 3.03 PRICING TERMS (WAREHOUSE) (OCT 2017)

Offeror shall provide the following pricing information with its offer:

- A. GSA Form 1217, Lessor's Annual Cost Statement. Complete all sections of the 1217.
- B. GSA Form 1364WH—Warehouse Proposal to Lease Space. Complete all sections of the 1364WH, including, but not limited to:



1. A [CHOOSE ONE OF THE FOLLOWING] [fully serviced Lease rate (gross rate) OR modified net Lease rate (Government provides utilities and/or janitorial services and/or trash removal)] per ABOA and RSF, clearly itemizing the total Building shell rental, TI rate, Building Specific Amortized Capital (BSAC) rate, operating costs, and parking (itemizing all costs of parking above base local code requirements or otherwise already included in shell rent).
2. Improvements. All improvements in the base Building, lobbies, common areas, and core areas shall be provided by the Lessor, at the Lessor's expense. This Building shell rental rate shall also include, but is not limited to, property financing (exclusive of TIs and BSAC), insurance, taxes, management, profit, etc., for the Building. The Building shell rental rate shall also include all basic Building systems and common area buildout, including base Building lobbies, common areas, core areas, etc., exclusive of the ABOA Space offered as required in this RLP.
3. The annual cost per ABOA and rentable square foot (RSF) for the cost of services and utilities. This equals line 27 of GSA Form 1217, Lessor's Annual Cost Statement, divided by the Building size (shown on the top of both GSA Form 1364C, Proposal to Lease Space, and Form 1217) for ABOA and RSF, respectively.
4. The annual rent to amortize the Tenant Improvement Allowance (TIA). Such amortization shall be expressed as a cost per ABOA and RSF per year. This shall be all alterations for the Space above the Building shell and BSAC build-out. Such alterations shall be described and identified in the drawings used to construct the Space. The TIA, which is to be provided by the Lessor to the Government for TIs, shall be made available at lease execution. If the Offeror chooses to amortize the TI for a period exceeding the Firm Term of the Lease, the Offeror shall indicate the extended time in the offer. If the Government terminates the Lease after the Firm Term or does not otherwise renew or extend the term beyond the Firm Term, the Government shall not be liable for any unamortized TI costs resulting from an extended amortization period.
5. The annual rent to amortize the Building Specific Amortized Capital (BSAC) costs, if any. Such amortization shall be expressed as a rate per ABOA and RSF per year. Refer to the security requirements attached to the Lease. Such BSAC shall be described and identified in the drawings used to construct the Space. If the Offeror chooses to amortize the BSAC for a period exceeding the Firm Term of the Lease, the Offeror shall indicate the extended time in the offer. If the Government terminates the Lease after the Firm Term or does not otherwise renew or extend the term beyond the Firm Term, the Government shall not be liable for any unamortized BSAC costs resulting from an extended amortization period.
6. A shell rate per ABOA and RSF for that portion of the lease term extending beyond the Firm Term. The rate proposed for this portion of the term shall not reflect any TIs or BSAC as they will have been fully amortized over the Firm Term.
7. If the utilities within the space are not paid directly by Government, an hourly overtime rate for overtime use of heating and cooling, and annual rate for areas requiring 24/7 HVAC. **NOTE:** Refer to the Lease document for additional guidance.
8. Adjustment for Vacant Leased Premises. **NOTE:** Refer to the Lease document for additional guidance.
9. Lessor's Fees to complete Tenant Improvements. Provide a listing of proposed (i) Lessor's Project Management fee and (ii) Lessor's A/E design costs to prepare construction documents, to complete the Tenant Improvements. State the basis for determining each component, (e.g. flat fee, cost per ABOA SF, etc.). State any assumptions used to compute the dollar costs for each fee component.
10. Rent concessions being offered. Indicate either on the GSA Form 1364WH Warehouse Proposal to Lease Space or in separate correspondence.
11. Compensation (expressed as either % or \$) to Offeror's broker and/or representative arising from an agreement between the Offeror and the Offeror's representative, agent(s), broker(s), property manager, developer, employee, or any other agent or representative in connection with the Lease contemplated herein shall be entered in block 38.b., and if GSA is using a Tenant Representative Broker, compensation (expressed as either % or \$) to GSA's Broker reflecting the agreement between Offeror and GSA's Broker, shall be entered in block 38.a.

**ACTION REQUIRED:** FOR NBC PROJECTS, ELIAS/G-REX CONTAINS A TEMPLATE FOR THE BROKER COMMISSION AGREEMENT. THIS TEMPLATE MUST BE INCLUDED AS AN RLP ATTACHMENT, AND BE INCLUDED WITH THE DOCUMENTS THAT COMPRISE AN OFFEROR'S INITIAL OFFER.

- C. Any Brokerage Commission Agreement between GSA's Tenant Representative and the Lessor for commissions identified in the GSA Form 1217.

### 3.04 BUDGET SCOREKEEPING; OPERATING LEASE TREATMENT (APR 2011)

The Government will award a Lease pursuant to this RLP only if the Lease will score as an operating lease under Office of Management and Budget Circular A-11, Appendix B. Only offers that are compliant with operating lease limitations will be eligible for award. Offerors are obligated to provide supporting documentation at the request of the LCO to facilitate the Government's determination in this regard.

**ACTION REQUIRED:** EITHER CHOOSE ONE OF TWO SUB-PARAGRAPHS A AND DELETE THE OTHER, OR, IF THERE IS NO PENDING OR APPROVED PROSPECTUS AND YOU BELIEVE OFFERS WILL NOT EXCEED THE PROSPECTUS THRESHOLD, YOU MAY DELETE THE ENTIRE PARAGRAPH.

### 3.05 PROSPECTUS LEASE (OCT 2016)

IF THIS PROJECT HAS A PENDING OR APPROVED PROSPECTUS, USE THE FIRST SUB-PARAGRAPH A AND DELETE THE SECOND.

**NOTE:** RLPS FOR PROSPECTUS-LEVEL PROJECTS MUST BE REVIEWED BY THE NOL ZONE MANAGER AND REGIONAL COUNSEL PRIOR TO ISSUANCE.

A. This RLP is subject to an approved Prospectus issued in accordance with 40 USC § 3307. The Government will only award a lease pursuant to this RLP if the offered rental rate does not exceed rent limitation set forth in the Prospectus. If a copy of the prospectus is not attached to the RLP, a copy may be obtained from the LCO upon request.

IF THIS PROJECT DOES NOT HAVE A PENDING OR APPROVED PROSPECTUS BUT YOU BELIEVE OFFER(S) MAY EXCEED THE PROSPECTUS THRESHOLD, USE THE SECOND SUB-PARAGRAPH A AND DELETE THE FIRST.

A. This RLP is subject to the Prospectus threshold set forth in 40 USC § 3307. The Government will award a Lease pursuant to this RLP only if the offered rental rate does not exceed the then current rent threshold. The current threshold is available from the LCO or at the GSA Web site, [HTTP://WWW.GSA.GOV](http://www.gsa.gov), using the keyword "prospectus."

### 3.06 ADDITIONAL SUBMITTALS (WAREHOUSE) (OCT 2017)

Offeror shall also submit with its offer the following:

A. the offeror is not the owner of the Property, authorization from the ownership entity to submit an offer on the ownership entity's behalf.

B. Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the Space. Such commitments shall be signed by an authorized bank officer, or other legally authorized financing official, and at a minimum shall state: amount of loan, term in years, annual percentage rate, and length of loan commitment.

