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To: [VA LCOs and Staff](#)
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Subject: OCFM ORP VA-Wide Real Property Policy Alert 2025-01: VA Specific Instructions for GSA Leasing Alert LA-24-03
Date: Tuesday, October 1, 2024 1:19:01 PM
Attachments: [1 - Leasing Alert LA-24-03 RLP Lease Templates SIGNED.docx.pdf](#)
[2 - Global Request for Lease Proposal \(RLP\) Template R100 \(Oct. 2024\) HIGHLIGHTED.pdf](#)
[3 - Global Lease Template L100 \(Oct. 2024\) HIGHLIGHTED.pdf](#)
[4 - Office of Leasing RLP-Lease Summary Update - Oct 2024 Updates.pdf](#)
[image001.png](#)

Good afternoon,

Office of Construction and Facilities Management's Office of Real Property's VA-Wide Real Property Policy Alert 2025- 01: VA Specific Instructions for GSA's Leasing Alert (LA) LA-24-03 Revision to Request for Lease Proposal (RLP) and Lease Templates

Please be advised that GSA issued the following:

[Leasing Alert \(LA-24-03\)](#) - Revision to Request for Lease Proposal (RLP) and Lease Templates on September 30, 2024 (Attachment 1 – Leasing Alert LA-24-03 RLP Lease Templates SIGNED).

This VA policy alert provides a summary of the GSA Leasing Alert; however, please also take a few moments to read through the alert to familiarize yourself with the contents linked and attached herein.

LA-24-03 Revision to Request for Lease Proposal (RLP) and Lease Templates

Summary:

-
This LA issues revisions to General Services Administration (GSA) Public Building Service (PBS) leasing forms and templates as follows:

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

The templates incorporate policy changes implemented since the prior release of these templates, in addition to suggestions received from regional and other PBS business line stakeholders. These updated templates are available on [Leasing Policy | GSA](#) and in the G-REX Templates Management Library. A summary of significant changes is outlined under Attachment 1 of the Leasing Alert. Attached are highlighted Global RLP & Global Lease templates (Attachment 2 – Global Request for Lease Proposal (RLP) Template R100 and Attachment 3 – Global Lease Template L100) to show the changes. Also attached, is a summary table of changes across models (Attachment 4 – Office of Leasing RLP-Lease Summary Update).

Please note that this LA replaces guidance previously issued via GSA Leasing Alert LA-23-05, "Revision to Leasing Forms and Templates" issued on **September 19, 2023**. GSA LA-23-05 is therefore canceled.

This Leasing Alert is effective for all RLPs issued on or after October 1, 2024.

VA Specific Instructions:

- GSA LA-24-03 and **use of the updated attachments are mandatory** for all VA RLPs issued on or after **October 1, 2024**.
- For VA RLPs issued PRIOR to **October 1, 2024**, RLP Amendments may be issued to update respective documentation at the discretion of the LCO.

This VA policy alert is effective immediately and remains in effect until rescinded. As a result of this VA policy alert, Office of Construction and Facilities Management's Office of Real Property's VA-Wide Leasing Policy Alert 2023-05 is hereby rescinded.

Should you have any questions or concerns, please submit them to CFM ORP Policy and Programs, VACO003C7APolicyandProgramsTeam@va.gov.

From: Silvia Seymour <silvia.seymour@gsa.gov>

Sent: Monday, September 30, 2024 12:29 PM

Subject: [EXTERNAL] ***Leasing Alert (LA-24-03) - Revision to Request for Lease Proposal (RLP) and

Lease Templates***

*****POLICY LEADS - PLEASE SHARE*****



The Office of Leasing has updated the Request for Lease Proposals (RLP) and Lease templates, issued by: Leasing Alert (LA-24-03) – Revision to Request for Lease Proposal (RLP) and Lease Templates. These templates are available for your use under the G-REX templates library.

A summary of significant changes are outlined under Attachment 1 of the Leasing Alert. Attached are highlighted Global RLP & Global Lease templates to show the changes. Also attached, is a summary table of changes across models.

This Leasing Alert is effective for all RLPs issued on or after October 1, 2024.

Thank you

Mitch Chapman
VA Lease Program Manager
Policy & Programs Service (003C7A)
Office of Real Property, Construction and Facilities Management (CFM)
U.S. Department of Veterans Affairs
(317) 741-6153

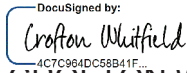
[Office of Real Property - Office of Construction & Facilities Management \(va.gov\)](#)
[VA Real Property Agreements - Home \(sharepoint.com\)](#)



GSA Public Buildings Service

September 30, 2024

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

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

SUBJECT: LEASING ALERT (LA-24-03) – Revision to Request for
Lease Proposal (RLP) and Lease Templates

1. **Purpose.** This Leasing Alert issues revisions to General Services Administration (GSA) Public Building Service (PBS) leasing forms and templates as follows:

Request for Lease Proposal (RLP) and Lease Templates

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

The significant changes are summarized under Attachment 1.

The Center for Lease Application and Analysis will revise the Automated Advanced Acquisition Program (AAAP) RLP and Lease templates to conform as appropriate.

2. **Background.** The attached templates incorporate policy changes implemented since the prior release of these templates, in addition to suggestions received from regional and other PBS business line stakeholders.

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002

www.gsa.gov

LA-24-03

3. **Effective Date.** This Leasing Alert and attachments are effective for all RLPs issued on or after October 1, 2024.
4. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
5. **Cancellation.** Leasing Alert LA-23-05, "Revision to Leasing Forms and Templates" is canceled and replaced with the new templates attached hereto.
6. **Instructions and Procedures.** This Leasing Alert, instructions, and attachments are effective for all RLPs issued on or after the effective date of this Leasing Alert. RLP packages issued prior to this date may be modified at the discretion of the LCO.

Attachments:

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

LA-24-03

Attachment 1 - Summary of Significant Changes

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

Request for Lease Proposals (RLP) templates

- Incorporated Leasing Historic Preference Provision per Class Deviation [CD-2024-06, Leasing Historic Preference Provision](#).
- Revised A/E fees and PM fees example to revise and simplify how these overhead fees affect the Present Value Analysis calculation.
- Updated blue text for the Floodplain Management Desk Guide update for new construction to consult the Regional NEPA Program Manager for the appropriate Federal Flood Risk Management Standard (FFRMS).
- Corrected minor grammatical corrections.

Lease templates

- Updated for wording or website links for correction.
- Revised text for fee schedule to include all methods for A/E fees and instructional text for revision at award.
- Added paragraphs to capture periodic Lease Above Standard Services (LASS) that are separate from overtime HVAC.
- Separated out requirement for reuse plan for leases over 10,000 RSF.
- Removed a listed item from the EISA/Energy Star paragraph (related to encouraging renewable energy), as this is not a requirement of the statute and placed text in paragraph 6.02, Utilities.
- Updated the accessibility paragraph to include [36 CFR 1190](#) when this applies for public right-of-way.
- Corrected reference to construction schedule in 4.01 Schedule for Completion of Space.
- Changed degree and Fahrenheit references in 6.05, Heating and Air Conditioning for consistency in this paragraph and elsewhere in the template.
- Added blue text for 6.19, Recycling and Composting that this paragraph applies during occupancy and is not intended for recycling during construction.
- Strengthened testing requirements for Indoor Air Quality (IAQ) complaints.
- Removed the provisional acceptance paragraph that was added per LA-21-01 that established non-traditional physical on-site tours in response to COVID, since this was canceled by LA-23-03.
- Corrected minor grammatical corrections.

LA-24-03

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

FEMA

- Removed GENERAL CLAUSE SUBSTITUTIONS (FEMA) paragraph from lease templates since the two referenced substitutions are not required:
 - Incorporated GSAR 552.270-36 SYSTEM FOR AWARD MANAGEMENT - LEASING (JUL) into FEMA Oral RLP instead of FAR provision 52.204-7 SYSTEM FOR AWARD MANAGEMENT (OCT 2018) ALTERNATE I (OCT 2018);
 - Will rely on FAR clause 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT which is already incorporated into current GSA 3517 templates.
- Updated Office Lease to adopt Global model actional conditions, in place of actionable mold.

On-Airport Lease

- Updated to adopt Global model actional conditions, in place of actionable mold.

SLAT RLP & Lease

- Added blue text in the beginning of the RLP & Lease to use these templates if the "Average Net Annual Rent is at or below SLAT." As this is the only text in LA-20-13 that is not captured somewhere else, this LA will be canceled at a future date.

Small RLP

- Added blue instructional text to attach solicitation provisions for simplified acquisitions (3516A) and if awarding from initial offers and without negotiations, use GSAR 552.270-1, Instructions to Offerors—Acquisition of Leasehold Interests in Real Property, *Alternate II* (Mar 1998). Comparable edits about solicitation provisions for simplified acquisitions made to paragraphs 2.01 and 2.03.

LA-24-03

COVER PAGE FOR ATTACHMENTS 2 - 13

Copy and Paste the below link into your Chrome browser for instructions on enabling macros
<https://docs.google.com/document/d/13c5ixtcRB1dWVZ0qwtwf8esGnd-DAM20feilDNyWPFg/edit?pli=1#identifier>
This document contains macros designed to assist in RLP/Lease preparation by answering a few basic questions. The macros will delete paragraphs and sub-paragraphs which are inapplicable, based on the answers you provide. LCOs may choose to skip the macros and instead modify the document manually; however when using the macro we recommended answering all questions. Note that once the macro is used, the process cannot be undone. Also, note that the questions are NOT exhaustive; LCOs must still manually choose among the remaining paragraphs and sub-paragraphs and fill in blanks as appropriate.

Global Express Editor

GSA REQUEST FOR LEASE PROPOSALS NO. XXXXXXXX CITY/STATE

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

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

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

The information collection requirements contained in this Solicitation/Contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0086.

**GLOBAL RLP
GSA TEMPLATE R100 (10/24)**

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

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

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

TO REVEAL HIDDEN TEXT IN THE DOCUMENT—

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

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

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

TO DELETE AND MODIFY PARAGRAPHS: ALL PARAGRAPHS ARE STANDARDIZED AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING "ACTION REQUIRED," "OPTIONAL," OR "NOTE." MANDATORY PARAGRAPHS MAY BE ALTERED AT THE DISCRETION OF THE LCO ONLY AFTER CONSULTATION WITH REGIONAL COUNSEL AND THE APPROPRIATE SUBJECT MATTER EXPERT, E.G., REGIONAL FIRE PROTECTION ENGINEER, REGIONAL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM MANAGER OR THE REGIONAL NEPA SPECIALIST, REGIONAL HISTORIC PRESERVATION OFFICER, BUT THE MANDATORY PARAGRAPHS MUST CONTAIN SUBSTANTIALLY THE SAME INFORMATION. IF IT IS DETERMINED TO **DELETE** A PARAGRAPH OR SUB-PARAGRAPH, TAKE THE FOLLOWING STEPS:

TO DELETE A PARAGRAPH—

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.)
2. **CLICK ON** THE DELETE KEY TO DELETE THE TEXT
3. YOU HAVE A CHOICE REGARDING THE TITLE. YOU MAY EITHER STRIKE THROUGH THE TITLE AND ADD THE WORDS "INTENTIONALLY DELETED" AFTER THE STRICKEN TITLE, OR YOU MAY DELETE THE TITLE AND REPLACE IT WITH "INTENTIONALLY DELETED." IN EITHER CASE, LEAVE THE PARAGRAPH NUMBER INTACT SO THE PARAGRAPH NUMBERING WILL REMAIN THE SAME FOR THE PARAGRAPHS THAT FOLLOW.
4. TO STRIKE THROUGH THE TITLE, USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.) **CLICK** ON THE "STRIKETHROUGH" KEY (**abc**). THEN PLACE THE CURSOR TO THE RIGHT OF THE STRUCK-OUT PARAGRAPH TITLE AND **TYPE** "INTENTIONALLY DELETED." **NOTE:** THE TEXT WILL BE DELETED AND THE PARAGRAPH NUMBER AND STRUCK-OUT TITLE WILL REMAIN.
EXAMPLE: 2.05 ~~OPERATING COST ADJUSTMENT~~ INTENTIONALLY DELETED
5. ALTERNATELY, YOU MAY DELETE THE TITLE ALTOGETHER. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. OVERTYPE WITH THE WORDS "INTENTIONALLY DELETED."

EXAMPLE: 2.05 INTENTIONALLY DELETED**TO DELETE A SUB-PARAGRAPH—**

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE SUB-PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE SUB-PARAGRAPH NUMBER, LETTER, OR TITLE, **IF ANY.**) **DELETE** THE TEXT BY CLICKING ON THE “DELETE” KEY.
2. CHANGE LETTERING OR NUMBERING AS NECESSARY.

TO MODIFY ALL OR PART OF A PARAGRAPH—

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

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

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

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

TO ADD SECURITY REQUIREMENTS

ATTACH THE APPROPRIATE DOCUMENT TITLED “SECURITY REQUIREMENTS” AFTER CONSULTING WITH FPS AND THE AGENCY TO DETERMINE THEIR SPECIFIC REQUIREMENTS USING THE APPROPRIATE FACILITY SECURITY LEVEL (FSL) I, II, III, OR IV. FOR ACTIONS 10,000 RSF OR LESS, DO NOT CONTACT FPS BUT INSTEAD USE FSL I UNLESS CLIENT AGENCY REQUESTS A HIGHER LEVEL. IF THE AGENCY REQUIRES A HIGHER FSL, THE RESPONSIBLE PBS ASSOCIATE SHOULD REACH OUT TO FPS TO CONFIRM THAT THIS HIGHER FSL IS APPROPRIATE.

- **NOTE:** FOR SUCCEEDING OR SUPERSEDING LEASES AT THE CURRENT LOCATION, THE ISC REQUIREMENTS ARE NOT REQUIRED, BUT ARE RECOMMENDED. THE LEASING SPECIALIST MUST CONSULT WITH THE TENANT AGENCY TO DETERMINE THE APPROPRIATE SECURITY COUNTERMEASURES, IF ANY.

