

GSA REQUEST  
FOR LEASE  
PROPOSAL  
NO. **XXXXXX**  
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.*

**STREAMLINED RLP**  
**GSA FORM R101B (6/12)**

## 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 LEASE 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 (A) THRU (D), 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 LEASE.

**ALL PARAGRAPHS ARE STANDARDIZED AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING.**

**TO INPUT DATA:** IF A PARAGRAPH HAS BOLD RED **XXs**, A DOLLAR SIGN (\$) FOLLOWED BY UNDERSCORING, OR EMPTY UNDERSCORING (\_\_\_\_), **INPUT** THE REQUIRED INFORMATION.

**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** 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 "**THIS SUB-PARAGRAPH WAS 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 FOR SECURITY REQUIREMENTS AFTER CONSULTING WITH THE AGENCY TO DETERMINE THEIR SPECIFIC REQUIREMENTS USING THE APPROPRIATE ISC SECURITY LEVEL (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

# REQUEST FOR LEASE PROPOSALS NO. XXXXX

[DATE]

STREAMLINED RLP GSA FORM R101B (6/12)

## SECTION 1 STATEMENT OF REQUIREMENTS

### 1.01 GENERAL INFORMATION (STREAMLINED) (JUN 2012)

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

B. Included in the RLP documents is a lease form (GSA Form L201B) setting forth the Lease Term and other terms and conditions of the Lease contemplated by this RLP and a GSA Streamlined Lease Proposal (GSA Form 1364B) 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. Do not attempt to complete the lease form (GSA Form L201B). Upon selection for award, GSA will transcribe the successful Offeror's final offered rent and other price data included on the GSA Form 1364B into the lease form, and 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 the first page, initial each subsequent page of the Lease, and return it to the Lease Contracting Officer (LCO).

D. The Offeror's executed Lease shall constitute a firm offer. No Lease shall be formed until the LCO executes the Lease and delivers a signed copy to the Offeror.

**ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED ABOA SF AND PARKING SPACES.**

### 1.02 AMOUNT AND TYPE OF SPACE, LEASE TERM AND OCCUPANCY DATE (JUN 2012)

A. The Government is seeking a minimum of **XX,XXX** to a maximum of **XX,XXX** of American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet (SF) of contiguous space within the Area of Consideration set forth below. See Section 2 of the Lease for applicable ANSI/BOMA standards.

B. The Space shall be located in a modern quality Building of sound and substantial construction with a facade of stone, marble, brick, stainless steel, aluminum or other permanent materials in good condition and acceptable to the LCO. If not a new Building, the Space offered shall be in a Building that has undergone, or will complete by occupancy, modernization or adaptive reuse for the Space with modern conveniences;

C. The Government requires **XX** reserved and marked parking spaces and **XX** general parking spaces. These spaces must be secured and lit in accordance with the Security Requirements set forth in the Lease. Offeror shall include the cost of this parking as part of the rental consideration.

D. As part of the rental consideration, the Government may require use of part of the Building roof for the installation of antenna(s). If antenna space is required, specifications regarding the type of antenna(s) and mounting requirements are included in the agency requirements information provided with this RLP.

**MANDATORY SUB-PARAGRAPH WHEN VENDING FACILITIES WILL BE PROVIDED UNDER THE RANDOLPH-SHEPPARD ACT.**

**THIS SUB-PARAGRAPH IS REQUIRED IN THE RLP WHENEVER THE REQUIREMENT 1) INVOLVES 100 OR MORE OCCUPANTS; OR, 2) AT LEAST 15,000 RSF OF SPACE.**

**A MINIMUM OF 250 ABOA SF MUST BE OFFERED TO THE BLIND. CONTACT THE REGIONAL CONCESSIONS GROUP FOR AMOUNT OF SPACE TO BE ENTERED.**

**EXCEPTION INFORMATION CAN BE FOUND AT 20 USC § 107A(D) [34 CFR 395.31(F)].**

E. Approximately **XXX** ABOA SF will be used for the operation of a vending facility 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 AND TERMINATION NOTICE PERIOD. THESE TERMS AND THE TERMS STATED IN THE INTRODUCTORY SECTION OF THE LEASE MUST BE CONSISTENT.

F. **X** Years, **X** Years Firm, with Government termination rights, in whole or in part, effective at any time after the Firm Term of the Lease by providing not less than **XX** days' prior written notice.

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

G. Occupancy is required in accordance with the schedule outlined in the Schedule for Completion of Space paragraph under the Lease.

**1.03 AREA OF CONSIDERATION (JUN 2012)**

**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.**

The Government requests Space in an area bounded as follows:

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

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

**ACTION REQUIRED: OPTIONAL PARAGRAPH**

CHOOSE SUB-PARAGRAPH A, SUB-PARAGRAPH B, OR BOTH A AND B, DEPENDING UPON THE CHARACTERISTICS OF THE DELINEATED AREA.

USE MILES OR FEET FOR THE DISTANCE VARIABLES IN THE PARAGRAPHS BELOW. THESE ARE STANDARD MEASUREMENTS. CITY BLOCKS VARY IN LENGTH AND DO NOT ALLOW USEFUL COMPARISONS OF DISTANCE. THE ½ MILE VARIABLE IN THE PARAGRAPH IS PREDICATED ON USGBC CRITERIA FOR LEED BUILDINGS.

LEASING CO/SPECIALIST MUST FILL IN THE PARKING VARIABLE, BELOW, WITH A REASONABLE AMOUNT, IN CONFORMANCE WITH LOCAL MARKET PRACTICE.