C. Evidence that the Property is zoned in compliance with local zoning laws, including evidence of variances, if any, approved by the proper local authority, or the Offeror's plan and schedule to obtain all necessary zoning approvals prior to performance if the same have not been received at the time of submission of offers.

**NOTE:** AGREEMENTS SUCH AS GROUND LEASES OR THOSE TO ACQUIRE AN INTEREST IN THE PROPERTY SHOULD BE REVIEWED BY REGIONAL COUNSEL

D. Evidence of ownership or control of Building or site. If the Offeror owns the Property being offered or has a long-term leasehold interest, documentation satisfactory to the LCO evidencing the Offeror's stated interest in the Property and any encumbrances on the Property, shall be submitted.

E. If the Offeror does not yet have a vested interest in the Property, but rather has a written agreement to acquire an interest, then the Offeror shall submit a fully executed copy of the written agreement with its offer, together with a statement from the current owner that the agreement is in full force and effect and that the Offeror has performed all conditions precedent to closing, or other form of documentation satisfactory to the LCO. These submittals must remain current. The Offeror is required to submit updated documents as required.

F. If claiming an historic preference in accordance with the Historic Preference paragraph in RLP Section 2, Eligibility and Preferences for Award, Offeror must submit one of the following as documentation that the Property is historic or the site of the offered Property is within a Historic District: a letter from the National Park Service stating that the Property is listed in the National Register of Historic Places (NRHP) or eligible for listing, with a date of the listing/decision; a letter from the State Historic Preservation Office stating that the Property is listed in the NRHP, or on a statewide register, or eligible for inclusion, with a date of the listing/decision; or, the NRHP Identification Number and date of listing available from the NRHP Database found at [www.nps.gov/nr](http://www.nps.gov/nr).

G. If there is a potential for conflict of interest because of a single agent representing multiple owners, present evidence that the agent disclosed the multiple representation to each entity and has authorization from each ownership entity offering in response to this RLP package. Owners and agents in conflicting interest situations are advised to exercise due diligence with regard to ethics, independent pricing, and Government procurement integrity requirements. In such cases, the Government reserves the right to negotiate with the owner directly.

H. The Offeror must have an active registration in the System for Award Management (SAM), via the Internet at [HTTPS://WWW.ACQUISITION.GOV](https://www.acquisition.gov), prior to final proposal revisions. Offerors must be registered for purposes of "All Awards," including completion of all required representations and certifications within SAM. This registration service is free of charge.

I. The Offeror must submit the Fire Protection and Life Safety (FPLS) Submittal Information in subparagraph 1 with its initial offer unless the Building meets subparagraphs 2 or 3 below.

#### 1. FPLS Submittal Information:

- a. Completed GSA Form 12000-WH, Pre-lease Fire Protection and Life Safety Evaluation for a Warehouse Building (Part A or PART B, as applicable). The GSA Form 12000-WH contains two parts that must be

completed depending on the area of the space the offeror proposes to lease to the Government. The offeror or an authorized representative must complete Part A when an offered space is less than 40,000 rentable square feet in area. Part A shall be completed by the Offeror or their authorized representative. Part B must be completed when offered space is greater than or equal to 40,000 rentable square feet in area. The licensed fire protection engineer must complete Part B.

- b. A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if an automatic fire sprinkler system is installed in the Building).
  - c. A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a fire alarm system is installed in the Building).
  - d. Scaled floor plan drawings (1/8 inch scale, minimum) of the space offered for government lease, and a floor plan of the building showing locations and dimensions of storage area. All plans submitted for consideration shall include the locations of all exits, aisles, and fire department access doors shall also be identified on the plans. The exits and fire department access doors in place or any proposed exits, aisles, and fire department access doors shall meet local code requirements for issuance of occupancy permits.
  - e. A valid building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the building C of O is not available or the jurisdiction does not issue a building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered Space regarding compliance with all applicable local Fire Protection and Life Safety related codes and ordinances.
2. If the offered Space is located on the 1st floor of the warehouse building, AND is 10,000 rentable square feet or less in area, AND the top of proposed storage is 12 feet in height or less, the Offeror is not required to submit to GSA the Fire Protection and Life Safety (FPLS) Submittal Information listed in sub-paragraph 1. However, the Offeror must submit a valid building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the building C of O is not available or the local jurisdiction does not issue a building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered space regarding compliance with all applicable local Fire Protection and Life Safety related codes and ordinances.
3. If the offered space is located on the 1st floor of the warehouse building, AND if the Offeror provides a building Certificate of Occupancy obtained under any edition of the IBC, AND the offered space meets or will meet all the Lease requirements with regard to Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System prior to occupancy, the Offeror is not required to submit to GSA the Fire Protection and Life Safety (FPLS) Submittal Information listed in sub-paragraph 1.

J. The legal description of the Property and tax ID number associated with the Property, copies of prior year tax notices and prior year tax bills, as well as any other information (such as a fact sheet, 5" wide x 3" high or larger color photograph, site plan, location map, and tax parcel map) in case of multiple tax parcels for an offered Building, or multiple buildings on a tax parcel, and any other information that may affect the assessed value, in order for the Government to perform a complete and adequate analysis of the offered Property. The Offeror is to provide a detailed overview and documentation of any Tax Abatements on the Property as outlined in the "Real Estate Tax Adjustment" paragraph of the Lease.

K. A plan and short narrative as necessary to explain how the Offeror will meet the parking requirements.

L. The architectural plans for modernization, if the offered Building is not a modern office Building.

M. An asbestos management plan, if the offered Building contains asbestos-containing materials.

N. First generation plans scaled at a minimum of 1/8" = 1'-0" (preferred) shall be submitted for review and consideration and meet N.1 through N.5 noted below.

- 1. All plans submitted for consideration shall include floor plan(s) for which Space is being offered and floor plan(s) of the floor(s) of exit discharge (e.g., street level(s)). Each plan submitted shall include the locations of all exit stairs, elevators, and the Space(s) being offered to the Government. In addition, where Building exit stairs are interrupted or discontinued before the level of exit discharge, additional floor plans for the level(s) where exit stairs are interrupted or discontinued must also be provided. In addition, plans shall identify locations and dimensions of storage of materials in packed piles, on pallets, in racks, or on shelves. The locations of all exits, aisles, and fire department access doors shall also be identified on the plans.
- 2. All plans submitted for consideration shall have been generated by a Computer Aided Design (CAD) program which is compatible with the latest release of AutoCAD. The required file extension is .DWG. Clean and purged files shall be submitted on CD-ROM. Plans shall include a proposed corridor pattern for typical floors and/or partial floors. The CAD file showing the offered Space should show the Poly-Line utilized to determine the square footage on a separate and unique layer. All submissions shall be accompanied with a written matrix indicating the layering standard to verify that all information is recoverable. All architectural features of the Space shall be accurately shown.
- 3. Photostatic copies are not acceptable. All architectural features of the Space shall be accurately shown. If conversion or renovation of the Building is planned, alterations to meet this RLP shall be indicated. Plans shall comply with all requirements outlined in this RLP and shall depict all points of building ingress/egress and loading docks, including identification of dock heights (or drive-ins) and indicating the use (or not) of dock levelers.