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THE GLOBAL RLP AND LEASE TEMPLATES (GSA TEMPLATE R100 AND L100) REPLACE THE FOLLOWING LEASE MODEL DOCUMENTS:

- GSA TEMPLATES R101B AND L201B (STREAMLINED MODEL)
- GSA TEMPLATES R101C AND L201C (STANDARD MODEL)
- GSA TEMPLATES R102 AND L202 (SUCCEEDING/SUPERSEDING MODEL)

THE GLOBAL RLP TEMPLATE (R100) COMBINES LANGUAGE FROM THESE 3 MODELS INTO ONE DOCUMENT.

UNLIKE FORMER MODEL TEMPLATES, THIS GLOBAL TEMPLATE ALLOWS THE LS/LCO GREATER FLEXIBILITY TO CHOOSE AMONG PARAGRAPHS AND SUBPARAGRAPHS TO MEET THE REQUIREMENTS OF EACH INDIVIDUAL LEASE ACQUISITION.

FOLLOWING THE BLUE "HIDDEN" TEXT, THE LS/LCO SHALL SELECT THE APPROPRIATE PARAGRAPH AND/OR SUBPARAGRAPH TO ALLOW FOR SUCH DIFFERENCES AS:

- TI PRICING: EITHER TURNKEY OR ALLOWANCE BASED
- METHOD OF AWARD: COMMUNICATING INTENT TO SEEK EITHER A SOLE SOURCE OR COMPETITIVE PROCUREMENT*
- TYPE OF DID DELIVERY SYSTEM (GOVERNMENT –PROVIDED, LESSOR PROVIDED, WORKSHOP, PRE-AWARD)
- LEVEL OF BUILD-OUT REQUIRED

*NOTE: PER LEASING DESK GUIDE (LDG) CHAPTER 5, THERE MAY BE INSTANCES WHERE DISCLOSURE OF THE GOVERNMENT'S INTENT TO SECURE A SOLE SOURCE LEASE WOULD IMPOSE UNDUE FINANCIAL RISK ON THE GOVERNMENT. IN THESE INSTANCES, THE LS/LCO SHOULD SELECT PARAGRAPHS THAT IMPLY COMPETITION.

ALL PARAGRAPHS ARE MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING. MANDATORY PARAGRAPHS MAY BE ALTERED AT THE DISCRETION OF THE LCO ONLY AFTER CONSULTATION WITH REGIONAL COUNSEL AND THE APPROPRIATE SUBJECT MATTER EXPERT, E.G., REGIONAL FIRE PROTECTION ENGINEER, REGIONAL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM MANAGER OR THE REGIONAL NEPA SPECIALIST, REGIONAL HISTORIC PRESERVATION OFFICER, BUT THE MANDATORY PARAGRAPHS MUST CONTAIN SUBSTANTIALLY THE SAME INFORMATION.

ACTION REQUIRED: TYPE IN RLP NO. AND DATE. EDIT FOOTERS TO INCLUDE RLP NO.

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

BY OL ZONE MANAGER:

- PROSPECTUS-LEVEL

BY REGIONAL COUNSEL:

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

REQUEST FOR LEASE PROPOSALS NO. XXXXXXXX

[DATE]
GLOBAL RLP GSA TEMPLATE R100 (OCT 2024)

SECTION 1 STATEMENT OF REQUIREMENTS

1.01 GENERAL INFORMATION (OCT 2023)

A. ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH A. DELETE ALTERNATE VERSION.

=====A.
VERSION 1: USE FOR COMPETITIVE ACTIONS OR FOR SOLE SOURCE ACTIONS WHERE THE LCO DETERMINES THAT DISCLOSURE TO THE CURRENT LESSOR OF THE SOLE SOURCE NATURE OF THE PROCUREMENT IMPOSES UNDUE FINANCIAL RISK UPON THE GOVERNMENT.

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.

=====VERSION 2: USE FOR NON-COMPETITIVE SUCCEEDING OR SUPERSEDING LEASE ACTIONS AT THE CURRENT LOCATION.

This Request for Lease Proposals (RLP) sets forth instructions and requirements for proposals for a Succeeding or Superseding Lease where the Government is currently in occupancy and possession of the leased Premises. Unless otherwise noted, the Government will accept the leased Premises in their current condition, with the exceptions outlined in the RLP documents. The Government will evaluate the proposal conforming to the RLP requirements in accordance with the Method of Award set forth below. The Government will award the Lease subject to the conditions below.

- =====
- B. Included in the RLP documents is a lease template setting forth the lease term and other terms and conditions of the Lease contemplated by this RLP and a GSA Proposal to Lease Space (GSA Form 1364) 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 template. Upon selection for award, GSA will transcribe the successful Offeror's final offered rent and other price data included on the GSA Form 1364 into the lease 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 and date 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.
- E. Offeror may not use Federal agency name(s) and/or acronym(s), e.g., General Services Administration, GSA, in the entity name that owns and/or leases the Space to GSA.

1.02 AMOUNT AND TYPE OF SPACE, LEASE TERM, AND OCCUPANCY DATE (OCT 2022)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH A. DELETE ALTERNATE VERSION.

=====A.
VERSION 1: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE.

ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED ABOA SF RANGE.

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

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

- A. The Government 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) Occupant 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.

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VERSION 2: USE FOR APPARENT SOLE SOURCE SUCCEEDING/SUPERSEDING LEASE ACTIONS INVOLVING THE CURRENT SPACE.

ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED (CURRENT) ABOA SF.

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

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

The Government is seeking **XX,XXX** of American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Occupant Area (ABOA) square feet (SF) of Space within the existing location. 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.

ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED PARKING SPACES.

- C. The Government requires **XX** structured/inside parking spaces and **XX** surface/outside parking spaces, reserved for the exclusive use of the Government. 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.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH E; DELETE ALTERNATE VERSION.

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

VERSION 1: REQUIRED WHENEVER THE REQUIREMENT 1) INVOLVES 100 OR MORE OCCUPANTS; AND, 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)]

NOTE: FOR MULTI-TENANT LEASES, CONCESSIONS AREAS ARE CLASSIFIED AS JOINT USE AND EITHER GSA PBS OR THE LESSOR SHALL FUND THE ALTERATIONS. PLEASE CONSULT REGIONAL PRICING POINT OF CONTACT FOR GUIDANCE ON HOW TO REVISE FUNDING LANGUAGE BELOW.

NOTE: SPACE DOES NOT NEED TO BE SET ASIDE FOR RANDOLPH-SHEPPARD FACILITIES IF THE STATE AGENCY FOR THE BLIND HAS DECLINED THE OFFER TO ESTABLISH A FACILITY, IN WRITING. WHEN REQUIRED, THE SQUARE FOOTAGE LISTED FOR RANDOLPH-SHEPPARD VENDING FACILITIES BELOW MUST BE INCLUDED IN THE ABOA SF IDENTIFIED UNDER SUB-PARAGRAPH A.

- E. Approximately **XX** 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.

VERSION 2: REQUIRED WHENEVER THE REQUIREMENT 1) INVOLVES LESS THAN 100 OCCUPANTS; OR, 2) UNDER 15,000 RSF OF SPACE.

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

ACTION REQUIRED: ENTER THE TERM, FIRM TERM, TERMINATION NOTICE PERIOD, AND REQUIRED RENEWAL OPTIONS. THESE TERMS AND THE TERMS STATED IN THE LEASE MUST BE CONSISTENT.

NOTE: IF SEEKING FIRM TERM RENEWAL OPTIONS, INCLUDE OPTIONAL LANGUAGE ("FIRM") AND CHANGE FROM HIDDEN BLUE TO VISIBLE BLACK TEXT.

DELETE REFERENCE TO RENEWAL OPTIONS, IF NOT REQUIRED.

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

ACTION REQUIRED: INSERT ANTICIPATED LEASE TERM COMMENCEMENT DATE. FOR SUCCEEDING LEASES, THE LEASE COMMENCEMENT DATE SHOULD BE THE NEXT DAY AFTER THE CURRENT LEASE EXPIRES.

- G. The Lease Term Commencement Date will be on or about **XX-XX-XXXX**, or upon acceptance of the Space, whichever is later.

ACTION REQUIRED:

USE THIS PARAGRAPH FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASE ACTIONS REMAINING AT THE CURRENT LOCATION.

ACTION REQUIRED: FILL IN THE DESIGNATED AREA OF CONSIDERATION (DELINEATED AREA).

DELETE NORTH, SOUTH, EAST, WEST BOUNDARIES IF NOT USING. ATTACH EXHIBIT OR INSERT .PDF OF MAP WITH BOUNDARIES IF AVAILABLE.

1.03 AREA OF CONSIDERATION (OCT 2021)

The Government requests Space in an area bounded as follows:

North: _____
 South: _____
 East: _____
 West: _____

Buildings with Property boundary(ies) on the boundary streets are deemed to be within the delineated Area of Consideration.

ACTION REQUIRED – OPTIONAL PARAGRAPH

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

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

EXAMPLES INCLUDE COLUMN SPACING, FLOOR LOCATION (E.G., "NO BELOW GRADE SPACE WILL BE CONSIDERED," SPACE CONTIGUITY REQUIREMENTS, ETC.

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

1.04 UNIQUE REQUIREMENTS (OCT 2021)

The offered Building and/or Property must have the following features as a minimum requirement:

A. _____
 B. _____
 C. _____

ACTION REQUIRED:

CHOOSE SUB-PARAGRAPH A, SUB-PARAGRAPH B, BOTH A AND B, OR DELETE ALTOGETHER, DEPENDING UPON THE CHARACTERISTICS OF THE DELINEATED AREA. THIS MAY BE MODIFIED IF CONSIDERING BUILDINGS IN OTHER THAN A COMMERCIAL SETTING, I.E., MIXED USE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASE ACTIONS REMAINING AT THE CURRENT LOCATION.

NOTE: AS NEEDED, SUBSTITUTE 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 2,640 FEET (½ MILE) VARIABLE IN THE PARAGRAPH IS PREDICATED ON USGBC CRITERIA FOR LEED BUILDINGS.

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

1.05 NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION (OCT 2023)

A. Neighborhood and Parking. 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. Parking facilities with an adequate availability of parking spaces open to the general public to accommodate employees and visitors shall be located within the immediate vicinity of the Building but generally not exceeding a walkable **XX feet (RECOMMENDED: 2,640 FEET)** of the employee entrance of the offered Building as determined by the LCO. These parking facilities do not substitute for the required parking under Paragraph 1.02(C).

B. Neighborhood and Parking. 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.

NOTE: LEASE CONTRACTING OFFICER/LEASING SPECIALIST MAY AMEND THE LANGUAGE IN THE FOLLOWING SUB-PARAGRAPH, INCLUDING THE NUMBER OF REQUIRED INSTANCES OF AMENITIES, BASED ON AN AGENCY'S MISSION NEED AND WHAT AMENITIES OR SERVICES ARE AVAILABLE WITHIN THE MARKET.

NOTE: THE DIVERSE USE CATEGORY TABLE BELOW WAS DERIVED FROM LEED® GUIDANCE.

C. Walkability and Amenities.

1. Employee and visitor entrances of the Building must be connected to public sidewalks by continuous, accessible sidewalks.
2. A variety of employee services, such as restaurants, retail shops, cleaners, and banks, shall be located within the immediate vicinity of the Building. The primary functional entrance of the Building shall be within safely accessible, walkable 2,640-foot distance of at least

seven (7) instances of amenities, two of which must be inexpensive or moderately priced fast-food or eat-in restaurants. The remaining **five (5)** instances must fall within at least 2 of the Diverse Use Categories shown below:

Diverse Use Category	Uses
Food Retail	Supermarket, Other food store with produce
Community-Serving Retail	Clothing store or department store selling clothes, Convenience store, Farmer's market, Hardware store, Pharmacy, Other retail
Services	Bank, Gym, Health club, Exercise studio, Hair care, Laundry, Dry cleaner, Restaurant, Café, Diner (excluding establishments with only drive-throughs), Family entertainment venue (e.g., theater, sports), Electric Vehicle Supply Equipment (available for public use)
Civic and Community Facilities	Adult or senior care (licensed), Childcare (licensed), Community or recreation center, Cultural arts facility (museum, performing arts), Educational facility (including K–12 school, university, adult education center, vocational school, community college), Government office that serves public on-site, Place of worship, Medical clinic or office that treats patients, Police or fire station, Post office, Public library, Public park, Social services center

To be considered, amenities must be accessible from the Building by continuous sidewalks, walkways, or pedestrian crosswalks. Amenities must be existing or the Offeror must demonstrate to the Government's reasonable satisfaction that such amenities will exist by the Government's required occupancy date.

ACTION REQUIRED:

CHOOSE ONE OF THE FOLLOWING 3 SUB-PARAGRAPHS.

NOTE: LEASE CONTRACTING OFFICER/LEASING SPECIALIST MAY DELETE THIS SUB-PARAGRAPH ENTIRELY IN MARKETS WHERE NO PUBLIC TRANSPORTATION IS AVAILABLE, OR WHERE PROHIBITED BASED ON AN AGENCY'S MISSION NEED (E.G., ATF SPACE WHERE EXPLOSIVE MATERIAL IS STORED OR DOD SPACE REQUIRED TO BE BY A BLACK FIBER OPTIC LINE).

NOTE: THE LEASE CONTRACTING OFFICER/LEASING SPECIALIST MAY ALSO REVISE THE DISTANCES AND TRIPS STATED WITHIN THIS SUB-PARAGRAPH BASED ON AN AGENCY'S WRITTEN JUSTIFICATION OF MISSION NEED OR WHAT TYPE OF PUBLIC TRANSPORTATION IS AVAILABLE WITHIN THE MARKET.

D.

