



LAC-2018-02

August 30, 2018

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

FROM: ALLISON H. AZEVEDO
ASSISTANT COMMISSIONER
OFFICE OF LEASING - PR

SUBJECT: LEASE ACQUISITION CIRCULAR, Revised Leasing Desk
Guide Chapter 14, Lease Acquisitions Involving New
Building Construction

1. Purpose. This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide, Chapter 14, previously titled "Lease Construction," now titled "Lease Acquisitions Involving New Building Construction." The LAC issues new national policy for the procurement of leased space involving new construction. These policy and program changes are part of an ongoing effort to improve outcomes and aligns with our strategic goals to improve internal operations by streamlining and expediting processes with a more focused emphasis on those items of greatest value to the American taxpayer and GSA's client agencies. This LAC issues changes to what has been traditionally referred to as "Lease Construction", as well as addressing situations involving spec building or where the market proposes new construction, (either exclusively or in conjunction with existing buildings). The principal changes involve new processes to expedite oversight of new construction projects, thus speeding delivery of space to our customer agencies in a cost-effective and timely manner. Key among the changes is establishing a new regional review process for certain lease acquisitions involving new construction, and a re-categorization of new construction projects into either mandated new construction (to be known as Lease Construction) or Market Driven Construction. Each will have differing processes associated with it that are customized from a risk management standpoint for the particular type (mandated or market driven) of new construction.

2. Effective Date. This LAC is effective as of the date of issuance unless modified, canceled, or reissued. Projects that have already commenced can elect to continue

under the former review process or opt for the new process. LCOs should make this decision on the basis of which would serve to expedite the procurement.

3. Cancellation. LDG Chapter 14, Lease Construction, dated April 29, 2011.

4. Applicability. This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

5. Instructions and Procedures. Instructions and procedures are found in Attachment 2, Leasing Desk Guide Chapter 14: Lease Acquisitions Involving New Building Construction.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 14: Lease Acquisitions Involving New Building Construction.

Attachment 1

LAC2018-02 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2018-02 issues the policy listed below:

Leasing Desk Guide Chapter 14, Lease Acquisitions Involving New Building Construction

This chapter issues a new Leasing Desk Guide Chapter 14, which establishes policy and practices for the procurement of under prospectus leased facilities involving new building construction.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 14, Lease Acquisitions Involving New Building Construction	14-i – 14.28	14-1 – 14.53

Cover Page for Attachment 2