4. The locations of all exits, aisles, and fire department access doors shall also be identified on the plans. The exits and fire department access doors in place or any proposed exits, aisles, and fire department access doors shall meet local code requirements for issuance of occupancy permits.
5. GSA will review all plans submitted to determine if an acceptable level of safety is provided. In addition, GSA will review the common corridors in place and/or proposed corridor pattern to determine whether these achieve an acceptable level of safety as well as to verify that the corridors provide public access to all essential Building elements. The Offeror will be advised of any adjustments that are required to the corridors for determining the ABOA Space. The required corridors may or may not be defined by ceiling-high partitions. Actual corridors in the approved layout for the successful Offeror's Space may differ from the corridors used in determining the ABOA square footage for the lease award. Additional egress corridors required by the tenant agency's design intent drawings will not be deducted from the ABOA square footage that the most efficient corridor pattern would have yielded.

O. As provided in the "Amount and Type of Space, Lease Term, and Occupancy Date (Warehouse)" paragraph in the RLP, advise whether there are existing vending facilities in the offered Building which have exclusive rights in the Building.

P. No later than the due date for final proposal revisions, the Offeror must submit to the LCO:

1. Evidence of an Energy Star® label obtained within the 12 months prior to the due date of final proposal revisions,
2. Offerors falling under a statutory exception must also indicate by the due date for final proposal revisions what cost effective energy efficiency and conservation improvements they are proposing to make.
3. If no cost-effective improvements can be made, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools referenced in the RLP paragraph, entitled "ENERGY INDEPENDENCE AND SECURITY ACT," why no energy efficiency and conservation improvements are cost effective. This explanation will be subject to review by the LCO. If the explanation is considered unreasonable, the offer may be considered technically unacceptable.
4. If the Offeror is claiming eligibility for additional time to obtain the Energy Star® label per sub-paragraph B of the RLP paragraph entitled "Energy Independence and Security Act," then the Offeror shall provide such indication with its initial offer and also must provide by the due date for final proposal revisions evidence substantiating their claim for additional time to obtain the Energy Star® label and substantiating their capability of earning the Energy Star®.
5. For new construction, the Offeror need not submit anything regarding compliance with EISA by the date of final proposal revisions, but shall be required to produce prior to the issuance of a permit for building construction a Statement of Energy Design Intent (SEDI) using Energy Star's® Target Finder online tool reflecting an Energy Star® benchmark score of 75 or higher and a certification from EPA of being Designed to Earn the Energy Star®.

Q. Evidence of seismic safety compliance as required in Section 2 of this RLP.

INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL ENVIRONMENTAL QUALITY ADVISOR OR THE REGIONAL NEPA EXPERT. APPLICABLE SITUATIONS INCLUDE:

- OFFERS INVOLVING NEW CONSTRUCTION OR GROUND DISTURBING ACTIVITY (THIS REFERS TO EXCAVATION AND DOES NOT INCLUDE BUILDING MAINTENANCE ACTIVITIES SUCH AS LANDSCAPING).
- SUBSTANTIAL CHANGE IN BUILDING USE THAT WOULD AFFECT NEIGHBORHOOD TRAFFIC PATTERNS.
- PRIOR USE OF SPACE WAS NOT GENERAL PURPOSE OFFICE-TYPE OCCUPANCY AND THERE WAS A POTENTIAL FOR THE PRESENCE OF HAZARDOUS SUBSTANCES.

OTHERWISE, DELETE.

TO BE USED IN CONJUNCTION WITH RLP PARAGRAPH "DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP."

R. Information required under paragraph entitled "DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP."

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

TO BE USED IN CONJUNCTION WITH RLP PARAGRAPH "NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP."

S. Information required under paragraph entitled "NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS – RLP."

T. If the Offeror requests any deviations, the Offeror must document all deviations on Form 1364WH in block labeled "Additional Remarks or Conditions with Respect to this Offer." GSA at its sole discretion will make the decision whether or not to accept the deviation. Any deviations must be requested prior to the request for final proposal revisions. If the Offeror requests any deviations, GSA at its sole discretion will make the decision whether to accept the deviation.

U. If more than 5,000 square feet of land area is to be disturbed in order to meet the Government's requirements, (as more fully described in the Lease paragraph named ENERGY INDEPENDENCE AND SECURITY ACT, sub-paragraph (B)(1)(b)), a statement

from Offeror that the Offeror is aware of and will comply with the specific Lease requirements concerning maintenance and restoration of the real property's hydrology.

**ACTION REQUIRED:** INCLUDE THE FOLLOWING SUB-PARAGRAPH IF CONSIDERING LEASES WHICH ARE NET OF UTILITIES. OTHERWISE, DELETE.

W. Information required under paragraph entitled "UTILITIES SEPARATE FROM RENTAL / BUILDING OPERATING PLAN (WAREHOUSE)."

**ACTION REQUIRED: CHOOSE ONE OF THE SUB-PARAGRAPHS "A" AND DELETE THE OTHER.**

NOTE THAT THE SECOND OPTION REFLECTS A COMPETED SUCCEEDING LEASE PROCUREMENT WITH TI ALLOWANCES. THERE IS ALSO A SUCCEEDING LEASE MODEL THAT IS NON-COMPETITIVE, WHERE THE TI IS STATED AS MINIMAL TURNKEY REQUIREMENTS (PAINT AND CARPET).

### **3.07 TENANT IMPROVEMENTS INCLUDED IN OFFER (APR 2011)**

A. The TI Allowance is \_\_\_\_\_ per ABOA SF (TIs are the finishes and fixtures that typically take Space from the shell condition to a finished, usable condition.) The TI Allowance shall be used for the build-out of the Space in accordance with the Government approved design intent drawings. All TIs required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of this RLP package and its attachments.

USE THE SECOND SUB-PARAGRAPH A ONLY IN A SITUATION WHEN THE AGENCY REQUIRES MINIMAL ALTERATIONS AT THE EXISTING LOCATION AND, BASED ON ITS SPACE AND MISSION NEEDS, WOULD ACCEPT A SUCCEEDING LEASE. AN AGENCY MAY ELECT TO APPLY A TI AMOUNT LESS THAN THEIR FULL ENTITLEMENT FOR THEIR CURRENT EXISTING LEASED SPACE. THE REDUCED TI ALLOWANCE MUST BE AGREED TO AND CONFIRMED WITH THE AGENCY IN AN OCCUPANCY AGREEMENT PRIOR TO THE ISSUANCE OF THE RLP. IF THIS IS THE CASE, THE DIFFERENT TI RATES TO BE USED MUST BE DISCLOSED TO ALL OFFERORS AND CLEARLY NOTED IN THIS RLP. ONCE AGREED TO, THE AGENCY CANNOT ASK FOR THE REMAINDER OF THEIR ORIGINAL TI ENTITLEMENT.  
FOR FURTHER CLARIFICATION OF THIS OPTION, PLEASE CONSULT PRICING POLICY.

A. The TI Allowance for the existing leased Space is \_\_\_\_\_ per ABOA SF. The TI Allowance for other locations offered is \_\_\_\_\_ per ABOA SF (TIs are the finishes and fixtures that typically take Space from the shell condition to a finished, usable condition.) The TI Allowance shall be used for the build-out of the Space in accordance with the Government approved design intent drawings. All TIs required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of this RLP package and its attachments.

B. The TI Allowance shall include all the Offeror's administrative costs, general contractor fees, subcontractor's profit and overhead costs, Offeror's Project Management fee, design costs, and other associated project fees necessary to prepare construction documents and to complete the TIs. It is the successful Offeror's responsibility to prepare all documentation (working/construction drawings, etc.) required to receive construction permits. NO COSTS ASSOCIATED WITH THE BUILDING SHELL SHALL BE INCLUDED IN THE TI PRICING.