VERSION 1: (SUBWAY, LIGHT RAIL, OR BUS RAPID TRANSIT (BRT) SERVICE REQUIREMENTS)

NOTE: USE WHERE SUBWAY, LIGHT RAIL, OR BRT SERVICE EXISTS (REGARDLESS OF WHETHER OR NOT PUBLIC BUS SERVICE, STREETCAR, OR COMMUTER RAIL EXISTS).

NOTE: THIS SUB-PARAGRAPH REFLECTS THE OPTIMUM LEVEL OF TRANSIT.

D. Transit Accessibility. A subway, light rail, or bus rapid transit stop shall be located within the immediate vicinity of the Building, but generally not exceeding a safely accessible, walkable 2,640 feet from the principal functional entrance of the building, as determined by the LCO.

VERSION 2: (BUS OR STREETCAR SERVICE REQUIREMENTS)

NOTE: USE WHERE BUS OR STREETCAR SERVICE EXISTS AND THERE IS NO SUBWAY, LIGHT RAIL, OR BRT SERVICE (REGARDLESS OF WHETHER OR NOT COMMUTER RAIL SERVICE EXISTS).

NOTE: LCO MAY REVISE THE NUMBER OF BUS OR STREETCAR LINES BASED ON SERVICE AVAILABILITY IN THE MARKET, AFTER CONSULTATION WITH LOCAL OFFICIALS OR TRANSIT AGENCY.

NOTE: THIS SUB-PARAGRAPH REFLECTS THE SECOND-MOST OPTIMUM LEVEL OF TRANSIT.

Transit Accessibility. Stops for two or more public bus or streetcar lines usable by tenant occupants and their customers shall be located within the immediate vicinity of the Building, but generally not exceeding a safely accessible, walkable 1,320 feet from the principal functional entrance of the Building, as determined by the LCO. Stops for commuter bus service do not meet this requirement. Combined, the bus or streetcar stops must provide at least **XX** [RECOMMENDED: 60, BUT LCO SHOULD INPUT THE NUMBER OF TRIPS BASED ON BUS SERVICE AVAILABILITY IN THE MARKET, AFTER CONSULTATION WITH LOCAL OFFICIALS OR TRANSIT AGENCY] trips per weekday or trip headways (time between each vehicle) of no less than **XX** [RECOMMENDED: 15 MINUTES, BUT LCO SHOULD INPUT THE NUMBER OF MINUTES BASED ON BUS SERVICE AVAILABILITY IN THE MARKET, AFTER CONSULTATION WITH LOCAL OFFICIALS OR TRANSIT AGENCY] minutes during business hours. Qualifying transit routes must have paired route service (service in opposite directions during all posted service times) during business hours. Only trips in one direction are counted towards the threshold. If a qualifying transit route has multiple stops within the required walking distance, only trips from one stop are counted towards the threshold. Transit service must be existing or the Offeror must demonstrate to the Government's reasonable satisfaction that such transit service will exist by the Government's required occupancy date.

VERSION 3: (COMMUTER RAIL SERVICE REQUIREMENTS)

NOTE: USE WHERE COMMUTER RAIL SERVICE EXISTS AND THERE IS NO SUBWAY, LIGHT RAIL, BRT, BUS, OR STREETCAR SERVICE.

NOTE: A COMMUTER RAIL SYSTEM (E.G., METRO-NORTH RAILROAD, METRA, ETC.) OPERATES AS PASSENGER TRAINS OVER CONVENTIONAL RAILROAD TRACKS. IT CAN BE ELECTRICALLY POWERED OR OPERATE IN TRAINS PULLED BY DIESEL LOCOMOTIVES TYPICALLY USED BY COMMUTERS TRAVELING FROM SUBURBS TO THE CBA.

NOTE: THIS SUB-PARAGRAPH REFLECTS THE THIRD-MOST OPTIMUM LEVEL OF TRANSIT.

Transit Accessibility. A commuter rail station shall be located within the immediate vicinity of the Building, but generally not exceeding a safely accessible, walkable 2,640 feet from the principal functional entrance of the Building, as determined by the LCO. The station must provide paired route service (service in opposite directions during all posted service times) during business hours and provide at least 24 trips per weekday. Only trips in one direction are counted towards the threshold.

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

FOR BROKER PROJECTS, G-REX CONTAINS A TEMPLATE FOR THE BROKER COMMISSION AGREEMENT. THIS TEMPLATE MUST BE INCLUDED AS AN RLP ATTACHMENT, AND BE INCLUDED WITH THE DOCUMENTS THAT COMPRISE AN OFFEROR'S INITIAL OFFER. HOWEVER, THE SIGNED COMMISSION AGREEMENT IS NOT ATTACHED TO THE FINAL LEASE AGREEMENT.

FILL IN APPROPRIATE SECURITY LEVEL (I-IV).

FOR TI TURNKEY PRICING, LCO MAY REQUIRE OFFERORS TO FILL OUT TENANT IMPROVEMENT UNIT PRICE LIST.

NOTE: EXHIBITS SHOULD BE LABELED WITH SEQUENTIAL LETTERS

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

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

NOTE: FOR TURNKEY PRICING, THE ATTACHED REQUIREMENTS MUST BE AGENCY SPECIFIC REQUIREMENTS (ASR)

NOTE: ONLY INCLUDE "FOREIGN OWNERSHIP AND FINANCING REPRESENTATION" FOR FSL III, IV OR V (SEE GOOGLE SITE OR G-REX TEMPLATE LIBRARY FOR FORM). OTHERWISE, DELETE. YOU MUST NOTIFY CLIENT AGENCY PRIOR TO AWARD IF THE REPRESENTATION DISCLOSES FOREIGN OWNERSHIP OR FINANCING.

1.06 LIST OF RLP DOCUMENTS (OCT 2024)

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

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
Lease No. GS-XXP-LXXXXXXX (Template L100)		
Agency's Requirements		
Security Requirements for Level XX		
GSA 3516, Solicitation Provisions		
GSA 3517B, General Clauses		
Proposal to Lease Space (GSA Form 1364)		
GSA Form 1217, Lessor's Annual Cost Statement		
GSA Form 12000 for Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B) (See Section 3 for applicable requirements)		
Security Unit Price List [FOR TURNKEY BSAC ONLY]		
Seismic Offer Forms [FOR SEISMIC AREAS YELLOW AND RED ONLY]		
DOL Wage Determination [WHEN INCLUDING "LABOR STANDARDS" LEASE PARAGRAPH. THE OFFICIAL WEBSITE FOR OBTAINING WAGE DETERMINATIONS IS SAM.GOV.]		
GSAR 552.270-33 Foreign Ownership and Financing Representation for High Security Leased Space [FOR FSL III, IV OR V PROJECTS ONLY]		
FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment [ATTACHMENT IS MANDATORY BUT RESPONSE IS CONTINGENT UPON RESPONSE TO SAM ONLINE REPRESENTATION 52.204-26]		
Broker Commission Agreement [IF USING THE GSA BROKER CONTRACT]		

ACTION REQUIRED. SUB-PARAGRAPH B ONLY APPLIES FOR RLP PACKAGES POSTED ON CONTRACT OPPORTUNITIES MODULE IN SAM.GOV WHERE THE RLP PACKAGE INCLUDES A SENSITIVE ATTACHMENT THAT THE LCO PREFERS TO ISSUE MANUALLY INSTEAD OF LOCKING ACCESS TO THIS ATTACHMENT WITHIN THE SAM.GOV APPLICATION. OTHERWISE, DELETE.

IF CHOOSING THIS APPROACH, SUBSTITUTE A GENERIC ATTACHMENT WITHIN THE POSTED PACKAGE THAT DIRECTS OFFERORS TO CONTACT THE GOVERNMENT TO OBTAIN THE INFORMATION.

NOTE: IN THE EVENT THAT FUTURE POLICY MANDATES THE POSTING OF RLP PACKAGES ON SAM.GOV, LCOS MAY NOT USE THIS APPROACH TO EXCLUDE POSTING OF THE RLP ITSELF OR NON-SENSITIVE RLP ATTACHMENTS.

B. In addition to the documents identified above, this RLP package includes additional agency requirements containing sensitive information that is only available to Offerors upon request to the LCO or Alternate Government Contact as listed under Section 1 of this RLP.

1.07 AMENDMENTS TO THE RLP (JUN 2012)

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

1.08 LEASE DESCRIPTION (OCT 2023)

A. Offeror shall examine the Lease template 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:

- 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, to be supplemented after award.
5. Security Requirements.
6. 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: SELECT THE APPROPRIATE SUB-PARAGRAPH D. DELETE ALTERNATE VERSIONS.

VERSION 1: IF USING TI ALLOWANCE PRICING.

NOTE: IF SEEKING OFFERS THAT ARE NOT FULLY-SERVICED, REVISE REFERENCE TO "FULLY SERVICED LEASE" UNDER FIRST SENTENCE, AS MACRO WILL NOT CHANGE THIS TEXT.

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.

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

VERSION 2: IF USING TI TURNKEY PRICING WITH DIDS PREPARED BY LESSOR AFTER AWARD.

NOTE: IF SEEKING OFFERS THAT ARE NOT FULLY-SERVICED, REVISE REFERENCE TO "FULLY SERVICED LEASE" UNDER FIRST SENTENCE, AS MACRO WILL NOT CHANGE THIS TEXT.

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 (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 deemed equivalent to Lease requirements for new installation, and Offerors are cautioned to consider those requirements before assuming efficiencies in its TI costs resulting from use of existing improvements.

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 DIDs 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.

VERSION 3: IF USING TI TURNKEY PRICING WITH DIDS PREPARED BY OFFERORS PRIOR TO AWARD.

NOTE: IF SEEKING OFFERS THAT ARE NOT FULLY-SERVICED, REVISE REFERENCE TO "FULLY SERVICED LEASE" UNDER FIRST SENTENCE, AS MACRO WILL NOT CHANGE THIS TEXT.

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 installation, and Offerors are cautioned to consider those requirements before assuming efficiencies in its TI costs resulting from use of existing improvements.

Offerors are required to prepare Design Intent Drawings (DIDs) prior to Lease Award. See Paragraph TURNKEY PRICING WITH DESIGN INTENT DRAWINGS PRIOR TO AWARD for further details.

E. The security pricing process is described in a separate 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. In instances involving an incumbent Lessor where the Government commences the lease term pending completion of TI and/or BSAC alterations, the Government shall withhold TI and/or BSAC rent pursuant to Section 1 of the Lease until such time as the TI and/or

BSAC is completed and accepted by the Government. 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 the Lease.

- G. 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 template and in the GSA 3517B, General Clauses, and will be made part of the Lease.

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

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

1.10 PRICING OF SECURITY REQUIREMENTS (OCT 2022)

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

ACTION REQUIRED: SELECT THE APPROPRIATE SUB-PARAGRAPH B. DELETE ALTERNATE VERSION.

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

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

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

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VERSION 2: (FOR BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD)

ACTION REQUIRED: INCLUDE SUB-PARAGRAPH B FOR FSL II, III OR IV, UNLESS SEEKING BSAC TURNKEY PRICING; DELETE FOR FSL I.

The security requirements attached to this Lease includes a general list of countermeasures that may be installed in the leased Space as part of the Building Specific Amortized Capital (BSAC). The final list of security countermeasures will be determined during the design phase and identified in the design intent drawings and construction documents. After completing the construction documents, the Lessor shall submit a list of the itemized costs. Such costs shall be subject to negotiation. The Lessor shall design and build the BSAC and will be compensated for BSAC costs, together with design and project management fees to be set under the Lease.

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

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS. DELETE FOR SOLE SOURCE LEASES.

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

If an Offeror is offering Space in a facility currently housing a Federal agency, the security requirements of the facility may be increased and the Offeror may be required to adhere to a higher security standard than other Offerors competing for the same space requirement. If two or more Federal space requirements are being competed at the same time, an Offeror submitting on both or more space requirements may be subject to a higher security standard if the Offeror is determined to be the successful Offeror on more than one space requirement. It is incumbent upon the Offeror to prepare the Offeror's proposal accordingly.

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

1.12 AUTHORIZED REPRESENTATIVES (OCT 2020)

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]
[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]
 [Email Address]

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

1.13 BROKER COMMISSION AND COMMISSION CREDIT (OCT 2020)

- A. For the purposes of this RLP, [TYPE IN NAME OF BROKER] _____ (the Broker) is the authorized contractor real estate broker representing GSA. 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. Offerors are advised that there is a potential for a dual agency situation to arise under this procurement, whereby the Broker's Company 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.
- C. For the benefit of the Government, the Broker has agreed to forego a percentage of any commission that it is entitled to receive in connection with the contemplated Lease. This amount shall be specifically set forth at time of lease award. The resulting total dollar value of the foregone commission (the Commission Credit) shall be applied in equal monthly amounts against rental payments due and owing under the Lease. The rental amount payable shall be reduced by the Commission Credit at the commencement of the Lease, over the minimum number of months that will not exceed the monthly shell rental, until the Commission Credit has been fully recaptured. The parties agree to execute a Lease Amendment setting forth the full nature, extent, terms, and conditions of commissions paid to the Broker and the Commission Credit to be applied against the Government's rental payment obligations under the Lease. Commissions and/or credits shall be treated as confidential financial information and Offerors will refrain from public disclosure or using the information for any other purpose than that for which it was furnished without consent of the GSA LCO.
- D. 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.

NOTE: THIS PARAGRAPH DEFAULTS TO A NAICS CODE OF 531120 LESSORS OF NONRESIDENTIAL BUILDINGS (EXCEPT MINIWAREHOUSES), WHICH APPLIES TO COMMERCIAL OFFICE BUILDINGS. THE "EXCEPTION" INDICATES THIS IS LEASING OF BUILDING SPACE TO THE FEDERAL GOVERNMENT BY OWNERS.