**1.04 NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION (JUN 2012)**

A. **INSIDE CITY CENTER:** Space shall be located in a prime commercial office district with attractive, prestigious, and professional surroundings with a prevalence of modern design and/or tasteful rehabilitation in modern use. Streets and public sidewalks shall be well maintained. 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. A variety of inexpensive or moderately priced fast-food and/or eat-in restaurants shall be located within the immediate vicinity of the Building, but generally not exceeding **XX** (a walkable ½ mile) of the employee entrance of the offered Building, as determined by the LCO. Other employee services, such as retail shops, cleaners, and banks, shall also be located within the immediate vicinity of the Building, but generally not exceeding **XX** (a walkable ½ mile) of the employee entrance of the offered Building, as determined by the LCO. A commuter rail, light rail, or subway station shall be located within the immediate vicinity of the Building, but generally not exceeding **XX** (a walkable ½ mile), as determined by the LCO. Alternatively, two or more public or campus bus lines usable by tenant occupants and their customers shall be located within the immediate vicinity of the Building, but generally not exceeding **XX** (a walkable ¼ mile), as determined by the LCO. Amenities must be existing or Offeror must demonstrate to the Government's reasonable satisfaction that such amenities will exist by the Government's required occupancy date.

B. **OUTSIDE CITY CENTER:** Space shall be located 1) in an office, research, technology, or business park that is modern in design with a campus-like atmosphere; or 2) on an attractively landscaped site containing one or more modern office Buildings that are professional and prestigious in appearance with the surrounding development well maintained and in consonance with a professional image. 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. Adequate eating facilities shall be located within the immediate vicinity of the Building, but generally not exceeding a walkable ½ mile, as determined by the LCO. Other employee services, such as retail shops, cleaners, and banks, shall be located within the immediate vicinity of the Building, but generally not exceeding **XX**, as determined by the LCO. Amenities must be existing or Offeror must demonstrate to the Government's reasonable satisfaction that such amenities will exist by the Government's required occupancy date.

**ACTION REQUIRED: THE LIST OF ATTACHMENTS IS NOT COMPREHENSIVE. ADJUST THE LIST APPROPRIATELY FOR THE SPECIFIC TRANSACTION.** FOR NBC PROJECTS, E-LEASE 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

**1.05 LIST OF RLP DOCUMENTS (STREAMLINED) (JUN 2012)**

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

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
Lease No. GS-XXX-XXXXX (Form L201B)		
Agency Specific Requirements, Dated <b>XX</b> (ONLY USE WITH TI OPTIONS # 1 OR 3. OTHERWISE, USE AGENCY SPECIAL REQUIREMENTS)		
Security Requirements for Level <b>XX</b>		
GSA Form 3516, Solicitation Provisions		
General Clauses (GSA Form 3517B)		
Streamlined Lease Proposal (GSA Form 1364B)		
GSA Form 1217, Lessor's Annual Cost Statement		
Representations and Certifications (GSA Form 3518)		
GSA Form 12000 for Pre-lease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B) (See Section 3 for applicable requirements)		
Pre-Lease Building Security Plan		
Security Unit Price List		
Tenant Improvements Unit Price List (ONLY USE WITH TI OPTION # 1)		

**1.06 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.

**ACTION REQUIRED: DETERMINE TI APPROACH AND SELECT APPROPRIATE SUB-PARAGRAPHS BELOW**

**1.07 LEASE DESCRIPTION (STREAMLINED) (JUN 2012)**

A. 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.

B. 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.
5. A description of all services to be provided by the Lessor.

C. 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.



**ACTION REQUIRED: USE THE FIRST SET OF SUB-PARAGRAPHS D. AND E. IF USING TI OPTION #1, AND DELETE BOTH SETS OF ALTERNATE SUB-PARAGRAPHS D. AND E. THAT FOLLOW. DO NOT ADD "INTENTIONALLY DELETED" IN PLACE OF THE DELETED SUB-PARAGRAPHS.**

D. The Lease contemplated by this RLP is a fully serviced, turnkey Lease with rent that covers all Lessor costs, including all shell upgrades, TIs, operating costs, real estate taxes, and security upgrades. 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. The Tenant Improvements to be delivered by the Lessor shall be based upon information provided with this RLP and Lease, including Agency Specific Requirements. The Lessor shall be required to design and build the TIs and will be compensated for the TI costs based upon turnkey pricing established under the Lease. Offerors are encouraged to consider the use of existing fit-out and other improvements to minimize waste. However, any existing improvements must be deemed equivalent to Lease requirements for new construction, and Offerors are cautioned to consider those requirements before assuming efficiencies in its TI costs resulting from use of existing improvements.

E. After award, the Lessor must prepare Design Intent Drawings (DIDs) for the leased Space conforming to the Agency Specific Requirements. The Government will have the opportunity to review the Lessor's DID's to determine that the Lessor's



design meets the requirements of the Lease. Only after the Government approves the DIDs 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.

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**ACTION REQUIRED: USE THIS SECOND SET OF SUB-PARAGRAPHS D. AND E. IF USING TI OPTION #2, AND DELETE THE ALTERNATE SUB-PARAGRAPHS D. AND E. THAT PRECEDE AND FOLLOW. DO NOT ADD "INTENTIONALLY DELETED" IN PLACE OF THE DELETED SUB-PARAGRAPHS.**

D. The Lease contemplated by this RLP is a fully serviced Lease. 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. Offerors are encouraged to consider the use of existing fit-out and other improvements to minimize waste. However, any existing improvements must be deemed equivalent to Lease requirements for new construction, and Offerors are cautioned to consider those requirements before assuming efficiencies in its TI costs resulting from use of existing improvements.

E. After award, the Lessor must prepare Design Intent Drawings (DIDs) for the leased Space conforming to the Lease 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 whether 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.