**ACTION REQUIRED:** MANDATORY FOR ACTIONS DESIGNATED AT FACILITY SECURITY LEVEL (FSL) III OR IV, WHICH REQUIRES OFFERORS TO DETERMINE BSAC RENT BASED UPON AN ESTIMATED DOLLAR AMOUNT SUPPLIED BY THE GOVERNMENT. OTHERWISE, DELETE FOR FSL I AND II.

**ACTION REQUIRED:** THERE ARE 2 VERSIONS OF SUB-PARAGRAPH A

**NOTE:** AMORTIZED TI AND BSAC MAY NOT EXCEED THE HIGH END OF THE MARKET. IF THE INCLUSION OF THE BSAC AMOUNT IS ANTICIPATED TO PUSH THE TOTAL FULLY SERVICED RENT ABOVE THE HIGH END OF THE MARKET, REDUCE THE BSAC FIGURE BELOW AND OBTAIN AN RWA FOR THE DIFFERENCE.

### **3.08 SECURITY IMPROVEMENTS INCLUDED IN OFFER (OCT 2016)**

VERSION 1: USE THIS FIRST VERSION OF SUB-PARAGRAPH A WHEN REQUIRING ALL OFFERORS TO USE SAME BSAC AMOUNT IN PREPARING THEIR OFFER.

**ACTION REQUIRED:** LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. FOR FSL III, INSERT \$25.00 PER ABOA SF. FOR FSL IV, INSERT \$35.00 PER ABOA SF. THESE NUMBERS ARE ESTIMATED BASED ON THE FSL.

#### **A. BUILDING SPECIFIC AMORTIZED CAPITAL PRICING**

The Building Specific Amortized Capital (BSAC) amount is \_\_\_\_\_ per ABOA SF. The BSAC shall be used for the build-out of security-related improvements in the Building in accordance with the Government-approved design intent drawings. All security countermeasures required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of this RLP package and its attachments.

VERSION 2: USE THE SECOND VERSION OF SUB-PARAGRAPH A ONLY IN A COMPETITIVE LEASE ACTION WHERE THE CURRENT LESSOR IS EXPECTED TO SUBMIT AN OFFER AND THE AGENCY REQUIRES A SIGNIFICANTLY LOWER LEVEL OF BSAC THAN WHAT WOULD BE REQUIRED AT A NEW LOCATION. THE REDUCED BSAC MUST BE AGREED TO AND CONFIRMED WITH THE AGENCY IN AN OCCUPANCY AGREEMENT PRIOR TO THE ISSUANCE OF THE RLP. IF THIS IS THE CASE, THE DIFFERENT BSAC RATES TO BE USED MUST BE DISCLOSED TO ALL OFFERORS AND CLEARLY NOTED IN THIS RLP. ONCE ESTABLISHED, THE AMORTIZED BSAC AMOUNT CANNOT BE INCREASED.

FOR FURTHER CLARIFICATION OF THIS OPTION, PLEASE CONSULT PRICING POLICY.

**ACTION REQUIRED:** LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. FOR CURRENT LOCATION, ENTER ESTIMATED BSAC AMOUNT. FOR OTHER LOCATIONS: INSERT \$25.00 PER ABOA SF FOR FSL III AND \$35.00 PER ABOA SF FOR FSL IV. THESE NUMBERS ARE ESTIMATED BASED ON THE FSL.



**A. BUILDING SPECIFIC AMORTIZED CAPITAL PRICING:**

The Building Specific Amortized Capital (BSAC) amount for the existing leased space is \_\_\_\_\_ per ABOA SF. The BSAC amount for other locations offered is \_\_\_\_\_ per ABOA SF. The BSAC shall be used for the build-out of security-related improvements in the Building in accordance with the Government-approved design intent drawings, if applicable. All security countermeasures required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of this RLP package and its attachments.

B. The BSAC shall include all the Offeror's administrative costs, general contractor fees, subcontractor's profit and overhead costs, Offeror's profit and overhead, design costs, and other associated project fees necessary to prepare construction documents and to complete the security countermeasures. It is the successful Offeror's responsibility to prepare all documentation (working/construction drawings, etc.) required to receive construction permits. No costs associated with the building shell or TI shall be included in the BSAC pricing.

**ACTION REQUIRED: USE THIS PARAGRAPH FOR FULLY-SERVICED LEASES, AND DELETE THE PARAGRAPH THAT FOLLOWS. IF YOU USE THIS PARAGRAPH AND DELETE THE PARAGRAPH THAT FOLLOWS, ALSO DELETE THE PARAGRAPH "UTILITIES SEPARATE FROM RENTAL" IN THE LEASE.**

**3.09 OPERATING COSTS REQUIREMENTS INCLUDED IN OFFER (JUN 2012)**

The Government requires a fully serviced lease as part of the rental consideration. The base for the operating costs adjustment will be established during negotiations based upon rentable SF. The proposed methodology for operating costs adjustment shall include all items specified in the attached Lease document. The minimum requirements for normal hours, utilities, and janitorial services are specified in the attached Lease document. The offer shall clearly state whether the rental is firm throughout the term of the Lease or if it is subject to annual adjustment of operating costs as indicated above. If operating costs will be subject to adjustment, those costs shall be specified in the proposal.

**ACTION REQUIRED: USE THIS PARAGRAPH FOR MODIFIED-NET LEASES, AND DELETE THE PARAGRAPH ABOVE. IF YOU USE THIS PARAGRAPH AND DELETE THE PARAGRAPH ABOVE, ALSO INCLUDE THE PARAGRAPH "UTILITIES SEPARATE FROM RENTAL" IN THE LEASE IF THE GOVERNMENT IS GOING TO PAY UTILITIES DIRECTLY TO THE UTILITY COMPANY.**

**3.09 OPERATING COSTS REQUIREMENTS INCLUDED IN OFFER—MODIFIED NET (WAREHOUSE) (MAY 2014)**

The Government requests a modified-net lease as part of the rental consideration. Operating costs shall include all costs except \_\_\_\_\_ **[FILL IN: EXAMPLES ARE ELECTRICITY AND WATER CONSUMED WITHIN THE GOVERNMENT LEASED SPACE, JANITORIAL WITHIN THE GOVERNMENT LEASED SPACE, AND/OR TRASH REMOVAL FROM WITHIN THE GOVERNMENT LEASED SPACE]** \_\_\_\_\_. The base for operating costs adjustment will be established during negotiations based upon rentable SF and in conformance with this RLP. The proposed methodology for operating costs adjustment shall include all items specified in the attached Lease document. The minimum requirements for normal hours, utilities, and any janitorial services are specified in the attached Lease document. The offer shall clearly state whether the rental is firm throughout the term of the Lease or if it is subject to annual adjustment of operating costs as indicated above. If operating costs will be subject to adjustment, those costs shall be specified in the proposal.

**ACTION REQUIRED: USE THIS PARAGRAPH IF THE SPACE IS BEING PROVIDED NET OF UTILITIES AND THE PARAGRAPH ENTITLED "OPERATING COSTS REQUIREMENTS INCLUDED IN OFFER" IS DELETED. IF YOU USE THIS PARAGRAPH ALSO DELETE THE PARAGRAPH "UTILITIES" IN THE LEASE.**

**NOTE: IF INCLUDING THIS PARAGRAPH, ADJUST THE LIST OF REQUIRED SUBMITTALS TO INCLUDE THE REQUIRED INFORMATION BELOW.**

**3.10 UTILITIES SEPARATE FROM RENTAL / BUILDING OPERATING PLAN (WAREHOUSE)( MAY 2014)**

The Offeror shall specify which utilities, if any, are excluded from the rental consideration. If any such utilities are excluded, the Offeror shall obtain a statement from a registered professional engineer stating that all HVAC, plumbing, and other energy intensive Building systems can operate under the control conditions stated in the Lease. The statement shall also identify all Building systems that do not conform to the system performance values, including the "recommended" or "suggested" values of ANSI/ASHRAE Standard 90.1, "Energy Efficient Design of New Buildings Except Low Rise Residential Buildings," or more restrictive state and local codes.