ACTION REQUIRED: REVISE NAICS CODE IF SEEKING THE FOLLOWING:

- SELF-STORAGE #531130 (EXCEPTION)
- LAND #531190 (EXCEPTION)
- RESIDENTIAL #531110 (EXCEPTION)

1.14 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE AND SMALL BUSINESS SIZE STANDARD (OCT 2023)

- A. The North American Industry Classification System (NAICS) code for this acquisition is 531120 (Exception).
- B. The small business size standard for the applicable NAICS code is found [HTTPS://WWW.SBA.GOV/SIZE-STANDARDS/](https://www.sba.gov/size-standards/).

SECTION 2 ELIGIBILITY AND PREFERENCES FOR AWARD

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

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: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION. **NOTE:** REMOVAL OF THIS PARAGRAPH DOES NOT REMOVE THE REQUIREMENT TO OBTAIN A FLOODPLAIN CHECK.

ACTION REQUIRED: PARAGRAPH DEFAULTS TO A "BASE" STANDARD OF "1-PERCENT-ANNUAL- CHANCE" FLOODPLAIN DESIGNATION (FORMERLY REFERRED TO AS "100-YEAR" FLOODPLAIN). IF AGENCY DESIGNATES THIS AS A CRITICAL ACTION (DEFINED AS ANY ACTIVITY OR ACTION FOR WHICH EVEN A SLIGHT CHANCE OF FLOODING WOULD BE TOO GREAT), USE "0.2-PERCENT-ANNUAL-CHANCE" [TWO-TENTHS OF A PERCENT] FLOODPLAIN (FORMERLY REFERRED TO AS "500-YEAR" FLOODPLAIN) INSTEAD. EXAMPLES OF CRITICAL ACTIONS INCLUDE, BUT ARE NOT LIMITED TO: STORAGE OF IRREPLACEABLE RECORDS; STORAGE OF VOLATILE, TOXIC, OR WATER-REACTIVE MATERIALS; CONSTRUCTION OR OPERATION OF HOSPITALS AND SCHOOLS; CONSTRUCTION AND OPERATION OF UTILITIES AND EMERGENCY SERVICES THAT WOULD BE INOPERATIVE IF FLOODED; STORAGE OF NATIONAL STRATEGIC AND CRITICAL MATERIALS; ACQUISITION OF HEALTH FACILITIES FOR CLIENT AGENCIES; CHILD CARE FACILITIES; AND PUBLIC BENEFIT CONVEYANCES FOR SCHOOLS, PRISONS, AND SOME OTHER INSTITUTIONAL USES.

ACTION REQUIRED: PER FLOODPLAIN MANAGEMENT DESK GUIDE ISSUED NOVEMBER 2023 ([HTTPS://WWW.GSA.GOV/DIRECTIVES-LIBRARY/FLOODPLAIN-MANAGEMENT-1](https://www.gsa.gov/directives-library/floodplain-management-1)), IF NEW CONSTRUCTION, USE THE FEDERAL FLOOD RISK MANAGEMENT STANDARD (FFRMS) FLOODPLAIN (ESTABLISHED BY EITHER OF THESE METHODS: CLIMATE INFORMED SCIENCE APPROACH, FREEBOARD VALUE APPROACH, OR 0.2-PERCENT-ANNUAL-CHANCE FLOOD APPROACH). CONSULT THE REGIONAL NEPA PROGRAM MANAGER TO OBTAIN THE APPROPRIATE FLOODPLAIN.

2.02 FLOODPLAINS (OCT 2022)

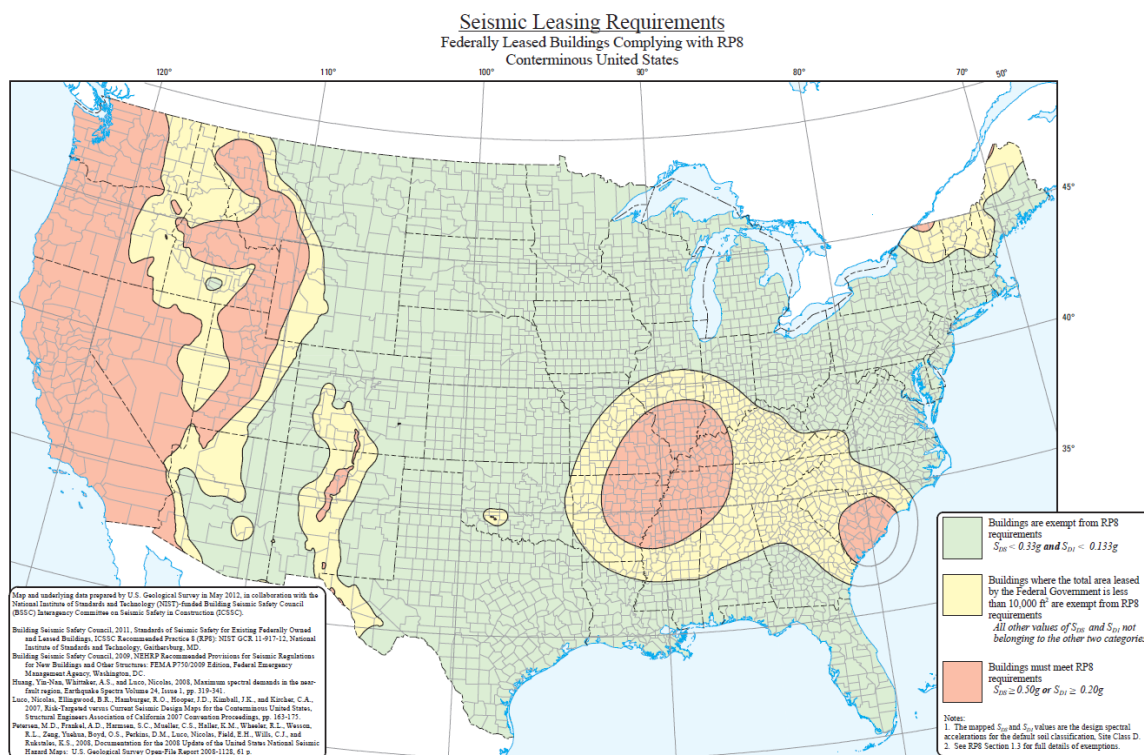
A Lease will not be awarded for any offered Property located within a 1-percent-annual-chance floodplain (formerly referred to as 100-year floodplain) unless the Government has determined that there is no practicable alternative. An Offeror may offer less than its entire site in order to exclude a portion of the site that falls within a floodplain, so long as the portion offered meets all the requirements of this RLP and does not impact the Government's full use and enjoyment of the Premises. If an Offeror intends that the offered Property that will become the Premises for purposes of this Lease will be something other than the entire site as recorded in tax or other property records the Offeror shall clearly demarcate the offered Property on its site plan/map submissions and shall propose an adjustment to property taxes on an appropriate pro rata basis. For such an offer, the Government may determine that the offered Property does not adequately avoid development in a 1-percent-annual-chance floodplain.

In addition, a Lease will not be awarded for any offered Property adjacent to a 1-percent-annual-chance floodplain, where such an adjacency would, as determined by the Government, restrict ingress or egress to the Premises in the event of a flood, unless there is no practicable alternative.

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

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

- (SEE BELOW FOR MAP AND ADDITIONAL INSTRUCTIONS).



THE ABOVE MAP DESIGNATES THE LEASING SEISMIC AREAS.

LOCATE THE DELINEATED AREA ON THE RP8 SEISMICITY EXEMPTION MAP, WHICH IS AVAILABLE AT [HTTPS://WWW.GSA.GOV/SYSTEM/FILES/RP8%20SEISMICITY%20EXEMPTION%20MAP.PDF](https://www.gsa.gov/system/files/rp8%20seismicity%20exemption%20map.pdf). IF IT IS CLEARLY IN THE GREEN, YELLOW, OR RED AREAS, FOLLOW THE INSTRUCTIONS BELOW. IF THE LOCATION IS CLOSE TO A BORDER OF TWO AREAS, CONTACT THE REGIONAL SEISMIC ENGINEER FOR ASSISTANCE WITH DETERMINING WHICH AREA THE BUILDING IS LOCATED IN.

GREEN AREA

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

ACTION REQUIRED: DELETE THE FOLLOWING PARAGRAPHS FROM THE RLP:

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

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

YELLOW AREA

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

ACTION REQUIRED:

INCLUDE IN THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION – MODERATE SEISMICITY

DELETE FROM THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION – HIGH SEISMICITY

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

RED AREA

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

ACTION REQUIRED: DELETE THE FOLLOWING FROM THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION – MODERATE SEISMICITY

INCLUDE IN THE RLP:

- SEISMIC SAFETY FOR EXISTING CONSTRUCTION – HIGH SEISMICITY

ACTION REQUIRED: ATTACH THE OFFER FORM PACKAGE, SEISMIC REQUIREMENTS, TO THE RLP/LEASE OFFER PACKAGE:**2.03 SEISMIC SAFETY – MODERATE SEISMICITY (OCT 2023)**

- A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards will not be considered. If none of the offers is in compliance with the Seismic Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other evaluation factors specified in this RLP.
- B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
1. The offer includes a representation that the Building will have less than 10,000 ABOA SF of Space leased to the Federal Government upon commencement of the lease term (Seismic Form D),
 2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
 3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
 4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
 5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit, and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade, and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
 6. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).
- C. The LCO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.
- D. Definitions. For the purpose of this paragraph:
1. "ASCE/SEI 31" means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
 2. "ASCE/SEI 41" means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
 3. "Benchmark Building" means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
 4. "Engineer" means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
 5. "RP 8" means "Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTPS://WWW.NIST.GOV/PUBLICATIONS/](https://www.nist.gov/publications/).
 6. "Seismic Certificate" means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.

7. "Seismic Standards" means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
8. "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.
9. "Tier 2 Evaluation" means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
10. "Tier 3 Evaluation" means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

2.04 SEISMIC SAFETY – HIGH SEISMICITY (OCT 2023)

- A. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards must not be considered. If none of the offers is in compliance with the Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other evaluation factors specified in this RLP.
- B. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
 1. The offer includes a representation that the Premises will be in a one-story Building of steel light frame or wood construction with less than 3,000 ABOA SF of space in the Building (Seismic Form D).
 2. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
 3. The offer includes a Seismic Certificate based on a Tier I Evaluation showing that the Building meets the Seismic Standards (Seismic Form B). The submission must include the checklists and backup calculations from the Tier 1 Evaluation.
 4. The offer includes a Seismic Certificate based on a Tier 2 or Tier 3 Evaluation showing that the Building complies with the Seismic Standards (Seismic Form B). If the certificate is based on a Tier 2 or Tier 3 Evaluation, the data, working papers, calculations and reports from the evaluation must be made available to the Government.
 5. The offer includes a commitment to retrofit the Building to satisfy all of the Basic Safety Objective requirements of ASCE/SEI 41 (Seismic Form C, Part 1). If the Offeror proposes to retrofit the Building, the offer must include a Tier 1 report with all supporting documents, a narrative explaining the process and scope of retrofit and a schedule for the seismic retrofit. The Offeror shall provide a construction schedule, concept design for the seismic upgrade and supporting documents for the retrofit, including structural calculations, drawings, specifications, and geotechnical report to the Government for review and approval prior to award. The documentation must demonstrate the seismic retrofit will meet the seismic standards and be completed within the time frame required.
 6. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).
- C. The LCO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.
- D. Definitions. For the purpose of this paragraph:
 1. "ASCE/SEI 31" means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
 2. "ASCE/SEI 41" means American Society of Civil Engineers standard, Seismic Rehabilitation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting [HTTP://WWW.ASCE.ORG/PUBLICATIONS/](http://www.asce.org/publications/).
 3. "Benchmark Building" means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
 4. "Engineer" means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
 5. "RP 8" means "Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)," issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from [HTTPS://WWW.NIST.GOV/PUBLICATIONS/](https://www.nist.gov/publications/).
 6. "Seismic Certificate" means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
 7. "Seismic Standards" means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
 8. "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.

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

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

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS.

MAY BE DELETED UNDER ANY OF THE FOLLOWING CIRCUMSTANCES:

1) MARKET SURVEY INDICATES THAT SPACE IS NOT AVAILABLE IN HISTORIC PROPERTIES OR DISTRICTS AS DESCRIBED BELOW

2) PROCURING SPACE IN RURAL AREAS (SEE FMR PART 102-83)

3) SOLE SOURCE LEASE ACTIONS

2.05 GSAR 552.270-2 HISTORIC PREFERENCE (DEVIATION) (JUL 2024)

(a) The Government will give preference to offers of space in historic properties and historic districts following this hierarchy of consideration:

- (1) Historic properties within historic districts.
- (2) Non-historic developed sites and non-historic undeveloped sites within historic districts.
- (3) Historic properties outside of historic districts.

(b) Definitions.

(1) *Determination of eligibility* means a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not formally listed in the National Register (36 CFR 60.3(C)).

(2) *Historic district* means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history (36 CFR 60.3(D)). The historic district must be included in or be determined eligible for inclusion in the National Register of Historic Places.

(3) *Historic property* means any prehistoric or historic district, site, building, structure, or object included in or been determined eligible for inclusion in the National Register of Historic Places 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 solicitation. The Contracting Officer has discretion to accept alternatives to certain architectural characteristics and safety features defined elsewhere in this solicitation 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 ANSI/BOMA Occupant Area (ABOA) square feet (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 an 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 contract in the amount of the actual price(s) proposed by the successful offeror and accepted by the Government.

(g) To qualify for a price evaluation preference, offerors 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 (OCT 2024)

- A. **The** Government requires space with no asbestos-containing materials (ACM), or with undamaged, nonfriable ACM. 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. Notwithstanding the preceding, 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 material with a trace or more of asbestos quantity present.
- 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 and Reinspection Report Submittals. If space is offered which contains ACM, the Offeror shall submit a current asbestos-related management plan or operations and maintenance plan, along with a current asbestos re-inspection report (performed within the past 5 years) that includes a list of all ACM and their condition for acceptance by the Government prior to lease award. The management plan or operations and maintenance plan, and re-inspection report shall conform to generally accepted industry practice in accordance with EPA guidance.
- E. The Government reserves the right to review Offeror's existing records for compliance.