=====

**ACTION REQUIRED: USE THIS THIRD SET OF SUB-PARAGRAPHS D. AND E. IF USING TI OPTION #3, AND DELETE THE ALTERNATE PARAGRAPHS D. AND E. THAT PRECEDE. DO NOT ADD "INTENTIONALLY DELETED" IN PLACE OF THE DELETED SUB-PARAGRAPHS.**

D. The Lease contemplated by this RLP is a fully serviced, turnkey Lease with rent that covers all Lessor costs including all shell upgrades, TIs, operating costs, real estate taxes, and security upgrades. Rent will 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. The Tenant Improvements to be delivered by the Lessor shall be based upon information provided with this RLP and Lease, including Agency Specific Requirements (ASR). The Lessor shall design and build the TIs and will be compensated for the TI costs based upon turnkey pricing established under the Lease. Offerors are encouraged to consider the use of existing fit-out and other improvements to minimize waste. However, any existing improvements must be equivalent to Lease requirements for new construction, and Offerors are cautioned to consider those requirements before assuming efficiencies in its TI costs resulting from use of existing improvements.

E. Prior to Lease award, the Offeror must prepare Design Intent Drawings (DIDs) for the leased Space conforming to the ASR. The Government will have the opportunity to review the Offeror's DIDs to determine that the Offeror's design meets the requirements stated in the Lease. The Lease also provides that the Government may modify the TI requirements, subject to the Offeror's right to receive compensation for such changes.

**ACTION REQUIRED: THE NEXT TWO SUB-PARAGRAPHS REMAIN FOR ALL TI OPTION CHOICES. DO NOT DELETE. HOWEVER, IF THE LEASE WILL NOT INCLUDE OPERATING AND TAX ADJUSTMENTS, DELETE THE SECOND SENTENCE OF THIS NEXT SUB-PARAGRAPH**

F. 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.

G. Finally, 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.

**1.08 RELATIONSHIP OF RLP BUILDING MINIMUM REQUIREMENTS AND LEASE OBLIGATIONS (JUN 2012)**

The Lease establishes various requirements relating to the Building shell. Such requirements are not deemed TIs. Certain of these Building requirements 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.

**1.09 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.

**1.10 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.

**1.11 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.**

**1.12 BROKER COMMISSION AND COMMISSION CREDIT (APR 2011)**

A. For the purposes of this RLP, [TYPE IN NBC2 BROKER 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 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.

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**SECTION 2 ELIGIBILITY AND PREFERENCES FOR AWARD**

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**2.01 EFFICIENCY OF LAYOUT (AUG 2011)**

- 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.

**ACTION REQUIRED: PARAGRAPH DEFAULTS TO A "BASE" STANDARD OF "100-YEAR" FLOOD-PLAIN DESIGNATION. USE DEFAULT UNLESS AGENCY DETERMINES THIS TO BE A CRITICAL ACTION. IF A CRITICAL ACTION, USE 500-YEAR INSTEAD.**

**2.02 FLOOD PLAINS (JUN 2012)**

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. 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.

**ACTION REQUIRED: REGIONS OTHER THAN 8, 9 & 10 SHOULD USE THIS SEISMIC PARAGRAPH UNLESS BOTH OF THESE CONDITIONS ARE MET: (1) LEASE IS UNDER 10,000 SQUARE FEET, AND (2) GOVERNMENT OCCUPIES LESS THAN 50% OF BUILDING. IF BOTH CONDITIONS ARE MET, DELETE THIS SEISMIC PARAGRAPH AND THE SEISMIC PARAGRAPH FOR REGIONS 8,9 & 10. IF NOT, KEEP THIS PARAGRAPH, AND DELETE THE PARAGRAPH FOR REGIONS 8,9 & 10.**

**2.03 SEISMIC SAFETY (REGIONS OTHER THAN 8, 9, AND 10) (AUG 2011)**

A. All offers received in response to this RLP will be evaluated to determine whether the offers fully meet National Institute of Standards and Technology (NIST) NISTIR 5382, Interagency Committee on Seismic Safety in Construction (ICSSC) RP 4, Standards of Seismic Safety for Existing Federally Owned or Leased Buildings, as modified below. If any offers are received that fully meet seismic safety requirements, other offers that do not fully meet these requirements will not be considered. If no offers are received that fully meet seismic safety requirements, only offers that substantially meet seismic safety requirements will be considered. If no offers are received that fully or substantially meet seismic safety requirements, LCO may elect to make no Lease award.

B. "Fully meet" as used herein with regard to the seismic safety requirements means that the Offeror has provided a written certification (example available from the LCO) with the initial offer, from a licensed structural engineer certifying that both the Building design and construction are in full compliance with the life-safety performance level of NISTIR 5382, ICSSC RP 4, Standards of Seismic Safety for Existing Federally Owned or Leased Buildings, AS MODIFIED HEREIN:

1. FEMA-178, NEHRP Handbook for the Seismic Evaluation of Existing Buildings, will be replaced with FEMA-310, Handbook for the Seismic Evaluation of Buildings: A Prestandard.

2. Section 1.3.1, Post-Benchmark Buildings (Table 1: Advisory Benchmark Years) will be replaced with the table below.

FEMA 178 <sup>1</sup>	Building Type	BOCA	SBCC	UBC	ANSI	NEHRP
1, 2	Wood Frame, Wood Shear Panels	**	**	1949	**	**
3	Steel Moment Resisting Frame (MRF)	1987	1991	1976	1982	1985
4	Steel Braced Frame	1990	1991	1988	*	1991
5	Light Metal Frame	*	*	*	*	*
6	Steel Frame w/Concrete Shear Walls	1987	1991	1976	1982	1985
8	Reinforced Concrete Moment Resisting Frame	1987	1991	1976	1982	1985
9	Reinforced Concrete Shear Walls w/o MRF	1987	1991	1976	1982	1985
10,7	Steel or Concrete Frame w/URM Infill	*	*	*	*	*
11	Tilt-up Concrete	1987	1991	1973	1982	1985
12	Precast Concrete Frame	*	*	*	*	*
13, 14	Reinforced Masonry	1987	1991	1976	1982	1985
15	Unreinforced Masonry (URM)	*	*	*	*	*

\* Indicates no benchmark year (no comprehensive seismic requirements for these buildings exist).  
 \*\* Local provisions for wood construction need to be compared to 1949 UBC to determine benchmark year.

