

Lease Security Standards: Instructions for Lease Acquisitions

1. Summary.

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

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

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

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

2. General Requirements.

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

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

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

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

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

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

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