2.07 ACCESSIBILITY (SEP 2013)

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

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

2.08 FIRE PROTECTION AND LIFE SAFETY (SEP 2013)

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

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

2.09 ENERGY INDEPENDENCE AND SECURITY ACT (OCT 2023)

- 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. Subject to the exceptions below, unless one of the statutory exceptions listed in sub-paragraph C below applies, GSA may award a lease for a Building only if the Building has earned the ENERGY STAR® label conferred by the U.S. Environmental Protection Agency (EPA) within the

most recent year prior to the due date for final proposal revisions. The term "most recent year" means that the date of award of the ENERGY STAR® label by EPA must not be more than 1 year prior to the due date of final proposal revisions. For example, an ENERGY STAR® label awarded by EPA on October 1, 2023, is valid for all lease procurements where final proposal revisions are due on or before September 30, 2024. Notwithstanding the above, buildings that meet any of the following are considered as equivalent to having an Energy Star label in the most recent year, provided they achieve an ENERGY STAR® label within 18 months after occupancy by the Government:

1. All new Buildings being specifically constructed for the Government, provided they achieve an ENERGY STAR® label within 18 months after occupancy by the Government, and received the "Designed to Earn the Energy Star®" certification prior to construction;
2. 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;
3. 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; or
4. An existing Building that is unable to obtain a label because of insufficient occupancy but that can produce an indication, through the use of energy modeling or past utility and occupancy data input into Energy Star's® Portfolio Manager tool or Target Finder, that it can receive an unofficial score of 75 or higher using all other requirements of Target Finder or Portfolio Manager, except for actual data from the most recent year.

ENERGY STAR® tools and resources can be found at [HTTPS://WWW.ENERGYSTAR.GOV/BUILDINGS/TOOLS-AND-RESOURCES](https://www.energystar.gov/buildings/tools-and-resources).

- C. Subject to subparagraph D below, 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.
 4. Note: Additional information can be found on [HTTPS://WWW.GSA.GOV/REAL-ESTATE/REAL-ESTATE-SERVICES/LEASING/SUSTAINABILITY-POLICIES](https://www.gsa.gov/real-estate/real-estate-services/leasing/sustainability-policies) under "Sustainability Policies."
- E. The term "cost effective" means an improvement that will result in substantial operational cost savings to the landlord by reducing electricity or fossil fuel consumption, water, or other utility costs. The term "operational cost savings" means a reduction in operational costs to the landlord through the application of Building improvements that achieve cost savings over the Firm Term of the Lease sufficient to pay the incremental additional costs of making the Building improvements.
- F. Instructions for obtaining an ENERGY STAR® Label are provided at [HTTP://WWW.ENERGYSTAR.GOV/BUILDINGS/FACILITY-OWNERS-AND-MANAGERS/EXISTING-BUILDINGS/EARN-RECOGNITION/](http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/earn-recognition/) (use "Portfolio Manager" to apply). ENERGY STAR® tools and resources can be found at [HTTPS://WWW.ENERGYSTAR.GOV/BUILDINGS/TOOLS-AND-RESOURCES](https://www.energystar.gov/buildings/tools-and-resources). The ENERGY STAR® Building Upgrade Manual ([HTTP://WWW.ENERGYSTAR.GOV/BUILDINGS/FACILITY-OWNERS-AND-MANAGERS/EXISTING-BUILDINGS/SAVE-ENERGY/](http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/)) and Building Upgrade Value Calculator ([HTTP://WWW.ENERGYSTAR.GOV/BUILDINGS/TOOLS-AND-RESOURCES/BUILDING-UPGRADE-VALUE-CALCULATOR](http://www.energystar.gov/buildings/tools-and-resources/building-upgrade-value-calculator)) are tools which can be useful in considering energy efficiency and conservation improvements to Buildings.
- G. If one or more of the statutory exceptions applies, and the offered Space is not in a Building that has earned the ENERGY STAR® Label within one year prior to the due date for final proposal revisions, the successful Offeror will be excused from performing any agreed-to energy efficiency and conservation renovations, and benchmarking with public disclosure (as provided in (I) below, if it obtains the ENERGY STAR® Label prior to the Government's acceptance of the Space (or not later than one year after the Lease Award Date for succeeding and superseding leases).

- H. If no improvements are proposed, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools why no energy efficiency and conservation improvements are cost effective. If such explanation is unreasonable, the offer may be rejected.
- I. As described in Section 3 of the Lease, successful Offerors meeting one of the statutory exceptions above must agree to benchmark and publicly disclose the Building's current ENERGY STAR® score, using EPA's Portfolio Manager online software application. See the Lease for additional details.
- J. All new Buildings being specifically constructed for the Government must achieve the ENERGY STAR® Label within 18 months after occupancy by the Government.

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

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

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

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

2.10 ENVIRONMENTAL CONSIDERATIONS (SEP 2013)

- A. The Government requests space with no known hazardous conditions or recognized environmental conditions that would pose a health and safety risk or environmental liability to the Government.
- B. Upon request by the Government, Offeror must provide all known previous use of the Building.
- C. Offeror must indicate in its written offer any known hazardous conditions or environmental releases with/from the offered Space, Building or Property.

ACTION REQUIRED: INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM MANAGER OR THE REGIONAL NEPA SPECIALIST. APPLICABLE SITUATIONS INCLUDE:

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

OTHERWISE, DELETE.

2.11 DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP (OCT 2023)

A. Environmental Due Diligence.

1. At the direction of the LCO, the Offeror must provide, at the Offeror's sole cost and expense, a current Phase I Environmental Site Assessment (ESA), using the American Society for Testing and Materials (ASTM) Standard E1527-21 and timeline, as such standard may be revised from time to time. In accordance with ASTM standards, the study must be performed by an environmental professional with qualifications that meet ASTM standards. This Phase I ESA must be prepared with a focus on the Government being the "user" of the Phase I, as the term "user" is defined in E1527-21. Failure to submit the required study may result in dismissal from consideration.
2. If the Phase I ESA identifies any recognized environmental conditions (RECs), the Offeror will be responsible for addressing such RECs, at its sole cost and expense, including performing any necessary Phase II ESA (using ASTM Standard E1903-11), performing any necessary cleanup actions in accordance with federal and state standards and requirements and submitting a proposed schedule for complying with these obligations. The Government will evaluate whether the nature of any of the RECs, the results of the Phase II, any completed cleanup, and the proposed schedule meet the Government's needs.

B. National Environmental Policy Act.

1. While the Offeror is responsible for performing all environmental due diligence studies of the offered Property, the Government is responsible for compliance with NEPA, whether in whole or in part, on its own or with the assistance of the Offerors. NEPA requires federal agencies to consider the effects of their actions on the quality of the human environment as part of the federal decision-making process and, to that end, the Government's obligations may, and in some cases will, be augmented by the Offerors as described in greater detail in the RLP.
2. The Government may either request information from the Offerors to help it meet its obligations under NEPA or share information provided in response to this provision with federal, state and local regulatory agencies as part of its compliance responsibilities under NEPA and other applicable federal, state and local environmental laws and regulations. Further consultation with these regulatory agencies may be necessary as part of the NEPA process.

3. The Offerors are advised that the Government may be required to release the location of each offered site and other building specific information in public hearings or in public NEPA documents. By submitting an offer in response to this RLP and without the need for any further documentation, the Offeror acknowledges and consents to such release.
4. The Government reserves the right to reject any offer where (i) the NEPA-related documentation provided by the Offeror for the offered Property is inadequate, (ii) the offer entails unacceptably adverse impacts on the human environment, (iii) the identified adverse impacts cannot be readily mitigated, or (iv) the level of NEPA analysis is more extensive than is acceptable to the Government.
5. An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of NEPA compliance. This requires research and field surveys to assess the potential impacts to the natural, social and cultural environments. Any recent studies previously conducted by the Offeror may be submitted to be included in the NEPA process.
6. The Government will not proceed with Lease award until the NEPA process is complete as evidenced by the Government's issuance of a completed CATEX, EA or Environmental Impact Statement (EIS). Upon Lease award, any mitigation measures, whether optional or mandatory, identified and adopted by the Government will become Lease obligations. All costs and expenses for development of design alternatives, mitigation measures and review submittals for work to be performed under the Lease will be the sole responsibility of Lessor.

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

2.12 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP (OCT 2023)

- A. The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106). Section 106 requires federal agencies to consider the effects of their actions on historic properties prior to expending any federal funds on the undertaking. The Government is responsible for identifying whether any historic properties exist in, on, under, or near the offered Property that could be affected by the leasing action. Historic properties include both above-grade (i.e., buildings and historic districts) and below-grade (i.e., archeological sites) resources. The Government is responsible for assessing effects to identified historic properties and for consulting with the State Historic Preservation Officer (SHPO), the Tribal Historic Preservation Officer (THPO), if applicable, any local Historic Preservation or Landmarks Commission, and other interested parties, if applicable, in accordance with the implementing regulations set forth at 36 C.F.R. part 800 (Protection of Historic Properties).
- B. An Offeror must allow the Government access to the offered Property to conduct studies in furtherance of the Section 106 compliance. This requires research and field surveys to assess the potential presence of historic properties that may be affected by construction activity, both above- and below-grade. Compliance also may require below-grade testing to determine the presence of archeological resources and possible artifact recovery, recordation and interpretation mitigation measures.
- C. Demolition or destruction of a historic property by an Offeror in anticipation of an award of a Government lease may disqualify the Offeror from further consideration.
- D. The Government reserves the right to reject any offer where documentation for the offered Property is inadequate or otherwise indicates preservation concerns or adverse effects to historic properties that cannot be minimized or reasonably mitigated, or where the level of NHPA analysis is more extensive than is acceptable to the Government.
- E. If the Government determines that the leasing action could affect historic property, the Offeror of any Property that the Government determines could affect historic property will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA's Qualification Requirements for Preservation Architects and Other Specialists*. These standards are available at: [HTTPS://WWW.GSA.GOV/REAL-ESTATE/HISTORIC-PRESERVATION/HISTORIC-PRESERVATION-POLICY-TOOLS/](https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/). The preservation architect will be responsible for developing preservation design solutions and project documentation required for review by the Government, the SHPO, the THPO, if applicable, and other consulting parties in accordance with Section 106. For Tenant Improvements and other tenant-driven alterations within an existing historic building, the preservation architect must develop context-sensitive design options consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Where new construction or exterior alterations, or both, are located within a historic district, may be visible from historic properties or may affect archeological resources, compliance may require tailoring the design of the improvements to be compatible with the surrounding area. Design review may require multiple revised submissions, depending on the complexity of the project and potential for adverse effects to historic properties, to respond to comments from the Government and the other consulting parties. Within GSA, the Regional Historic Preservation Officer is solely responsible for corresponding with the SHPO, the THPO, if applicable, and any other consulting party. All design costs and expenses relating to satisfying the requirements of this paragraph will be borne solely by the Offeror.

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.

3.02 RECEIPT OF LEASE PROPOSALS (OCT 2024)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH A. DELETE ALTERNATE VERSION.

VERSION 1: USE IF ACCEPTING OFFERS THROUGH THE REQUIREMENT SPECIFIC ACQUISITION PLATFORM (RSAP).

ACTION REQUIRED: ENTER TIME AND TIME ZONE BELOW. MUST MATCH COVER PAGE.

A. Online method - Submission through the Requirement Specific Acquisition Platform (RSAP).

1. Unless otherwise authorized by the LCO or his/her designated representative, offers may only be submitted electronically to GSA using the Requirement Specific Acquisition Platform (RSAP) located at leasing.gsa.gov. RSAP enables Offerors to electronically offer space for lease to the Federal Government. The offer submission process is web-enabled, allowing all registered participants to submit and update offers to lease space to the Government in response to a single RLP for a specific space requirement.
2. In order to be considered for award, offers conforming to the requirements of the RLP shall be submitted through RSAP no later than **[date], [time] [time zone]**.
3. Offerors must submit all documentation identified in this RLP using RSAP. RSAP generates the Lessor's Annual Cost Statement (GSA Form 1217) and Proposal to Lease Space (GSA Form 1364) based on the **Offeror's inputs to the online workflow**. These auto-populated forms are available for review **on the attachments page** of the RSAP workflow and **are automatically included as part of the offer upon submission**; there is no need for the Offeror to manually complete the attached blank version of these two forms. **Offerors can revise the auto-generated GSA Form 1217 and/or GSA Form 1364 by changing the inputs to the online workflow**. Any subsequent revisions to offer documents must be submitted through RSAP. There is no paper-based submission process under this RLP and paper submissions will not be considered, unless otherwise authorized by the LCO.

VERSION 2 – USE IF ACCEPTING OFFERS VIA TRADITIONAL APPROACH (E.G., VIA EMAIL, OR MAIL) AND NOT THROUGH LOP/RSAP.

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

Traditional method – Paper, E-mail.

1. Offeror is authorized to transmit its lease proposal as an attachment to an email. Offeror's email shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offeror's signed lease proposal must be saved in a generally accessible format (such as portable document format (pdf)), which displays a visible image of all original document signatures and must be transmitted as an attachment to the email. Only emails transmitted to, and received at, the GSA email address identified in the RLP will be accepted. Offeror submitting a lease proposal by email shall retain in its possession, and make available upon GSA's request, its original signed proposal. Offeror choosing not to submit its proposal via email may still submit its lease proposal by United States mail or other express delivery service of Offeror's choosing.
2. In order to be considered for award, offers conforming to the requirements of the RLP shall be received in one of the following ways:
 - a. No later than **[time] [time zone]** on the date specified below at the following designated office and address:

Date:

Office:

Address:
 - b. No later than **[time] [time zone]** on the date specified below at the following email address:

Date:

Email Address:
3. 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.
4. 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.

5. 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.
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- B. 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.