BOCA—Building Officials and Code Administrators, National Building Code.  
 SBCC—Southern Building Code Congress International, Standard Building Code.  
 UBC—International Conference of Building Officials, Uniform Building Code.  
 ANSI—American National Standards Institute, A58.1, Minimum Design Loads for Buildings and Other Structures.  
 NEHRP—Recommended Provisions for the Development of Seismic Regulations for New Buildings and Other Structures, Federal Emergency Management Agency

3. Section 1.3.2, Leased Buildings, shall be revised as follows:

- a. **Buildings leased by the Federal Government are exempt from these standards if both of the following apply:**
  - i. **The leased Space is 10,000 ABOA or less AND**
  - ii. **The Federal Government leases less than 50 percent (%) of the total Building square footage.**

4. FEMA-310, Handbook for the Seismic Evaluation of Buildings: A Prestandard, can be obtained at [www.degenkolb.com/0\\_0\\_Misc/0\\_1\\_FEMADocuments/fema310/prestd.html](http://www.degenkolb.com/0_0_Misc/0_1_FEMADocuments/fema310/prestd.html).

5. NISTIR 5382, ICSSC RP 4, Standards of Seismic Safety for Existing Federally Owned or Leased Buildings, can be obtained from the Building and Fire Research Laboratory, National Institute of Standards and Technology, Gaithersburg, MD 20899, or at <http://fire.nist.gov>

C. "Substantially meets" as used herein with regard to the seismic safety requirements will be determined by the Government based upon the Offeror's evaluation by a licensed structural engineer that specifically describes all exceptions to full compliance with the Model Building Seismic Design Provisions as shown in the Benchmark Buildings table above. The Offeror shall evaluate the Building by using FEMA-310 and shall identify all deficiencies. Documentation of this evaluation shall be made available to the Government.

**ACTION REQUIRED: REGIONS 8,9 & 10 USE THIS PARAGRAPH AND DELETE THE PRECEDING SEISMIC PARAGRAPH INTENDED FOR OTHER REGIONS**

**2.04 SEISMIC SAFETY (REGIONS 8, 9, AND 10) (APR 2011)**

A. Definitions. For the purpose of this paragraph:

- 1. "Engineer" means a professional civil or structural engineer licensed in the state where the Property is located.
- 2. "ASCE/SEI 31" means, American Society of Civil Engineers Standard "Seismic Evaluation of Existing Buildings." ASCE/SEI 31 can be purchased from ASCE at (800) 548-2723, or at <http://www.pubs.asce.org>.
- 3. "RP 6" means, "Standards of Seismic Safety for Existing Federally Owned and Leased Buildings and Commentary," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 6 and the National Institute of Standards and Technology as NISTIR 6762. RP 6 can be obtained at <http://fire.nist.gov/bfrlpubs/build02/PDF/b02006.pdf>.
- 4. "Seismic Standards" mean the Life Safety Performance Level of RP 6, unless otherwise specified.

<sup>1</sup> The 15 common building types as they are defined in FEMA-178.

5. "Seismic Certificate" means a certificate executed by an Engineer on the Certificate of Seismic Compliance form included with this RLP, together with any required attachments.

6. "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.

7. "Tier 2 Evaluation" means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.

8. "Tier 3 Evaluation" means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

B. In order to meet the Seismic Standards, an offer must include either a Seismic Certificate establishing that the offered Building complies with the Seismic Standards or a commitment to renovate the Building to comply with the Seismic Standards prior to delivery of the Space. Buildings can meet the seismic standards in the following ways:

1. Be a Benchmark Building per RP 6 standards (see sub-paragraph a., below).
2. Provide a certificate per a Tier 1 evaluation (see sub-paragraph b. below).
3. Provide a certificate per a Tier 2 or Tier 3 evaluation (see sub-paragraph c., below).
4. Provide plans as to how the Offeror proposes to renovate the Building to meet the requirements of RP 6 (see sub-paragraph d, below).

a. A Benchmark Building is one that was designed and built in accordance with adequate seismic provisions, which are considered to provide acceptable life-safety protection. The determination of benchmark years is complex and varies with Building location, age, structural system, and governing building code. A table of benchmark years is provided in Table 1-1. Note that, if the seismicity of a region has changed since the benchmark dates listed in Table 1-1, a Building must have been designed and constructed or evaluated in accordance with the current seismicity of the region to be compliant with the Standards. Only Buildings designed and constructed in accordance with the documents listed in Table 1-1 and being evaluated to the Life-Safety Performance Level may be considered Benchmark Buildings.

<b>BENCHMARK BUILDINGS (Table 3-1 of FEMA-310)</b>				
<b>BUILDING TYPE<sup>2,3</sup></b>	<b>Model Building Seismic Design Provisions</b>			
	<b>BOCA<sup>1s</sup></b>	<b>SBCCI<sup>1s</sup></b>	<b>UBC<sup>1s</sup></b>	<b>NEHRP<sup>1s</sup></b>
Wood Frame, Wood Shear Panels (Type W1 and W2) <sup>3</sup>	1992	1993	1976	1985
Wood Frame, Wood Shear Panels (Type W1A)	1992	1993	1976	1985
Steel Moment-Resisting Frame (Type S1 and S1A)	**	**	1994 <sup>4</sup>	**
Steel Braced Frame (Type S2 and S2A)	1992	1993	1988	1991
Light Steel Frame (Type S3)	*	*	*	*
Steel Frame w/Concrete Shear Walls (Type S4)	1992	1993	1976	1985
Reinforced Concrete Moment-Resisting Frame (Type C1) <sup>5</sup>	1992	1993	1976	1985
Reinforced Concrete Shear Walls (Type C2 and C2A)	1992	1993	1976	1985
Steel Frame with URM Infill (Type S5 and S5A)	*	*	*	*
Concrete Frame with URM Infill (Type C3 and C3A)	*	*	*	*
Tilt-up Concrete (Type PC1 and PC1A)	*	*	1997	*
Precast Concrete (Type PC2 and PC2A)	*	*	*	*
Reinforced Masonry (Type RM1)	*	*	1997	*
Reinforced Masonry (Type RM2)	1992	1993	1976	1985
Unreinforced Masonry (Type URM) <sup>6</sup>	*	*	1991 <sup>7</sup>	*
Unreinforced Masonry (Type URMA) <sup>8</sup>	*	*	*	*