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## SECTION 4 METHOD OF AWARD

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### 4.01 NEGOTIATIONS (JUN 2012)

Negotiations may be conducted on behalf of the Government by the GSA LCO or designated representative. When negotiations are conducted, GSA will negotiate the rental price for the initial term, any renewal periods, and any other aspect of the offer as deemed necessary. The Offeror shall not enter into negotiations concerning the Space leased or to be leased with representatives of Federal agencies other than the LCO or their designee. The LCO or their designated representative will conduct oral or written negotiations with all Offerors that are within the competitive range. The competitive range will be established by the LCO based on cost or price and other factors (if any) that are stated in this RLP and will include all of the most highly rated proposals, unless the range is further reduced for purposes of efficiency. Prior to eliminating an Offeror that is a HUBZone small business concern (SBC) and which has not waived its entitlement to a price evaluation preference from the competitive range, the LCO shall adjust the evaluated prices of all non-small business Offerors proposed for inclusion in the competitive range by increasing the prices by ten (10) percent, solely for the purpose of determining whether the HUBZone SBC Offeror should be included or excluded from the competitive range. Offerors who are not included in the competitive range will be notified in writing.

All Offerors within the competitive range will be provided a reasonable opportunity to submit revisions to their initial offer including any cost or price, technical, or other revisions that may result from the negotiations. Negotiations will be closed with submission of final proposal revisions.

### 4.02 HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (SEP 2013)

A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in the "Award Based On Price" paragraph or the "Other Award Factors" paragraph of the RLP by so indicating on the GSA Form 1364C—STANDARD, Proposal to Lease Space. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable should the HUBZone SBC be awarded the Lease. A HUBZone SBC Offeror acknowledges that a prospective HUBZone SBC awardee must be a qualified HUBZone SBC at the time of award of this contract in order to be eligible for the price evaluation preference. The HUBZone SBC Offeror shall provide the LCO a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If it is determined, prior to award, that the apparently successful HUBZone SBC Offeror is not an eligible HUBZone SBC, the LCO will reevaluate proposals without regard to any price preference provided for the previously identified HUBZone SBC Offeror, and make an award consistent with the solicitation and the evaluation factors set forth herein.

If a HUBZone SBC that has not waived the price preference is awarded the Lease, the certification required by the "Additional Financial and Technical Capability" paragraph of the Lease must be provided within 10 days of award. If it is determined within 20 days of award that a HUBZone SBC Offeror that has been awarded the Lease was not an eligible HUBZone SBC at the time of award, and the HUBZone SBC Lessor failed to provide the LCO with information regarding a change to its HUBZone eligibility prior to award, then the Lease shall be subject, at the LCO's discretion, to termination, and the Government will be relieved of all obligations to the Lessor in such an event and not be liable to the Lessor for any costs, claims or damages of any nature whatsoever.

#### **ACTION REQUIRED:**

USE THIS PARAGRAPH IF CONTRACT AWARD WILL BE BASED ON PRICE ALONE. IF USED, DELETE THE BELOW PARAGRAPHS: "OTHER AWARD FACTORS," "FACTOR DESCRIPTIONS," "FACTOR MINIMUM STANDARDS," "FACTOR SUBMITTAL REQUIREMENTS," AND "DOCUMENTATION REQUIREMENTS."

### 4.03 AWARD BASED ON PRICE (JUN 2012)

A. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP and the Lease documents and is the lowest priced technically acceptable offer submitted. Refer to the "Present Value Price Evaluation" paragraph of this RLP.

B. If after completion of the Price Evaluation, award is proposed to a non-small business Offeror, and there exists as part of the procurement another technically acceptable proposal submitted by a responsible Offeror that is a qualified HUBZone small business concern (SBC) which has not waived its entitlement to a price evaluation preference, the evaluated price of the non-small business Offeror's proposal shall be increased by ten (10) percent, solely for the purpose of determining whether award should be made to the HUBZone SBC Offeror. In such a case, the proposals of the apparently successful non-small business Offeror and the HUBZone SBC Offeror shall be considered in light of the applied price preference, and award made to the lower priced offer. The LCO shall document his/her application of the price preference and further consideration of the offers under this subparagraph.

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

**ACTION REQUIRED:**

USE THE FOLLOWING FIVE PARAGRAPHS IF CONTRACT AWARD WILL BE BASED ON PRICE AND OTHER AWARD FACTORS. IF USED, DELETE THE ABOVE PARAGRAPH "AWARD BASED ON PRICE."

DELETE FOR SOLE SOURCE LEASE ACTIONS.

NOTE: THE LCO MUST WORK WITH THE CLIENT AGENCY TO DETERMINE THE SOURCE SELECTION CRITERIA, RANKING, WEIGHT, AND MINIMUM REQUIREMENTS.

**4.04 OTHER AWARD FACTORS (OCT 2016)**

A. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP package and will be most advantageous to the Government, price and technical award factors listed below considered. The best value tradeoff process permits tradeoffs among price and technical factors, allowing the Government to make an award to other than the lowest priced Offeror or other than the highest technically rated Offeror.

**ACTION REQUIRED:** CHOOSE AMONG THE FOLLOWING: "SIGNIFICANTLY MORE IMPORTANT THAN PRICE" OR "APPROXIMATELY EQUAL IN IMPORTANCE TO PRICE" OR "SIGNIFICANTLY LESS IMPORTANT THAN PRICE."

B. The combination of factors below is [significantly more important than price] [approximately equal in importance to price] [significantly less important than price]. As proposals become more equal in price, their technical merit becomes more important. Likewise, as technical factors become more equalized, price becomes the most important component.

**ACTION REQUIRED:** INSERT A STATEMENT WHICH INDICATES THE RELATIVE ORDER OF IMPORTANCE OF OTHER AWARD FACTORS, E.G., "ARE LISTED IN DESCENDING ORDER OF IMPORTANCE," OR "ARE EQUALLY IMPORTANT."

**SAMPLE WORDING OF IMPORTANCE OF FACTORS.** FACTOR 1 IS MORE IMPORTANT THAN FACTOR 2 AND FACTOR 1 AND 2 TOGETHER ARE SIGNIFICANTLY MORE IMPORTANT THAN FACTOR 3 AND 4.

**NOTE:** IF AWARD FACTORS ARE BEING USED, ONE OF THE AWARD FACTORS MUST BE PAST PERFORMANCE.

C. The following award factor(s) will be considered [INSERT RELATIVE ORDER OF IMPORTANCE HERE (FOR EXAMPLE, "IN DESCENDING ORDER OF IMPORTANCE," OR "ARE EQUALLY IMPORTANT")]:

**ACTION REQUIRED:** LIST THE OTHER AWARD FACTORS AND THEIR ORDER OF PREFERENCE. "PAST PERFORMANCE" MUST ALWAYS BE AN AWARD FACTOR.