NOTE: IF SEEKING OFFERS THAT ARE NOT FULLY-SERVICED, REVISE REFERENCES TO "FULLY SERVICED LEASE RATE" UNDER SUB-PARAGRAPH B.1, AS MACRO WILL NOT CHANGE THIS TEXT.

3.03 PRICING TERMS (OCT 2022)

Offeror shall provide the following pricing information with its offer:

- A. GSA Form 1217, Lessor's Annual Cost Statement. Complete all sections of the 1217.
- B. GSA Form 1364, Proposal to Lease Space. Complete all sections of the 1364, including, but not limited to:
1. A fully serviced Lease rate (gross rate) per ABOA and RSF, clearly itemizing the total Building shell rental, TI rate, Building Specific Amortized Capital (BSAC) rate, operating costs, and parking (itemizing all costs of parking above base local code requirements or otherwise already included in shell rent).
 2. Improvements. All improvements in the base Building, lobbies, common areas, and core areas shall be provided by the Lessor, at the Lessor's expense. This Building shell rental rate shall also include, but is not limited to, property financing (exclusive of TIs and BSAC), insurance, taxes, management, profit, etc., for the Building. The Building shell rental rate shall also include all basic Building systems and common area buildout, including base Building lobbies, common areas, core areas, etc., exclusive of the ABOA Space offered as required in this RLP.
 3. The annual cost per ABOA and rentable square foot (RSF) for the cost of services and utilities. This equals line 27 of GSA Form 1217, Lessor's Annual Cost Statement, divided by the Building size (shown on the top of both GSA Form 1364, Proposal to Lease Space, and Form 1217) for ABOA and RSF, respectively.
 4. The annual rent to amortize the Tenant Improvements. Such amortization shall be expressed as a cost per ABOA and RSF per year. This shall be all alterations for the Space above the Building shell and BSAC build-out. Such alterations shall be described and identified in the drawings used to construct the Space. If the Offeror chooses to amortize the TI for a period exceeding the Firm Term of the Lease, the Offeror shall indicate the extended time in the offer. If the Government terminates the Lease after the Firm Term or does not otherwise renew or extend the term beyond the Firm Term, the Government shall not be liable for any unamortized TI costs resulting from an extended amortization period.
 5. The annual rent to amortize the Building Specific Amortized Capital (BSAC) costs, if any. Such amortization shall be expressed as a rate per ABOA and RSF per year. Refer to the security requirements attached to the Lease.
 6. A shell rate per ABOA and RSF for that portion of the lease term extending beyond the Firm Term. The rate proposed for this portion of the term shall not reflect any TIs or BSAC as they will have been fully amortized over the Firm Term.
 7. An hourly overtime rate for overtime use of heating and cooling, and, if applicable, Adjustment for Reduced Services. 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 CHOOSING TI ALLOWANCE PRICING. DELETE FOR TI TURNKEY PRICING.

9. Lessor's Fees to complete Tenant Improvements and Building Specific Amortized Capital (BSAC). 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 and BSAC, if applicable. State the basis for determining each component, (e.g., flat fee, cost per ABOA SF, etc.). State any assumptions used to compute the dollar costs for each fee component.
10. Rent concessions being offered. Indicate either on the GSA Form 1364 Proposal to Lease Space or in separate correspondence.
11. Compensation (expressed as a %) to Offeror's broker and/or representative arising from an agreement between the Offeror and the Offeror's representative, agent(s), broker(s), property manager, developer, employee, or any other agent or representative in connection with the Lease contemplated herein shall be entered. If GSA is using a Tenant Representative Broker, compensation (expressed as a %) to GSA's Broker reflecting the agreement between Offeror and GSA's Broker, shall be entered.

ACTION REQUIRED: INCLUDE SUB-PARAGRAPH C FOR BSAC TURNKEY PRICING BEFORE AWARD. OTHERWISE, DELETE FOR FSL I, OR FOR FSL II, III AND IV WHEN USING A BSAC PLACEHOLDER ESTIMATE.

- C. Security Unit Price List. The Offeror shall use the Security Unit Price list to provide a cost breakdown of the security countermeasures, which were outlined in the security requirements attachment. The Security Unit Price list includes various improvements and services to be provided

by the Lessor. Each item is classified as part of the shell, tenant improvements, or BSAC. There shall be no charge to the Government for any items that already exist in the offered Building or facility.

ACTION REQUIRED: INCLUDE SUB-PARAGRAPH D FOR TI TURNKEY PRICING WITH POST-AWARD DIDS. OTHERWISE, DELETE.

D. TI Unit Price List

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

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

3.04 BUDGET SCOREKEEPING; OPERATING LEASE TREATMENT (APR 2011)

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

ACTION REQUIRED: IF THERE IS NO PENDING OR APPROVED PROSPECTUS AND YOU BELIEVE OFFERS WILL NOT EXCEED THE PROSPECTUS THRESHOLD, DELETE THE ENTIRE PARAGRAPH.

3.05 PROSPECTUS LEASE (OCT 2022)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH A. DELETE THE ALTERNATE VERSION.

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VERSION 1: FOR PROJECTS WITH A PENDING OR APPROVED PROSPECTUS. **NOTE:** RLPs FOR PROSPECTUS-LEVEL PROJECTS MUST BE REVIEWED BY THE NOL ZONE MANAGER AND REGIONAL COUNSEL PRIOR TO ISSUANCE.

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

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VERSION 2: FOR PROJECTS WHERE THERE IS NO PENDING OR APPROVED PROSPECTUS BUT YOU BELIEVE OFFER(S) MAY EXCEED THE PROSPECTUS THRESHOLD.

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

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ACTION REQUIRED: IF THERE IS POTENTIAL FOR NEW CONSTRUCTION, CONSIDER REQUIRING ADDITIONAL TECHNICAL SUBMITTALS. SEE LDG CHAPTER 14 FOR SUBMITTAL SUGGESTIONS [E.G., SITE PLAN, ELEVATION DRAWINGS, ARCHITECTURAL RENDERINGS, ETC.].

3.06 ADDITIONAL SUBMITTALS (OCT 2024)

Offeror shall also submit with its offer the following:

- A. If the offeror is not the owner of the Property, authorization from the ownership entity to submit an offer on the ownership entity's behalf.
- B. Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the Space, including Shell, TI, and BSAC improvements. 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. Alternatively, if the Offeror is self-financing, Offeror must demonstrate, to the satisfaction of the LCO, that it has adequate financial resources to self-finance the necessary improvements, e.g., income statements, cash flow statements, balance sheets, three (3) months of bank statements showing sufficient on hand stable cash reserves to fund the improvements, letter from the entity's financial officer.

NOTE: THE DEFAULT LANGUAGE PROVIDES THE LCO WITH THE ABILITY TO AWARD THE LEASE TO A PROPERTY THAT DOES NOT CURRENTLY MEET THE PROPER ZONING REQUIREMENTS IF THE OFFEROR PROVIDES A PLAN FOR HOW THEY WILL MEET THE ZONING REQUIREMENTS PRIOR TO CONSTRUCTION. THE PLAN SHOULD BE INCORPORATED INTO THE LEASE AND THE REQUIREMENT FOR PROOF OF SUCCESSFUL RE-ZONING SHOULD BE ADDED TO THE LEASE PARAGRAPH "ADDITIONAL POST-AWARD FINANCIAL AND TECHNICAL DELIVERABLES."

ALTERNATIVELY, THE LCO MAY MODIFY THE PARAGRAPH TO DELETE THE LAST SENTENCE AND REQUIRE THAT ZONING REQUIREMENTS MUST BE MET PRIOR TO LEASE AWARD.

- 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. If the current zoning is not in compliance, the Offeror must submit a plan and time schedule outlining how they will obtain all necessary zoning approvals prior to construction and how long the necessary zoning approvals will take.

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, the deed or lease must be submitted to the LCO evidencing the Offeror's stated interest in the Property and any encumbrances on the Property.

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

- 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 prior to award. These submittals must remain current. The Offeror is required to submit updated documents as required.
- F. Required Proof of Signing Authority: As a condition of lease award, the Government will require one of the following forms of proof of signing authority before the Government executes the Lease:
1. Corporation. Copy of Articles of Incorporation and bylaws. In addition, a copy of the resolution, signed by the necessary directors of the corporation authorizing the corporate officer who will sign the lease to bind the corporation to the Lease.
 2. Partnership. Copy of Partnership Agreement, Statement of Partnership, or Statement of Limited Partnership and evidence of authority of signatory to bind the partnership if not expressly authorized by the Partnership Agreement.
 3. Limited Liability Company. Copy of the Articles of Organization and Operating Agreement. Also, evidence of the authority of the signing manager (if company is manager owned) or member (if the company is member managed) to sign, if not expressly authorized by the Articles of Organization and/or Operating Agreement.
 4. Joint Venture. Copy of Joint Venture Agreement and evidence of authority of signatory to bind the Joint Venture to the Lease.

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS. DELETE FOR SOLE SOURCE LEASE ACTIONS.

- G. If claiming an historic preference in accordance with the Historic Preference paragraph in RLP Section 2, Eligibility and Preferences for Award, Offeror must submit one of the following as documentation that the Property is historic or the site of the offered Property is within a Historic District: a letter from the National Park Service stating that the Property is listed in the National Register of Historic Places (NRHP) or eligible for listing, with a date of the listing/decision; a letter from the State Historic Preservation Office stating that the Property is listed in the NRHP, or on a statewide register, or eligible for inclusion, with a date of the listing/decision; or, the NRHP Identification Number and date of listing available from the NRHP Database found at [HTTPS://WWW.NPS.GOV/SUBJECTS/NATIONALREGISTER/DATABASE-RESEARCH.HTM](https://www.nps.gov/subjects/nationalregister/database-research.htm).

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS. DELETE FOR SOLE SOURCE LEASE ACTIONS.

- H. 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.
- I. The Offeror must have an active registration in the System for Award Management (SAM), via the Internet at [HTTPS://WWW.SAM.GOV/SAM/](https://www.sam.gov/SAM/) prior to the Lease Award Date. Offerors must be registered for purposes of "All Awards," including completion of all required representations and certifications within SAM. This registration service is free of charge.
- J. The Offeror must submit the Fire Protection and Life Safety (FPLS) Information in subparagraph 1, unless the Building meets either exemption in subparagraphs 2 or 3 below.
1. FPLS Submittal Information.
 - a. Completed GSA Form 12000, Prelease 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, provide either:
 - I. A report prepared by a licensed fire protection engineer with their assessment of the Building regarding compliance with all applicable local Fire Protection and Life Safety-related codes and ordinances or,
 - II. For offers of new construction only, documentation indicating the Building Code (including edition) to which the Building is being constructed and a written commitment to meet all of the mandatory FPLS lease requirements in the Lease.
 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 1.a through 1.d above.
 3. If the Offeror provides a Building C of O obtained under any edition of the International Building Code (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 the Offeror is not required to submit to GSA the FPLS Submittal Information listed in 1 above.

- 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, or multiple buildings on a tax parcel, and any other information that may affect the assessed value, in order for the Government to perform a complete and adequate analysis of the offered Property. The Offeror is to provide a detailed overview and documentation of any Tax Abatements on the Property as outlined in the "Real Estate Tax Adjustment" paragraph of the Lease.

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS INVOLVING A NEW LOCATION. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

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

ACTION REQUIRED: MAY BE DELETED FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

- M. The architectural plans for modernization, if the offered Building is not a modern office Building.
- N. A current asbestos management plan or operations and management plan, along with a current reinspection report (performed within the past 5 years), if the offered Building contains asbestos-containing materials.
- O. Computer generated plans set to 1/8" = 1'-0" (preferred meeting sub-paragraphs 1 through 5 noted below:

1. All plans submitted for consideration shall include floor plan(s) for which Space is being offered and floor plan(s) of the floor(s) of exit discharge (e.g., street level(s)). Each plan submitted shall include the locations of all exit stairs, elevators, and the Space(s) being offered to the Government. In addition, where Building exit stairs are interrupted or discontinued before the level of exit discharge, additional floor plans for the level(s) where exit stairs are interrupted or discontinued must also be provided.
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. 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.

NOTE: MODIFY THIS SUBPARAGRAPH TO INCLUDE ADDITIONS TO THE FLOOR PLANS FOR OFFERED SPACE THAT MAY BE REQUIRED BASED ON OBSERVATIONS DURING THE MARKET SURVEY PROCESS, E.G., VERTICAL SHAFTS, RISERS, ROOF DRAINS, ELECTRICAL CLOSETS, RESTROOMS, ETC. THESE ADDITIONS SHOULD ONLY BE REQUESTED WHEN THE PROSPECTIVE OFFER CONTEMPLATES USING THE ENTIRE FLOOR, MULTIPLE FLOORS, OR THE TOP FLOOR.

3. 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.
 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, Lease Term, and Occupancy Date" paragraph in the RLP, advise whether there are existing vending facilities in the offered Building which have exclusive rights in the Building.

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS FOR A NEW OR NEW/REPLACING LEASE. DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES AT CURRENT LOCATION.

ACTION REQUIRED: MUST USE WHEN USING THE NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION PARAGRAPH IN THE STATEMENT OF REQUIREMENTS SECTION OF THIS RLP.

- 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: THE NEXT SUB-PARAGRAPH IS MANDATORY WHEN A NEWLY CONSTRUCTED BUILDING OF 10,000 RSF AND ABOVE IS THE ONLY SOLUTION THAT WILL MEET THE CLIENT AGENCY'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING. OTHERWISE, DELETE.

ACTION REQUIRED: PRIOR TO ISSUING THE RLP, CONSULT WITH CLIENT AGENCY TO DETERMINE WHICH GREEN BUILDING RATING SYSTEM FOR NEW CONSTRUCTION TO USE -- EITHER LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN FOR NEW CONSTRUCTION SILVER LEVEL OR GREEN GLOBES® FOR NEW CONSTRUCTION TWO GREEN GLOBES LEVEL.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH S. DELETE ALTERNATE VERSION.

NOTE: CHOICE MUST BE CONSISTENT WITHIN RLP AND LEASE DOCUMENTS.