\* No benchmark year building will be evaluated using FEMA-310.  
 \*\* Local provisions will be compared with the UBC.  
 1s Only Buildings designed and constructed or evaluated in accordance with these documents and being evaluated to the Life-Safety Performance Level may be considered Benchmark Buildings.

<sup>2</sup> One of the Common Building Types defined in FEMA-310, Table 2-2 (pgs. 2-6 through 2-10).  
<sup>3</sup> Buildings on hillside sites will not be considered Benchmark Buildings.  
<sup>4</sup> Steel Moment-Resisting Frame Connections shall comply with the 1994 BBC Emergency Provisions, the 1997 BBC, the 1997 DISC Seismic Provisions, the 2000 IBC or FEMA 350, or the analytical evaluation provisions of FEMA 351.  
<sup>5</sup> Flat Slab Buildings will not be considered Benchmark Buildings.  
<sup>6</sup> Buildings with thin-walled steel tubes in braced frames shall not be considered Benchmark Buildings.  
<sup>7</sup> URM buildings evaluated using the ABK Methodology (ABK, 1984) may be considered Benchmark Buildings.  
<sup>8</sup> Refers to the BCBC.

BOCA—Building Officials and Code Administrators, National Building Code.  
 SBCCI—Southern Building Code Congress International, Standard Building Code.  
 UBC—International Conference of Building Officials, Uniform Building Code.  
 NEHRP—Recommended Provisions for the Development of Seismic Regulations for New Buildings and Other Structures, Federal Emergency Management Agency

b. The Offeror shall provide, with its initial offer, a Seismic Certificate. This certificate must be based upon a Tier 1 Evaluation and include the checklists from the Tier 1 Evaluation.

c. If the Tier 1 Evaluation does not demonstrate compliance with the Seismic Standards, the Offeror may obtain a Tier 2 or Tier 3 Evaluation in order to demonstrate compliance with the Seismic Standards. If the Offeror submits a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation, the data, working papers, and reports from such evaluation must be made available to the Government. The LCO may, at his/her discretion, allow an Offeror to submit a Seismic Certificate after the deadline for best and final offers. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.

d. If the Offeror proposes to renovate the Building in order to meet the Seismic Standards, the Offeror must provide the construction schedule with the offer. All design and construction documents for the renovation, including structural calculations, drawings, specifications, geotechnical report(s), etc., shall be made available to the Government prior to construction. If the offer includes a commitment to renovate the Building to meet the Seismic Standards, the Lessor must deliver a Seismic Certificate establishing that the Building conforms to the Seismic Standards prior to delivery of the Space to the Government; the Space shall not be considered substantially complete until an acceptable Seismic Certificate has been delivered to the LCO.

C. Seismic Requirements. The Government intends to award a Lease to an Offeror of a Building that meets the Seismic Standards. If an offer meets the Seismic Standards and the other requirements of this RLP, then other offers that do not meet the Seismic Standards will not be considered. If none of the offers received meet the Seismic Standards, the LCO will make the award to the Offeror whose Building 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 solicitation.

**ACTION REQUIRED: MAY BE DELETED WHEN MARKET SURVEY INDICATES THAT SPACE IS NOT AVAILABLE IN HISTORIC PROPERTIES AS DESCRIBED BELOW.**

**2.05 HISTORIC PREFERENCE (JUN 2012)**

A. The Government will give preference to offers of Space in Historic Properties 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 (JUN 2012)**

The Lease contemplated by this RLP contains Building requirements for Accessibility. 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 Lease accessibility requirements, or

B. Include as a specific obligation in its Lease proposal that improvements to bring the Building into compliance with Lease accessibility requirements will be completed prior to acceptance of the Space.



**2.08 FIRE PROTECTION AND LIFE SAFETY (JUN 2012)**

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.
- 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 SECURITY (JUN 2012)**

The Lease contemplated by this RLP contains Building requirements and other obligations relating to Security. See the attachments to the Lease titled "Security Requirements" and "Security Unit Price List." The Government determines security levels, requirements and standards for facilities and agency spaces based upon tenant agency mix, use of the Space, size of Space, number of employees, location of the facility, configuration of the site and lot, and public access into and around the facility.

To be eligible for award, the Offeror must provide a Pre-Lease Building Security Plan with its offer that addresses its compliance with the Lease Security Requirements.

The Security Unit Price List includes various improvements, services and permissions by the Lessor and the Government. Each item is classified as part of the shell or tenant improvements or building-specific security. Offeror shall complete the form and submit it as part of its offer. There shall be no charge to the Government for any items that already exist in the offered Building or facility.

**2.10 ENERGY INDEPENDENCE AND SECURITY ACT (SEP 2011)**

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 below C applies, GSA may award a Lease for a Building only if the Building has earned the ENERGY STAR® label conferred by the 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 [WWW.ENERGYSTAR.GOV](http://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/eslabel> (use "Portfolio Manager" to apply). ENERGY STAR® tools and resources can be found at [www.energystar.gov](http://www.energystar.gov). The ENERGY STAR® Building Upgrade Manual (<http://www.energystar.gov>) and Building Upgrade Value Calculator (<http://www.energystar.gov/financialevaluation>) 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 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. All new Buildings being specifically constructed for the Government must achieve the ENERGY STAR® Label within 18 months after occupancy by the Government.