**ACTION REQUIRED:** ADDRESS THE FACTORS' LEVEL OF IMPORTANCE IF EACH FACTOR HAS A DIFFERENT WEIGHT.

1. Factor 1 \_\_\_\_\_
2. Factor 2 \_\_\_\_\_
3. Factor 3 \_\_\_\_\_
4. Factor 4 \_\_\_\_\_

D. If after completion of the Price Evaluation, award is proposed to a non-small business Offeror, and there exists as part of the procurement another technically acceptable proposal submitted by a responsible Offeror that is a qualified HUBZone small business concern (SBC) which has not waived its entitlement to a price evaluation preference, the evaluated price of the non-small business Offeror's proposal shall be increased by ten (10) percent, solely for the purpose of determining whether award should be made to the HUBZone SBC Offeror. In such a case, the proposals of the apparently successful non-small business Offeror and the HUBZone SBC Offeror shall be considered in accordance with the evaluation factors and the applied price preference, and award made to the offer determined to be most advantageous to the Government. The LCO shall document his/her application of the price preference and further consideration of the offers under this sub-paragraph.

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

**ACTION REQUIRED – REGIONAL PROJECT TEAM TO DEFINE THE DESCRIPTIONS FOR EACH FACTOR.**

THE QUALIFICATIONS MENTIONED IN THIS PARAGRAPH ARE TO BE TAILORED TO THE EXACT EVALUATION FACTORS. TO BE USED IN CONJUNCTION WITH "OTHER AWARD FACTORS" PARAGRAPH; DELETE IF AWARD IS BASED ON PRICE ALONE.

**4.05 FACTOR DESCRIPTIONS (OCT 2016)**

**ACTION REQUIRED.** IF USING SUBFACTORS (NOT RECOMMENDED), A SENTENCE NEEDS TO BE ADDED TO ADDRESS THE WEIGHT OF THE SUBFACTORS. EXAMPLE - THE FOLLOWING TWO ASPECTS OF THIS FACTOR ARE WEIGHTED EQUALLY OR THE FIRST TWO ASPECTS OF THIS FACTOR ARE WEIGHTED EQUALLY; THE THIRD ASPECT IS WEIGHTED SIGNIFICANTLY LESS THAN THE FIRST TWO.

- A. Factor 1 – \_\_\_\_\_
- B. Factor 2 – \_\_\_\_\_
- C. Factor 3 – \_\_\_\_\_
- D. Factor 4 – \_\_\_\_\_

**ACTION REQUIRED:** REGIONAL PROJECT TEAM TO DEFINE THE FACTORS MINIMUM STANDARDS FOR EACH FACTOR.



PAST PERFORMANCE MUST BE INCLUDED AS ONE OF THE FOLLOWING FACTORS.  
TO BE USED IN CONJUNCTION WITH "OTHER AWARD FACTORS" PARAGRAPH; DELETE IF AWARD IS BASED ON PRICE ALONE.

**4.06 FACTOR MINIMUM STANDARDS (OCT 2016)**

- A. Factor 1 - \_\_\_\_\_
- B. Factor 2 - \_\_\_\_\_
- C. Factor 3 - \_\_\_\_\_
- D. Factor 4 - \_\_\_\_\_

**ACTION REQUIRED:** REGIONAL PROJECT TEAM TO DEFINE THE FACTORS SUBMITTAL REQUIREMENTS FOR EACH FACTOR.

TO BE USED IN CONJUNCTION WITH "OTHER AWARD FACTORS" PARAGRAPH; DELETE IF AWARD IS BASED ON PRICE ALONE.

**4.07 FACTOR SUBMITTAL REQUIREMENTS (OCT 2016)**

- A. Factor 1 - \_\_\_\_\_
- B. Factor 2 - \_\_\_\_\_
- C. Factor 3 - \_\_\_\_\_
- D. Factor 4 - \_\_\_\_\_

**ACTION REQUIRED –** REGIONAL PROJECT TEAM TO DEFINE THE DOCUMENTATION REQUIREMENTS.

EXAMPLE – LCO CAN SPECIFY NUMBER OF PAGES ALLOWED UNDER ANY FACTOR, FONT SIZE AND FONT TYPE, WHETHER SEPARATE PRICE AND TECHNICAL PROPOSAL PACKAGES ARE REQUIRED; FORMAT (PAPER, ELECTRONIC, CDS, DVD) NUMBER OF COPIES, ETC.

TO BE USED IN CONJUNCTION WITH "OTHER AWARD FACTORS" PARAGRAPH; DELETE IF AWARD IS BASED ON PRICE ALONE.

**4.08 DOCUMENTATION REQUIREMENTS (OCT 2016)**

**ACTION REQUIRED:** IF THE CUBIC FOOT METHOD OF PRICE EVALUATION IS CHOSEN THEN USE THE FIRST VERSION OF THE "PRESENT VALUE PRICE EVALUATION" PARAGRAPH BELOW, (DELETING THE SECOND ONE). IF NOT, USE THE SECOND VERSION, (DELETING THE FIRST ONE). FILL IN ANY RED XXS WITH THE APPROPRIATE INFORMATION.

**4.09 PRESENT VALUE PRICE EVALUATION—WAREHOUSE CUBIC FOOT METHOD (OCT 2016)**

A. If annual CPI adjustments in operating expenses are included, the Offeror shall be required to submit the offer with the total "gross" annual price per RSF and per ABOA SF and a breakout of the "base" price per RSF and ABOA SF for services and utilities (operating expenses) to be provided by the Lessor. The "gross" price shall include the "base" price. The base price per ABOA SF from which adjustments are made will be the base price for the term of the Lease, including any option periods.

B. The Government's goal is to maximize the cubic feet of the storage area portion of the space without exceeding use of a maximum height (determined to be XX feet XX inches, which includes a maximum stacking height of XX feet XX inches plus an additional XX feet XX inches for top shelf clearance and to meet local codes). No credit will be given for clear heights in excess of 10 feet 00 inches in non-storage designated areas. The Government will evaluate offer prices on the basis of the offered price per cubic foot (subject to the intended maximum height) in accordance with these and all other paragraphs of this RLP and the lease form (GSA Form L201WH), a copy of which is hereby incorporated by reference. A cubic foot determination will be made by the government for determining the best value for the government by taking the ABOA SF and multiplying it times the Space's usable, clear height for the Government's intended storage portion of the space as indicated in this RLP and its attachments, subject to a maximum height as also provided herein (or in the special requirements attached to this RLP). Office and non-storage areas will be valued at 10 ft 00 inches in height for purposes of determining the cubic area of that portion of the Space.

C. The Offeror must submit plans and any other information to demonstrate that the Rentable Space yields the clear ceiling height and the usable clear cubic feet within the required range. The Government will verify the amount of clear ceiling height and the ABOA square feet and will convert the rentable prices offered to ABOA prices, subject to, (if volume price evaluation is provided for in this RLP), the maximum height to be considered, (including any stated required incremental height intervals for additional height consideration in the price evaluation above the minimum height), and the designated office or other non-storage area height, all of which will subsequently be used in a volume designated price evaluation. From a volume price evaluation standpoint, adjustments to offered clear height will be made if needed to conform to the Government's maximum height specified in the RLP and its attachments. These height adjustments, if needed, will have the effect of reducing the size of the offered space with respect to its volume, with a resulting adverse effect upon the volume price evaluation of an affected offer.