VERSION 1: USE IF LEED® FOR NEW CONSTRUCTION IS SELECTED.

- S. For projects 10,000 RSF and above, the Offeror must provide documentation of the proposed Leadership in Energy and Environmental Design® for New Construction (LEED®-NC) credits for Silver level certification. For LEED®, this documentation is the LEED®-NC scorecard. Along with the proposed scorecard or checklist, the Offeror shall submit a brief statement outlining how each of the proposed credits will be achieved. If pursuing LEED®-NC, the Offeror must identify the U.S. Green Building Council LEED® Accredited Professionals as team members, including their roles throughout the project.

VERSION 2: USE IF GREEN GLOBES® FOR NEW CONSTRUCTION IS SELECTED.

For projects 10,000 RSF and above, the Offeror must provide documentation of the proposed Green Globes® for New Construction (GG®-NC) credits for Two Green Globes level certification. If pursuing Green Globes®-NC, the Offeror may add GBI Green Globes® Professionals (GGPs) to the project team, but it is not required. If one or more GGPs are added, the Offeror must identify any GGPs as team members, including their roles throughout the project.

ACTION REQUIRED: OPTIONAL SUB-PARAGRAPH. INCLUDE WHEN CLIENT AGENCIES REQUEST USE OF LEED® FOR INTERIOR DESIGN AND CONSTRUCTION, GREEN GLOBES® FOR SUSTAINABLE INTERIORS, OR LIVING BUILDING CHALLENGE INTERIORS™.

ACTION REQUIRED: PRIOR TO ISSUING THE RLP, CONSULT WITH THE CLIENT AGENCY TO DETERMINE WHICH GREEN BUILDING RATING SYSTEM FOR TENANT INTERIORS TO USE -- EITHER LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN FOR INTERIOR DESIGN AND CONSTRUCTION AT THE CERTIFIED LEVEL, AT MINIMUM, GREEN GLOBES® FOR SUSTAINABLE INTERIORS (GG®-SI) AT THE ONE GREEN GLOBES LEVEL, AT MINIMUM, OR LIVING BUILDING CHALLENGE FOR INTERIORS™.

NOTE: DELETE ALL THREE VERSIONS IF NOT APPLICABLE.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH T. DELETE ALTERNATE VERSIONS. CHOICE MUST BE CONSISTENT WITHIN RLP AND LEASE DOCUMENTS.

VERSION 1: USE IF LEED FOR INTERIOR DESIGN & CONSTRUCTION IS SELECTED.

- T. The Offeror must provide a Leadership in Energy and Environmental Design® for Interior Design and Construction (LEED®-ID+C) scorecard documenting the proposed credits to meet LEED® certification (at the minimum Certified level). Along with the proposed LEED®-ID+C scorecard, the Offeror shall submit a brief statement outlining how each of the Credits proposed on the scorecard or checklist will be achieved. In addition, the Offeror must identify the U.S. Green Building Council LEED® accredited professionals as team members, including their roles throughout the project.

VERSION 2: USE IF GREEN GLOBES® FOR SUSTAINABLE INTERIORS IS SELECTED.

The Offeror must provide a Green Globes® for Sustainable Interiors (Green Globes® SI) project checklist documenting the proposed criteria and points to meet Green Globes® certification (at the minimum One Green Globes level). Along with the proposed Green Globes® SI checklist, the Offeror shall submit a brief statement outlining how each of the Credits proposed on the scorecard or checklist will be achieved. The Offeror may add GBI Green Globes® Professionals (GGPs) to the project team, but it is not required. If one or more GGPs are added, the Offeror must identify any GGPs as team members, including their roles throughout the project.

VERSION 3: USE IF LIVING BUILDING CHALLENGE INTERIORS™ IS SELECTED.

The Offeror must provide Living Building Challenge Interiors™ (LBC Interiors™) documentation outlining how certification will be achieved. The Offeror may add LBC Interiors™ professionals to the project team, but it is not required. If one or more LBC Interiors™ professionals are added, the Offeror must identify them as team members, including their roles throughout the project.

ACTION REQUIRED: USE WHEN INCLUDING SEISMIC PARAGRAPHS UNDER SECTION 2 (SEISMIC SAFETY- MODERATE SEISMICITY OR SEISMIC SAFETY – HIGH SEISMICITY). OTHERWISE, DELETE.

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

ACTION REQUIRED: INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL ENVIRONMENTAL QUALITY ADVISOR OR THE REGIONAL NEPA PROGRAM MANAGER. APPLICABLE SITUATIONS INCLUDE:

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

OTHERWISE, DELETE.

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

V. If applicable, information required under paragraph entitled "DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP."

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

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

W. If applicable, information required under paragraph entitled "NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP."

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

Y. If more than 5,000 square feet of land area is to be disturbed in order to meet the Government's requirements, (as more fully described in the lease paragraph named ENERGY INDEPENDENCE AND SECURITY ACT, sub-paragraph (B)(1)(b)), a statement from Offeror that the Offeror is aware of and will comply with the specific Lease requirements concerning maintenance and restoration of the real property's hydrology.

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

Z. Information required under paragraph entitled "UTILITIES SEPARATE FROM RENTAL / BUILDING OPERATING PLAN."

ACTION REQUIRED: ONLY INCLUDE THE FOLLOWING SUB-PARAGRAPH FOR FSL LEVEL III, FSL IV, OR V PROJECTS. OTHERWISE, DELETE.

AA. GSAR 552.270-33, Foreign Ownership and Financing Representation for High Security Leased Space.

NOTE: PER LA-20-11. RLP PACKAGE MUST INCLUDE FAR REPRESENTATION 52.204-24.

THE REQUIREMENT TO COMPLETE THIS REPRESENTATION IS DEPENDENT UPON OFFEROR'S RESPONSE TO THE SAM ONLINE REPRESENTATION 52.204-26.

AB. FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, as applicable.

ACTION REQUIRED: ONLY INCLUDE WHEN ANTICIPATING OFFERS INVOLVING NEW CONSTRUCTION OR COMPLEX BUILD OUT AND THE RLP STIPULATES A REQUIRED OCCUPANCY DATE.

AC. A construction schedule giving the dates on which the various phases of permitting, design and construction (including principal categories of work) will be completed to coincide with the Government's required occupancy date and the milestones as outlined under the Lease.

ACTION REQUIRED: TO BE INCLUDED IN CONJUNCTION WITH RLP PARAGRAPH ENTITLED "SWING SPACE – RLP" AND CORRESPONDING LEASE PARAGRAPH ENTITLED "SWING SPACE – LEASE" WHEN THE CURRENTLY-OCCUPIED GOVERNMENT SPACE IS A POTENTIAL HOUSING SOLUTION FOR THE NEW PROCUREMENT AND ANTICIPATED RENOVATIONS ARE EXPECTED TO DISRUPT TENANT OPERATIONS. OTHERWISE, DELETE.

AD. See Paragraph entitled "SWING SPACE – RLP" for additional submittal requirements, which include a swing space plan and swing space schedule.

3.07 TENANT IMPROVEMENTS INCLUDED IN OFFER (OCT 2020)

ACTION REQUIRED: USE THE APPROPRIATE VERSION OF SUB-PARAGRAPH "A". DELETE ALTERNATE VERSIONS.

NOTE: THE FIRST TWO OPTIONS REFLECT TI ALLOWANCE PRICING. THE SECOND TWO OPTIONS REFLECT TI TURNKEY PRICING.

ALLOWANCE OPTIONS (VERSIONS 1 AND 2):

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VERSION 1: USE FOR MOST INSTANCES INVOLVING TI ALLOWANCE PRICING.

A. Tenant Improvement Allowance Pricing.

1. 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.

ACTION REQUIRED: INCLUDE THIS SUB-PARAGRAPH IN INSTANCES WHERE THE AGENCY IS EXPECTED TO EXCEED THE TI ALLOWANCE. **ACTION REQUIRED:** FILL IN ESTIMATED AMOUNT OF TI OVERAGE.

2. The Government anticipates that the Tenant Improvement buildout for this requirement may exceed the allowance under sub-paragraph A.1 above by approximately \$_____ per ABOA SF. The Government will use the TI Allowance as stated under sub-paragraph A.1 above in evaluating the TI rent component of offers; however, this does not preclude the Government from consideration of move-related replications costs in the evaluation, as outlined under the paragraph "Present Value Price Evaluation." The disclosure of this anticipated overage is not intended to be construed as an estimate of move-related replications costs. Also, it is not intended to serve as either an accurate estimate or an agreement by the Government as to the final pricing of the TI work, nor is it a commitment by the Government as to the level of TI work that eventually will be required. This disclosure is only intended to assist Offerors in understanding their potential obligation with respect to financing the full amount of Tenant improvements, as outlined under the Lease Paragraph "Tenant Improvement Rental Adjustment."

VERSION 2: USE ONLY IN A COMPETITIVE LEASE ACTION WHERE THE CURRENT LESSOR IS EXPECTED TO SUBMIT AN OFFER AND THE AGENCY REQUIRES A SIGNIFICANTLY LOWER LEVEL OF BUILDOUT THAN WHAT WOULD BE REQUIRED AT A NEW LOCATION. AN AGENCY MAY ELECT TO APPLY A TI AMOUNT LESS THAN THEIR FULL ENTITLEMENT FOR THEIR CURRENT EXISTING LEASED SPACE. THE REDUCED TI ALLOWANCE MUST BE AGREED TO AND CONFIRMED WITH THE AGENCY IN A CPA OR OTHER PROJECT DOCUMENT PRIOR TO THE ISSUANCE OF THE RLP. IF THIS IS THE CASE, THE DIFFERENT TI RATES TO BE USED MUST BE DISCLOSED TO ALL OFFERORS AND CLEARLY NOTED IN THIS RLP. ONCE AGREED TO, THE AGENCY CANNOT ASK FOR THE REMAINDER OF THEIR ORIGINAL TI ENTITLEMENT.

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

Tenant Improvement Allowance Pricing.

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

ACTION REQUIRED: INCLUDE THIS SUB-PARAGRAPH IN INSTANCES WHERE THE AGENCY IS EXPECTED TO EXCEED THE TI ALLOWANCE.

ACTION REQUIRED: FILL IN ESTIMATED AMOUNT OF MINIMUM TI OVERAGE FOR "OTHER LOCATIONS OFFERED." THERE SHOULD BE NO ADDITIONAL TI ASSOCIATED WITH THE EXISTING LEASED SPACE.

2. The Government anticipates that the Tenant Improvement buildout for this requirement may exceed the allowance under sub-paragraph A.1 above by approximately \$_____ per ABOA SF. The Government will use the TI Allowance as stated under sub-paragraph A.1 above in evaluating the TI rent component of offers; however, this does not preclude the Government from consideration of move-related replications costs in the evaluation, as outlined under the paragraph "Present Value Price Evaluation." The disclosure of this anticipated overage is not intended to be construed as an estimate of move-related replications costs. Also, it is not intended to serve as either an accurate estimate or an agreement by the Government as to the final pricing of the TI work, nor is it a commitment by the Government as to the level of TI work that eventually will be required. This disclosure is only intended to assist Offerors in understanding their potential obligation with respect to financing the full amount of Tenant improvements, as outlined under the Lease Paragraph "Tenant Improvement Rental Adjustment."

TURNKEY OPTIONS (VERSIONS 3 AND 4):

VERSION 3: USE FOR TURNKEY TI PRICING IN A SUCCEEDING OR SUPERSEDING LEASE REQUIRING MINIMAL TI (E.G. PAINT AND/OR CARPET REFRESH)

The TIs for this requirement shall consist of the following:

- ☐ Repainting of the leased Premises in accordance with the "Painting — TI" paragraph in Section 5 of the Lease.
- ☐ Re-carpeting of the leased Premises in accordance with the "Floor Coverings and Perimeters" paragraph in Section 5 of the Lease.
- ☐ Other—See attached Scope of Work.

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.

VERSION 4: USE FOR TURNKEY TI PRICING THAT EXCEEDS MINIMAL TI BUILDOUT (BEYOND PAINT AND CARPET REFRESH).

Tenant Improvement Turnkey Pricing.

An Agency Specific Requirements (ASR) package is provided with this RLP to all Offerors upon which to base their TI pricing. (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 and all improvements shall meet the quality standards and requirements of this RLP and its attachments.

- B. The Tenant Improvements shall include all the Offeror's administrative costs, general contractor fees, subcontractor's profit and overhead costs,

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

ACTION REQUIRED:

USE FOR TI TURNKEY PRICING WHEN 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.

NOTE: 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.

3.08 TURNKEY PRICING WITH DESIGN INTENT DRAWINGS PRIOR TO AWARD (OCT 2017)

- 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 layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set must include the following elements:

Level 1.

1. Cover Sheet;
2. Demolition Plan (if applicable);
3. Construction (Partition) Plan;
4. Power/Communication (Electrical) Plan;
5. Furniture Plan; and
6. Finish Plan.

OPTIONAL: LEVEL 2 DIDS. ONLY USE WHEN AGENCY REQUIRES THIS LEVEL OF DETAIL BEFORE PROCEEDING TO CDS. LEVEL 2 DIDS ARE NOT REQUIRED FOR ALL PROJECT TYPES. HOWEVER, IT MAY BE PRUDENT TO REQUIRE LEVEL 2 DIDS WHEN ONE OR MORE OF THE FOLLOWING OCCUR: CLIENT REQUEST WITH JUSTIFICATION, COMPLEX OR VERY DETAILED REQUIREMENTS, OR PROJECTS WITH EXTENSIVE SECURITY REQUIREMENTS.

NOTE: LEVEL 2 DIDS ARE FUNDED VIA RWA, NOT SHELL.

Level 2 DIDs (reimbursable).

After Lease Award, the Government may request the Lessor to submit a separate price proposal to provide Level 2 DIDs in addition to the Level 1 DIDs which are already priced as part of the shell rent. If requested, Level 2 DIDs must include the following Level 2 elements:

1. Reflected Ceiling Plan;
2. Interior Elevations;
3. Interior Sections;
4. Partition Type/ Section Plan; and
5. Door/Hardware Schedule

- 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.