**SECTION 3 HOW TO OFFER**

**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**

**3.02 RECEIPT OF LEASE PROPOSALS (SEPT 2011)**

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 request for lease proposals 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 (STREAMLINED) (AUG 2011)**

Offeror shall provide the following pricing information with its offer:

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

1. A fully serviced lease rate per ABOA and RSF, clearly itemizing both the total Building shell rental, and TI rate, building-specific amortized security 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 include, but is not limited to, property financing (exclusive of TIs), 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 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 1364B, Streamlined Lease Proposal, and GSA Form 1217) for RSF.
4. The annual cost to amortize the TI. This shall be all alterations for the Space above the Building shell buildout. Such alterations shall be described and identified in the drawings used to construct the Space. 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 cost to amortize the Building-specific Amortized Security, if any. Refer to the lease security standards in the Lease and the Building Security Unit Cost List.
6. A fully serviced lease rate per 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 as they will have been fully amortized over the Firm Term.
7. 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.

**ACTION REQUIRED: ONLY INCLUDE SUB-PARAGRAPH- BELOW CONCERNING BUILD OUT FEES WHEN CHOSING TI OPTION #2. DELETE IF USING OPTIONS #1 OR #3.**

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 RSF, etc.). State any assumptions used to compute the dollar costs for each fee component.
10. Rent concessions being offered either on the GSA Form 1364B or in separate correspondence.

**ACTION REQUIRED: ONLY INCLUDE SUB-PARAGRAPH BELOW WHEN USING A GSA BROKER. OTHERWISE DELETE**

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 hererin shall be entered in block 25.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 25.a.

B. Building security unit price list.

**ACTION REQUIRED: USE THE FOLLOWING SUB-PARAGRAPH- FOR TI UNIT PRICE LIST, IF USING TI OPTION #1. OTHERWISE, DELETE.**

C. TI Unit Price List.

**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.

**3.05 ADDITIONAL SUBMITTALS (STREAMLINED) (JUN 2012)**

Offeror shall also submit with its offer the information concerning and documentation of the following:

- A. GSA Form 3518, Representations and Certifications. Note: This information applies to the status of the Ownership entity and not the authorized representative completing the form.

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 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 Central Contractor Registration (CCR) System (via the Internet at [HTTP://WWW.CCR.GOV](http://WWW.CCR.GOV)) prior to submission of final proposal revisions.

I. The Offeror must submit the following Fire Protection and Life Safety (FPLS) information in sub-paragraphs a through d unless the Building meets either exemption 2 or 3 below.

1. FPLS Submittal information

- a. Completed GSA Form 12000, Pre-lease Fire Protection and Life Safety Evaluation for an Office Building (Part A or PART B, as applicable).
  - b. A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a system is installed in the Building).
  - c. A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if a system is installed in the Building).
  - d. 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.
2. If the Space offered is 10,000 RSF or less in area and is located on the 1st floor of the Building, Offeror is not required to submit to GSA the Fire Protection and Life Safety (FPLS) Submittal Information listed in sub-paragraph 1 above.
3. 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 requirements of the Lease with regard to Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System prior to occupancy, then Offeror is not required to submit to GSA the FPLS Submittal Information listed in sub-paragraph 1 above.

J. A copy of pre-lease building security plan addressing offer compliance with lease security standards found in the Lease .

K. 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, 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.

- L. A plan and short narrative as necessary to explain how the Offeror will meet the parking requirements
- M. The architectural plans for modernization, if the offered Building is not a modern office Building.
- N. An asbestos management plan, if the offered Building contains asbestos-containing materials.
- O. First generation plans, scaled at 1/8" = 1'-0" (preferred) or larger, of the entire floor or floors for which Space is being offered, including a plan of the floor of exit discharge.
  - 1. All plans submitted for consideration 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.
  - 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
  - 4. Plans shall reflect corridors in place or the proposed corridor pattern for both a typical full (single-tenant) floor and/or partial (multi-tenant) floor. The corridors in place or proposed corridors shall meet local code requirements for issuance of occupancy permits. If the offered Space is above the first floor (or floor exiting at grade), provide plans for the first floor (or floor at grade) also.
  - 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.
- P. As provided in the "Amount and Type of Space and Lease Term" paragraph in the RLP, advise whether there are existing vending facilities in the offered Building that have exclusive rights in the Building.

**MANDATORY SUB-PARAGRAPH-  
MUST USE WHEN USING THE NEIGHBORHOOD, PARKING, LOCATION AMENITIES AND PUBLIC TRANSPORTATION  
PARAGRAPH IN THE STATEMENT OF REQUIREMENTS SECTION OF THIS RLP, OTHERWISE DELETE.**

- Q. Provide evidence demonstrating amenities do or will exist by the Government's required occupancy date. Such evidence shall include copies of signed leases, construction Contracts, or other documentation as deemed acceptable by the LCO.
- R. 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®.



**ACTION REQUIRED: USE SUB-PARAGRAPHS "S" AND "T" FOR PROCUREMENTS WHEN THE AGENCY REQUIRES LEED® CERTIFICATION FOR COMMERCIAL INTERIORS (LEED®-CI). OTHERWISE, DELETE.**

S. LEED®-CI scorecard documenting the proposed credits to meet Certified level. Along with the proposed scorecard, the Offeror shall submit a brief statement outlining how each of the Credits proposed on the scorecard will be achieved.