D. Evaluation of offered prices will be based on the annual price per cubic foot using the methodology described above, including all required option periods. The Government will perform present value price evaluation by reducing the prices to a composite annual price per Cubic Foot price, as follows:

1. Mezzanines, parking, truck/trailer staging, and wareyard areas will be excluded from the total square (and cubic) footage but not from the price. For different types of space, the gross annual price per Cubic Foot will be determined by dividing the total annual rental by the total Cubic Feet excluding these areas.
2. Free rent will be evaluated in the year in which it is offered. The gross annual price is adjusted to reflect free rent.
3. Prior to the discounting procedure below, the total dollar amount of the Commission Credit (if applicable) will be subtracted from the first year's gross annual rent, unless the provision of free rent causes the credit to apply against rent beyond the first year's term, in which case the Commission Credit will be allocated proportionately against the appropriate year's gross rent.
4. Also as stated in the "Broker Commission and Commission Credit" paragraph, the amount of any commission paid to GSA's Broker will not be considered separately as part of this price evaluation since the value of the commission is subsumed in the gross rent rate.
5. If annual adjustments in operating expenses will not be made, the gross annual price, minus the Commission Credit (if applicable), will be discounted annually at 5 percent to yield a gross present value cost (PVC).
6. If annual adjustments in operating expenses will be made, the annual price, minus the Commission Credit (if applicable) and minus the base cost of operating expenses, will be discounted annually at 5 percent to yield net PVC. The operating expenses will be both escalated at 2.5 percent compounded annually and discounted annually at 5 percent, then added to the net PVC to yield the gross PVC.
7. To the gross PVC will be added:

**NOTE: 7.a REFERS TO "GOVERNMENT-PROVIDED SERVICES," WHICH ARE OPERATING EXPENSES BEING PROVIDED BY THE GOVERNMENT INSTEAD OF THE LESSOR. THIS ALLOWS FOR AN APPLES-TO-APPLES COMPARISON OF NET OFFERS AGAINST FULLY-SERVICED OFFERS.**

- a. For lease acquisitions where the Government is considering less than fully-serviced offers, the cost of Government-provided services (e.g., utilities, janitorial) not included in the rental escalated at 2.5 percent compounded annually and discounted annually at 5 percent.
- b. The annualized (over the full term) cost of any items, which are to be reimbursed in a lump sum payment. (The cost of these items is present value; therefore, it will not be discounted.)
- c. The annual price for parking to accommodate the minimum number of spaces required for government vehicles, if not included in the shell rent and charged separately. The price will be discounted annually at 5 percent.

**OPTIONAL—INCLUDE SUB-PARAGRAPH D ONLY IF YOU WILL ACCOUNT FOR RELOCATION COSTS IN THE PRICE EVALUATION. OTHERWISE, DELETE.**

- d. The cost of relocation of furniture, telecommunications, replications costs, and other move-related costs, if applicable.
- e. The fees for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements. The Offeror is required as part of their offer to identify on GSA Form 1364WH any and all fees to complete the tenant improvements, broken down into two components: (1) Fees for architectural and engineering design services (A/E fees), which may be offered as a rate per ABOA SF, percentage rate, or flat fee, and (2) Lessor's overhead, administrative costs, profit, and fees associated with Tenant Improvements (Lessor's PM fees), which may be only offered as a percentage rate. These fees will be evaluated in a multi-step process, as follows.
  - o The A/E fees are assumed to consume a portion of the total tenant improvement allowance (TIA), thus reducing the amount available for actual construction. The percentage is not a percentage of the TIA, but a percentage of the underlying costs, which together with the A/E fee equals the TIA. The following example is used to illustrate the calculations, and assumes the following: An allowance of \$30 per square foot for 10,000 ABOA square feet, which is \$300,000, and A/E fees of 5%.
  - o The underlying costs equals the TIA divided by (1 + A/E fee percentage)  
 $\$300,000 / 1.05 = \$285,714.29$ .
  - o A/E fees at 5% of the underlying costs are  $.05 \times \$285,714.29 = \$14,285.71$ .
  - o Underlying costs of \$285,714.29 plus 5% A/E fees of \$14,285.71 = TIA of \$300,000.
  - o The Lessor's PM fees are presumed to be in addition to the TIA and calculated as a percentage of the full TIA. Using the same example, if Lessor's PM fees are offered at 5%, the fees are calculated as  $\$300,000 \times .05 = \$15,000$ .
  - o The sum of these fees is then computed as a percentage of the total TIA. Following the example, A/E fees of \$14,285.71 plus Lessor's PM fees of \$15,000 (total fees of \$29,285.71) ÷ \$300,000 TIA = 9.762%.

The amortized rental rate for the tenant improvement allowance is increased by this percentage for purposes of price evaluation.

**OPTIONAL—INCLUDE LANGUAGE UNDER SUB-PARAGRAPH F BELOW TO EVALUATE HOURLY OVERTIME HVAC RATE AS PART OF THE PVA ONLY IF YOU HAVE A REASONABLY ACCURATE ESTIMATE OF THE NUMBER OF OVERTIME HOURS THAT AN AGENCY WILL USE ON AN ANNUAL BASIS. DO NOT INSERT A “GUESSTIMATED” AMOUNT, WHICH COULD SKEW THE RESULTS OF THE PVA. WHEN IN DOUBT, DELETE THIS SUB-PARAGRAPH.**

**ACTION REQUIRED: IF USING THIS SUB-PARAGRAPH, OBTAIN THE ESTIMATED NUMBER OF HOURS (USAGE) FROM THE CLIENT AGENCY AND REPLACE THE “0” WITH THE ESTIMATED ANNUAL USAGE.**

- f. The annual cost of overtime HVAC based on the offered hourly overtime rate and an estimated usage of   0   hours of overtime HVAC per year for the Space. This cost will be discounted annually at 5 percent.

**ACTION REQUIRED: – INCLUDE SUB-PARAGRAPH g WHEN LEASE WILL ESTABLISH A SEPARATE ANNUAL COST FOR AREAS REQUIRING ABOVE-STANDARD 24/7 HVAC SERVICES WHICH ARE TO BE PAID SEPARATELY VIA RWA OR THROUGH THEIR OA AND NOT INCLUDED IN THE OPERATING RENT (I.E., AREAS OVER 500 SF). OTHERWISE, DELETE.**

- g. The annual cost of providing 24/7 HVAC. This cost will be discounted annually at 5 percent.
8. The sum of either sub-paragraphs 5 and 7 or sub-paragraphs 6 and 7, divided by the Cubic Feet will be the present value cost per Cubic Foot of the offer for price evaluation purposes.

#### **4.10 PRESENT VALUE PRICE EVALUATION—WAREHOUSE SQUARE FOOT METHOD (OCT 2016)**

A. If annual CPI adjustments in operating expenses are included, the Offeror shall be required to submit the offer with the total "gross" annual price per RSF and per ABOA SF and a breakout of the "base" price per RSF and ABOA SF for services and utilities (operating expenses) to be provided by the Lessor. The "gross" price shall include the "base" price. The base price per ABOA SF from which adjustments are made will be the base price for the term of the Lease, including any option periods.

B. The Offeror must submit plans and any other information to demonstrate that the Rentable Space yields ABOA space within the required ABOA range. The Government will verify the amount of ABOA SF and will convert the rentable prices offered to ABOA prices, which will subsequently be used in the price evaluation.