T. From the entirety of available LEED Credits, the Lessor must achieve the following Credits on the project:

Water Efficiency	Credit 1.2	Water Use Reduction 30%
Energy and Atmosphere	Credit 1.1	Optimize Performance – Lighting Power
Energy and Atmosphere	Credit 1.3	Optimize Energy Performance- HVAC
Energy and Atmosphere	Credit 2	Enhanced Commissioning
Materials and Resources	Credit 5.1	Regional Materials 20% Manufactured Regionally
Indoor Environmental Quality	Credit 2	Increased Ventilation
Indoor Environmental Quality	Credit 3.2	Construction IAQ Management Plan, Before Occupancy
Innovation and Design	Credit 2	LEED® Accredited Professional

The Offeror must identify the USGBC LEED® accredited professionals (APs) as team members, including their roles throughout the project.

U. If the Offeror requests any deviations, all deviations must be documented on GSA Form 1364B in block labeled "Additional Terms and 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.

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

**ACTION REQUIRED: SELECT ONE OF THE THREE FOLLOWING TI OPTIONS IN ITS ENTIRETY AND DELETE THE OTHER TWO.**

**3.06 TENANT IMPROVEMENTS AND PRICING (JUN 2012)**

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**OPTION # 1: TURNKEY PRICING BASED ON ASR PACKAGE WITH DESIGN SCHEMATIC (PROVIDED TO ALL OFFERORS WITH THE RLP):** THE LCO MAY REQUIRE A TEST FIT IF OFFERED SPACE HAS UNUSUAL DESIGN/CONFIGURATION (ANGLES/COLUMNS/ETC). DID WORKSHOP FOLLOWS AWARD. FINAL PRICE ADJUSTED POST-AWARD USING UNIT COST PRICES.

**ACTION REQUIRED: FILL IN ESTIMATED DATE OF DID WORKSHOP (OR # OF DAYS AFTER AWARD) AND ATTACHMENT # FOR UNIT COST LIST.**

**TURNKEY PRICING INCLUDING TIs BASED ON AGENCY-SPECIFIC REQUIREMENTS PACKAGE WITH DESIGN SCHEMATIC (AUG 2011)**

A. DESIGN SCHEMATIC

An Agency Specific Requirements (ASR) with a prototype design schematic for TI representing an approved conceptual layout for this procurement under optimal configuration conditions is provided with this RLP to all Offerors upon which to base their TI pricing.

Offerors will offer Space that conforms in the most efficient way possible, both operationally and economically, to the layout established by the design schematic. Existing space configurations may require some adaptation to conform to the design schematic; however, extensive departures from the design schematic may be unacceptable. In such cases, the LCO may request the Offeror to complete, at Offeror's expense, a "Test Fit" layout demonstrating how Space offered could conform to the design schematic. Depending on the extent of the departure from the design schematic, the Government may either approve the proposed "test fit" or determine it to be unacceptable for this procurement. The Government may reject a proposal if the test fit is not efficiently compatible and cannot be made efficiently compatible with the established needs of the end user.

B. TURNKEY PRICING AND ADJUSTMENTS

The Lessor shall fund the TI costs required for building out the Space in accordance with the Government approved design intent drawings (TIs are the finishes and fixtures that typically take Space from the "shell" condition to a finished, usable condition). All TIs required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration. All improvements shall meet the quality standards and requirements of this RLP and its attachments. Rent is subject to adjustment upon reconciliation from quantities in the RLP and its attachments to the approved DIDs from the Post-Award DID workshop and post-DID change orders, based on unit costs negotiated and agreed upon prior to Lease award.

The TI costs shall include all the Offeror's administrative costs, general contractor fees, subcontractor's profit and overhead costs, Offeror's Project Management fees, 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. TI pricing and building specific security costs should be differentiated from other rate components on GSA Form 1364B.

C. DESIGN INTENT DRAWINGS WORKSHOP

Immediately following award, the successful Offeror's A/E firm shall provide a concentrated DID workshop at which DIDs shall be completed. In conjunction with the Government, the Lessor shall commit to a **XX** day DID conference tentatively scheduled for **Month/Day/Year OR XX days after Lease award** at the office of the Lessor's Architect or an alternate location agreed to by the Government. The architect will provide full design services so that the DIDs can be completed during this workshop. Design Intent Drawings are defined in Section 4 of the Lease entitled Design, Construction, and Post Award Activities.

D. UNIT COSTS FOR ADJUSTMENTS

Prices for the items listed in Attachment **X**, when agreed upon by both parties, will be incorporated in the Lease and will be used to make the adjustment for variances between turnkey pricing based on the schematic drawing in the agency requirements package and the approved design intent drawings prepared after award. The price quoted will also be used to order alterations during the first year of the Lease. The price quoted shall be the cost to furnish, install, and maintain each item, unless otherwise specified. These prices may be indexed or renegotiated to apply to subsequent years of the Lease upon mutual agreement of the Lessor and the Government.

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**OPTION #2: PRICE BASED ON TENANT IMPROVEMENTS ALLOWANCE OPTION. IF USING THIS OPTION, DELETE THE OTHER TWO OPTIONS.**

THIS APPROACH CLOSELY RESEMBLES THE STANDARD RLP AND IS SUITABLE WHEN THERE ARE MULTIPLE COMPETITORS AND NO REQUIREMENTS PACKAGE (OR INCOMPLETE PACKAGE) AND NO DESIGN SCHEMATIC. OFFERORS ARE INFORMED OF THE TI ALLOWANCE. OFFERS SHALL INCLUDE AMORTIZATION INTEREST RATE AND FEES FOR THE TI ALLOWANCE. TIs ARE PRICED AND NEGOTIATED AFTER POST-AWARD DID WORKSHOP.

ACTION REQUIRED: FILL IN TI ALLOWANCE FIGURE

**PRICE BASED ON TENANT IMPROVEMENTS ALLOWANCE (TIA) (AUG 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.
- 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.

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**OPTION #3: TURNKEY PRICING WITH PRE-AWARD DIDS**

GSA AND AGENCY DEVELOP DIDS WITH EACH OFFEROR PRIOR TO AWARD. THIS IS SUITABLE WHEN AGENCY PROGRAM REQUIREMENTS ARE SIMPLE AND WELL DEFINED AND THERE ARE NO MORE THAN ONE OR TWO OFFERORS. UNUSUAL REQUIREMENTS OR COMPLEX BUILD OUTS MAY NOT BE WELL SUITED TO THIS TYPE OF APPROACH.

**AGENCY PARTICIPATION**—THE TENANT AGENCY MUST AGREE AT THE BEGINNING OF THE PROCUREMENT TO DEVOTE NECESSARY RESOURCES FOR REVIEW AND APPROVAL OF PRE-AWARD DIDS DURING A CONCENTRATED TIME FRAME.

**TURNKEY PRICING WITH DESIGN INTENT DRAWINGS PRIOR TO AWARD (AUG 2011)**

- A. Following the receipt of initial offers, Offerors must coordinate a DID workshop with their respective design and construction team and the tenant agency to develop, review, and complete final DIDs before final pricing is established and prior to award of the Lease. The Government will advise Offerors when the workshop should commence. The Offeror shall base the TI portion of its overall pricing on the final approved DIDs and the specifications in this RLP and attachments. This TI price will become a fixed price which the Offeror will include in the final lease proposal as an amortized rent over the Firm Term. Offerors should not price TIs until DIDs are approved in writing by the LCO. The Government reserves the right to make no-cost tradeoffs in the TIs after award. No costs associated with the Building shell or building-specific security shall be included in the TI pricing.



B. DIDs, for the purposes of the Lease, are defined as fully dimensioned drawings of the leased Space which reflect all Lease and tenant agency interior build out requirements provided by the Government sufficient for the preparation of CDs, including, but not limited to:

1. Furniture, wall, door, and built-in millwork locations.
2. Telephone, electrical, and data outlet types and locations.
3. Repositioned sprinklers, ceilings, and lighting, where affected.
4. Specifications necessary for calculation of electrical and HVAC loads.
5. All finish and signage selections.

C. At the DID workshop, the Lessor shall provide a minimum of three (3) finish options to include coordinated samples of finishes for all interior elements such as paint, wall coverings, base coving, carpet, window treatments, laminates, and flooring. All samples provided must comply with specifications set forth elsewhere in the Lease. The finish options shall be approved by the Government at the DID workshop. The Lessor may not make any substitutions after the finish option is selected.

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**ACTION REQUIRED: USE THIS PARAGRAPH ONLY FOR AGENCIES REQUESTING USE OF LEED® FOR COMMERCIAL INTERIORS (LEED®-CI). FOR ALL OTHER PROCUREMENTS, DELETE PARAGRAPH.**

**3.07 LEED® FOR COMMERCIAL INTERIORS (JUN 2012)**

The project TIs shall incorporate any necessary design parameters for the Space to meet Leadership in Energy and Environmental Design for Commercial Interiors (LEED®-CI) requirements into the Working Construction Drawings. The Lessor must coordinate the requirements to meet LEED®-CI Certified level for the TIs with the Building shell requirements.

**ACTION REQUIRED: USE THIS PARAGRAPH FOR FULLY-SERVICED LEASES (THE PREFERRED METHOD), 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**

**3.08 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 IF THE SPACE IS NOT FULLY SERVICED (NET OF UTILITIES) AND DELETE THE PRECEDING PARAGRAPH. IF YOU USE THIS PARAGRAPH AND DELETE THE PRECEDING PARAGRAPH, ALSO DELETE THE PARAGRAPH "UTILITIES" IN THE LEASE.**

**3.09 UTILITIES SEPARATE FROM RENTAL/BUILDING OPERATING PLAN (JUN 2012)**

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.

The Offeror shall submit a Building operating plan with the offer. Such plan shall include a schedule of startup and shutdown times for operation of each Building system, such as lighting, HVAC, and plumbing. Such plan shall be in effect on the Lease Term Commencement Date.

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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 (MAR 2012)**

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 1364B, Streamlined Lease Proposal. 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.

B. If a HUBZone SBC that has not waived the price preference is awarded the Lease, the certification required by the "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.

**4.03 AWARD BASED ON PRICE (STREAMLINED) (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 (Streamlined)" 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.

**4.04 PRESENT VALUE PRICE EVALUATION (STREAMLINED) (JUN 2012)**

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 to a composite annual price per ABOA SF, 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:

a. The cost of Government-provided services 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 use, if not included in the shell rent and charged separately. The price will be discounted annually at 5 percent.

d. The cost of relocation of furniture, telecommunications, replications costs, and other move-related costs, if applicable.

**NOTE: DELETE SUB-PARAGRAPH e AND INSERT 'INTENTIONALLY DELETED' IF USING TI OPTIONS 1 OR 3 (TURNKEY). USE ONLY FOR OPTION 2 – TENANT IMPROVEMENT ALLOWANCE**

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.

- 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%.
- The underlying costs equals the TIA divided by (1 + A/E fee percentage)  
 $\$300,000 / 1.05 = \$285,714.29$
- A/E fees at 5% of the underlying costs are  $.05 \times \$285,714.29 = \$14,285.71$
- Underlying costs of \$285,714.29 plus 5% A/E fees of \$14,285.71 = TIA of \$300,000
- 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  $\$300,000 \times .05 = \$15,000$ .

- 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."

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.

**4.05 AWARD (STREAMLINED) (JUN 2012)**

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-~~XXX-XXXXX~~ and any associated Lease amendments.
2. GSA Form 3517B, General Clauses.
3. GSA Form 3518, Representations and Certifications for Acquisitions of Leasehold Interests in Real Property.
4. The pertinent provisions of the offer.
5. Floor plans of the offered Space.

**ACTION REQUIRED: IF USING TI OPTION #3, DID'S BEFORE AWARD, INCLUDE THE NEXT SUB-PARAGRAPH (APPROVED DID'S). OTHERWISE DELETE**

6. Approved DIDs

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 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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