C. Evaluation of offered prices will be based on the annual price per ABOA SF, including all required option periods. The Government will perform present value price evaluation by reducing the prices per ABOA SF to a composite annual ABOA SF price, as follows:

1. Parking and wareyard areas will be excluded from the total square footage but not from the price. For different types of space, the gross annual per ABOA SF price will be determined by dividing the total annual rental by the total ABOA square footage excluding these areas.
2. Free rent will be evaluated in the year in which it is offered. The gross annual price is adjusted to reflect free rent.
3. Prior to the discounting procedure below, the total dollar amount of the Commission Credit (if applicable) will be subtracted from the first year's gross annual rent, unless the provision of free rent causes the credit to apply against rent beyond the first year's term, in which case the Commission Credit will be allocated proportionately against the appropriate year's gross rent.
4. Also as stated in the "Broker Commission and Commission Credit" paragraph, the amount of any commission paid to GSA's Broker will not be considered separately as part of this price evaluation since the value of the commission is subsumed in the gross rent rate.
5. If annual adjustments in operating expenses will not be made, the gross annual price, minus the Commission Credit (if applicable), will be discounted annually at 5 percent to yield a gross present value cost (PVC).
6. If annual adjustments in operating expenses will be made, the annual price, minus the Commission Credit (if applicable) and minus the base cost of operating expenses, will be discounted annually at 5 percent to yield net PVC. The operating expenses will be both escalated at 2.5 percent compounded annually and discounted annually at 5 percent, then added to the net PVC to yield the gross PVC.
7. To the gross PVC will be added:

**NOTE: 7.a REFERS TO “GOVERNMENT-PROVIDED SERVICES,” WHICH ARE OPERATING EXPENSES BEING PROVIDED BY THE GOVERNMENT INSTEAD OF THE LESSOR. THIS ALLOWS FOR AN APPLES-TO-APPLES COMPARISON OF NET OFFERS AGAINST FULLY-SERVICED OFFERS.**

- a. For lease acquisitions where the Government is considering less than fully-serviced offers, the cost of Government-provided services (e.g., utilities, janitorial) not included in the rental escalated at 2.5 percent compounded annually and discounted annually at 5 percent.

- b. The annualized (over the full term) cost of any items, which are to be reimbursed in a lump sum payment. (The cost of these items is present value; therefore, it will not be discounted.)
- c. The annual price for parking to accommodate the minimum number of spaces required for government vehicles, if not included in the shell rent and charged separately. The price will be discounted annually at 5 percent.

**OPTIONAL—INCLUDE SUB-PARAGRAPH D ONLY IF YOU WILL ACCOUNT FOR RELOCATION COSTS IN THE PRICE EVALUATION. OTHERWISE, DELETE.**

- d. The cost of relocation of furniture, telecommunications, replications costs, and other move-related costs, if applicable.
- e. The fees for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements. The Offeror is required as part of their offer to identify on GSA Form 1364C any and all fees to complete the tenant improvements, broken down into two components: (1) Fees for architectural and engineering design services (A/E fees), which may be offered as a rate per ABOA SF, percentage rate, or flat fee, and (2) Lessor's overhead, administrative costs, profit, and fees associated with Tenant Improvements (Lessor's PM fees), which may be only offered as a percentage rate. These fees will be evaluated in a multi-step process, as follows.
  - o The A/E fees are assumed to consume a portion of the total tenant improvement allowance (TIA), thus reducing the amount available for actual construction. The percentage is not a percentage of the TIA, but a percentage of the underlying costs, which together with the A/E fee equals the TIA. The following example is used to illustrate the calculations, and assumes the following: An allowance of \$30 per square foot for 10,000 ABOA square feet, which is \$300,000, and A/E fees of 5%.
  - o The underlying costs equals the TIA divided by (1 + A/E fee percentage)  
 $\$300,000 / 1.05 = \$285,714.29$
  - o A/E fees at 5% of the underlying costs are  $.05 \times \$285,714.29 = \$14,285.71$
  - o Underlying costs of \$285,714.29 plus 5% A/E fees of \$14,285.71 = TIA of \$300,000
  - o The Lessor's PM fees are presumed to be in addition to the TIA and calculated as a percentage of the full TIA. Using the same example, if Lessor's PM fees are offered at 5%, the fees are calculated as  $\$300,000 \times .05 = \$15,000$ .
  - o The sum of these fees is then computed as a percentage of the total TIA. Following the example, A/E fees of \$14,285.71 plus Lessor's PM fees of \$15,000 (total fees of \$29,285.71)  $\div$  \$300,000 TIA = 9.762%. The amortized rental rate for the tenant improvement allowance is increased by this percentage for purposes of price evaluation.

**OPTIONAL—INCLUDE LANGUAGE UNDER SUB-PARAGRAPH F BELOW TO EVALUATE HOURLY OVERTIME HVAC RATE AS PART OF THE PVA ONLY IF YOU HAVE A REASONABLY ACCURATE ESTIMATE OF THE NUMBER OF OVERTIME HOURS THAT AN AGENCY WILL USE ON AN ANNUAL BASIS. DO NOT INSERT A GUESSTIMATED" AMOUNT, WHICH COULD SKEW THE RESULTS OF THE PVA. WHEN IN DOUBT, DELETE THIS SUB-PARAGRAPH.**

**ACTION REQUIRED: IF USING THIS SUB-PARAGRAPH, OBTAIN THE ESTIMATED NUMBER OF HOURS (USAGE) FROM THE CLIENT AGENCY AND REPLACE THE "0" WITH THE ESTIMATED ANNUAL USAGE.**

- f. The annual cost of overtime HVAC based on the offered hourly overtime rate and an estimated usage of   0   hours of overtime HVAC per year for the Space. This cost will be discounted annually at 5 percent.
8. The sum of either sub-paragraphs 5 and 7 or sub-paragraphs 6 and 7, divided by the ABOA SF will be the present value cost per ABOA SF of the offer for price evaluation purposes.

#### 4.11 AWARD (OCT 2017)

A. To document the agreement between the parties, the successful Offeror and the GSA LCO will execute a Lease prepared by GSA, which incorporates the agreement of the parties. The Lease shall consist of the following:

- 1. Lease No. GS-~~XXP-LXXXXXXX~~ and any associated Lease amendments.
- 2. GSA Form 3517B, General Clauses.
- 3. The pertinent provisions of the offer.
- 4. Floor plans of the offered Space.

B. The acceptance of the offer and award of the Lease by the Government occurs upon execution of the Lease by the LCO and mailing or otherwise furnishing written notification of the executed Lease to the successful Offeror.

INCLUDE, RACKING SYSTEM PLAN, ADDITIONAL RLP REQUIREMENTS, MODIFIED PARAGRAPH NUMBERS, OR ADDITIONAL INFORMATION IN SECTION 5 BELOW.

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## SECTION 5 ADDITIONAL TERMS AND CONDITIONS

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**ACTION REQUIRED:** MANDATORY PARAGRAPH IF PARAGRAPHS HAVE BEEN MODIFIED. LIST ALL MODIFIED RLP PARAGRAPHS BELOW. OTHERWISE, DELETE.

NOTE: DO NOT LIST DELETED PARAGRAPHS (DELETED PARAGRAPHS ARE IDENTIFIED USING A DIFFERENT PROTOCOL).

FOR FURTHER GUIDANCE, SEE "INSTRUCTIONS FOR CREATING LEASE AND REQUEST FOR LEASE PROPOSALS (RLP) DOCUMENTS" WHICH CAN BE FOUND BEFORE THE TABLE OF CONTENTS.

### 5.01 MODIFIED RLP PARAGRAPHS (OCT 2016)

The following paragraphs have been modified in this RLP:

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