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

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

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

NOTE: FOR SUCCEEDING OR SUPERSEDING LEASES AT THE CURRENT LOCATION, THE ISC REQUIREMENTS ARE NOT REQUIRED, BUT ARE RECOMMENDED. THE LEASING SPECIALIST MUST CONSULT WITH THE TENANT AGENCY TO DETERMINE THE APPROPRIATE SECURITY COUNTERMEASURES, IF ANY.

3.09 SECURITY IMPROVEMENTS INCLUDED IN OFFER (OCT 2022)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUBPARAGRAPH A. DELETE THE ALTERNATE VERSION.

=====

VERSION 1: USE WHEN REQUIRING ALL OFFERORS TO USE SAME BSAC AMOUNT IN PREPARING THEIR OFFER.

ACTION REQUIRED: LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. FOR FSLII, INSERT \$12.00 PER ABOA SF. FOR FSL III, INSERT \$25.00 PER ABOA SF. FOR FSL IV, INSERT \$40.00 PER ABOA SF. THESE NUMBERS ARE ESTIMATED BASED ON THE FSL.

A. **Building Specific Amortized Capital Pricing.**

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

=====

VERSION 2: USE ONLY IN A COMPETITIVE LEASE ACTION WHERE THE CURRENT LESSOR IS EXPECTED TO SUBMIT AN OFFER AND THE AGENCY REQUIRES A SIGNIFICANTLY LOWER LEVEL OF BSAC THAN WHAT WOULD BE REQUIRED AT A NEW LOCATION. THE REDUCED BSAC MUST BE AGREED TO AND CONFIRMED WITH THE AGENCY IN A CPA OR OTHER PROJECT DOCUMENT PRIOR TO THE ISSUANCE OF THE RLP. IF THIS IS THE CASE, THE DIFFERENT BSAC RATES TO BE USED MUST BE DISCLOSED TO ALL OFFERORS AND CLEARLY NOTED IN THIS RLP. ONCE ESTABLISHED, THE AMORTIZED BSAC AMOUNT CANNOT BE INCREASED. FOR FURTHER CLARIFICATION OF THIS OPTION, PLEASE CONSULT PRICING POLICY.

ACTION REQUIRED: LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. FOR CURRENT LOCATION, ENTER ESTIMATED BSAC AMOUNT. FOR OTHER LOCATIONS: INSERT \$12.00 PER ABOA SF FOR FSL II, INSERT \$25.00 PER ABOA SF FOR FSL III, AND INSERT \$40.00 PER ABOA SF FOR FSL IV. THESE NUMBERS ARE ESTIMATED BASED ON THE FSL.

Building Specific Amortized Capital Pricing.

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

=====

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

ACTION REQUIRED: USE THIS PARAGRAPH ONLY FOR AGENCIES REQUESTING USE OF LEED® FOR INTERIOR DESIGN AND CONSTRUCTION (LEED®-ID+C) OR GREEN GLOBES® FOR SUSTAINABLE INTERIORS (GG® SI). FOR ALL OTHER PROCUREMENTS, DELETE PARAGRAPH.

3.10 GREEN BUILDING RATING CERTIFICATION FOR TENANT INTERIORS (OCT 2023)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION. DELETE ALTERNATE VERSIONS. CHOICE MUST BE CONSISTENT WITHIN RLP AND LEASE DOCUMENTS.

=====

VERSION 1: USE IF LEED® FOR INTERIOR DESIGN AND CONSTRUCTION IS SELECTED.

The project TIs shall incorporate any necessary design parameters for the Space to meet Leadership in Energy and Environmental Design for Interior Design and Construction requirements (at the minimum Certified level) into the Design Intent Drawings (DIDs), if applicable, or Construction Drawings.

The Lessor must coordinate TI and shell requirements as necessary to meet the certification.

=====

VERSION 2: USE IF GREEN GLOBES® FOR SUSTAINABLE INTERIORS IS SELECTED.

The project TIs shall incorporate any necessary design parameters for the Space to meet Green Globes® for Sustainable Interiors requirements into the Design Intent Drawings (DIDs), if applicable, or Construction Drawings. The Lessor must coordinate TI and shell requirements (at the minimum One Green Globes level) as necessary to meet the certification.

=====

VERSION 3: USE IF LIVING BUILDING CHALLENGE FOR BUILDING INTERIORS™ IS SELECTED.

The project TIs shall incorporate any necessary design parameters for the Space to meet Living Building Challenge for Building Interiors™ requirements into the Design Intent Drawings (DIDs), if applicable, or Construction Drawings. The Lessor must coordinate TI and shell requirements as necessary to meet the certification.

=====

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.

3.11 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.

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

3.12 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.

SECTION 4 METHOD OF AWARD

4.01 NEGOTIATIONS (OCT 2023)

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THIS PARAGRAPH. DELETE ALTERNATE VERSION.

=====

VERSION 1: USE FOR COMPETITIVE ACTIONS.

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. 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.

=====

VERSION 2: USE FOR SOLE SOURCE ACTIONS.

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.

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS. DELETE FOR SOLE SOURCE ACTIONS.

4.02 HUBZONE SMALL BUSINESS CONCERN PRICE PREFERENCE WAIVER (OCT 2023)

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 Evaluation Factors" paragraph of the RLP by so indicating on the GSA Form 1364, Proposal to Lease Space. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC.

ACTION REQUIRED:

USE THIS PARAGRAPH IF CONTRACT AWARD WILL BE BASED ON PRICE ALONE [LOWEST PRICE TECHNICALLY ACCEPTABLE OR LPTA]. IF USED, DELETE THE BELOW PARAGRAPHS: "OTHER EVALUATION FACTORS," "FACTOR DESCRIPTIONS," "FACTOR MINIMUM STANDARDS," "FACTOR SUBMITTAL REQUIREMENTS," AND "DOCUMENTATION REQUIREMENTS."

NOTE: FAR 15.101-2 OUTLINES REQUIREMENTS FOR PROJECTS USING LPTA INSTEAD OF BEST VALUE TRADEOFF. SEE LEASING ALERT LA-21-03 AND CLASS JUSTIFICATION CD-2021-08 FOR ADDITIONAL GUIDANCE.

DELETE FOR SOLE SOURCE LEASE ACTIONS.

4.03 AWARD BASED ON PRICE (OCT 2023)

- A. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP and the Lease documents and is the lowest priced technically acceptable offer submitted. Refer to the "Present Value Price Evaluation" paragraph of this RLP.
- B. See FAR Clause 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns, as listed under the attached GSA 3517, General Clauses.
- C. If an offer contains terms taking exception to or modifying any Lease provision, the Government will not be under any obligation to award a Lease in response to that offer.

=====

ACTION REQUIRED:

USE THE FOLLOWING FIVE PARAGRAPHS IF CONTRACT AWARD WILL BE BASED ON PRICE AND OTHER EVALUATION FACTORS [BEST VALUE TRADEOFF OR BVTO]. IF USED, DELETE THE ABOVE PARAGRAPH "AWARD BASED ON PRICE."

DELETE FOR SOLE SOURCE LEASE ACTIONS.

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

NOTE: FAR 15.101-2 OUTLINES REQUIREMENTS FOR PROJECTS USING LPTA INSTEAD OF BEST VALUE TRADEOFF. SEE LEASING ALERT LA-22-04 FOR ADDITIONAL GUIDANCE.

NOTE: BVTO IS MANDATORY WHEN REQUIRING OFFERS FOR NEW LEASE CONSTRUCTION; MUST INCLUDE EVALUATION FACTORS ALIGNED WITH THE DESIGN EXCELLENCE PROGRAM. SEE DESIGN EXCELLENCE FOR LEASING PROGRAM GUIDANCE - 2021.

4.04 OTHER EVALUATION FACTORS (OCT 2023)

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

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

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

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

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

NOTE: IF EVALUATION FACTORS ARE BEING USED, ONE OF THE EVALUATION FACTORS MUST BE **PAST PERFORMANCE**. MUST ALSO INCLUDE DESIGN EXCELLENCE FOR LEASING.

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

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

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

1. Factor 1 _____
2. Factor 2 _____
3. Factor 3 _____
4. Factor 4 _____

- D. See FAR Clause 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns, as listed under the attached GSA 3517, General Clauses.

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

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

THE QUALIFICATIONS MENTIONED IN THIS PARAGRAPH ARE TO BE TAILORED TO THE EXACT EVALUATION FACTORS.

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

4.05 EVALUATION FACTOR DESCRIPTIONS (OCT 2023)

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

- A. Evaluation Factor 1 _____
- B. Evaluation Factor 2 _____
- C. Evaluation Factor 3 _____
- D. Evaluation Factor 4 _____

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

PAST PERFORMANCE MUST BE INCLUDED AS ONE OF THE FOLLOWING FACTORS.

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

4.06 EVALUATION FACTOR MINIMUM STANDARDS (OCT 2023)

- A. Evaluation Factor 1 _____
- B. Evaluation Factor 2 _____
- C. Evaluation Factor 3 _____
- D. Evaluation Factor 4 _____

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

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

4.07 EVALUATION FACTOR SUBMITTAL REQUIREMENTS (OCT 2023)

- A. Evaluation Factor 1 _____
- B. Evaluation Factor 2 _____
- C. Evaluation Factor 3 _____
- D. Evaluation Factor 4 _____

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

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

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

4.08 EVALUATION DOCUMENTATION REQUIREMENTS (OCT 2023)

- A. Evaluation Documentation Factor 1 _____
- B. Evaluation Documentation Factor 2 _____

=====

ACTION REQUIRED: USE FOR COMPETITIVE ACTIONS. DELETE FOR SOLE SOURCE ACTIONS.

4.09 PRESENT VALUE PRICE EVALUATION (OCT 2024)

- A. If annual CPI adjustments in operating expenses are included, the Offeror shall be required to submit the offer with the total "gross" annual price per RSF and per ABOA SF and a breakout of the "base" price per RSF and ABOA SF for services and utilities (operating expenses) to be provided by the Lessor. The "gross" price shall include the "base" price. The base price per ABOA SF from which adjustments are made will be the base price for the term of the Lease, including any option periods.
- B. The Offeror must submit plans and any other information to demonstrate that the Rentable Space yields ABOA space within the required ABOA range. The Government will verify the amount of ABOA SF and will convert the rentable prices offered to ABOA prices, which will subsequently be used in the price evaluation.
- C. Evaluation of offered prices will be based on the annual price per ABOA SF, including all required option periods. The Government will perform present value price evaluation by reducing the prices per ABOA SF to a composite annual ABOA SF price, as follows:
 - 1. Parking and wareyard areas will be excluded from the total square footage but not from the price. For different types of space, the gross annual per ABOA SF price will be determined by dividing the total annual rental by the total ABOA square footage excluding these areas.
 - 2. Free rent will be evaluated in the year in which it is offered. The gross annual price is adjusted to reflect free rent.
 - 3. Prior to the discounting procedure below, the total dollar amount of the Commission Credit (if applicable) will be subtracted from the first year's gross annual rent, unless the provision of free rent causes the credit to apply against rent beyond the first year's term, in which case the Commission Credit will be allocated proportionately against the appropriate year's gross rent.
 - 4. Also as stated in the "Broker Commission and Commission Credit" paragraph, the amount of any commission paid to GSA's Broker will not be considered separately as part of this price evaluation since the value of the commission is subsumed in the gross rent rate.
 - 5. If annual adjustments in operating expenses will not be made, the gross annual price, minus the Commission Credit (if applicable), will be discounted annually at 5 percent to yield a gross present value cost (PVC).
 - 6. If annual adjustments in operating expenses will be made, the annual price, minus the Commission Credit (if applicable) and minus the base cost of operating expenses, will be discounted annually at 5 percent to yield net PVC. The operating expenses will be both escalated at 2.5 percent compounded annually and discounted annually at 5 percent, then added to the net PVC to yield the gross PVC.
 - 7. To the gross PVC will be added:

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

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

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

ACTION REQUIRED: IF USING THIS SUB-PARAGRAPH D, THE LEASE FILE MUST INCLUDE COST ESTIMATES TO SUBSTANTIATE THE AMOUNT SPECIFIC TO THE CLIENT AGENCY'S REQUIREMENT TO BE USED FOR THE PRESENT VALUE PRICE EVALUATION. COST ESTIMATES MUST BE SUPPORTED BY ADDITIONAL CONTEMPORANEOUS DOCUMENTATION OUTLINING THE SOURCE AND LEGITIMACY OF THESE COSTS.

NOTE: THIS MAY NOT BE APPLICABLE IF THE RLP INCLUDES SWING SPACE REQUIREMENTS.

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

ACTION REQUIRED: INCLUDE SUB-PARAGRAPH E FOR TI ALLOWANCE PRICING. OTHERWISE DELETE.

- e. The fees for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements (TI) and BSAC, if applicable. The Offeror is required as part of their offer to identify on GSA Form 1364 any and all fees to complete the TI and BSAC, 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 (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 and using the example with a \$150,000 TI Allowance and a \$50,000 BSAC amount to illustrate scenarios.

I. A/E Fees Calculation - Percentage Rate Offered. For evaluation purposes, the fee is a percentage of the TI Allowance and BSAC amount. For example, a 5% A/E fee results in an A/E fee amount of \$10,000

(i) $(\text{TI Allowance} + \text{BSAC amount}) \times \text{A/E Fee percentage} = \text{A/E fee amount}$

(ii) $(\$150,000 + \$50,000) \times 0.05 = \$10,000$

II. Lessor's PM Fees Calculation. For evaluation purposes, the PM fee is a percentage of the TI Allowance and BSAC amount. For example, a 5% PM fee results in a PM fee amount of \$10,000.

(i) $(\text{TI Allowance} + \text{BSAC amount}) \times \text{Lessor's PM fee percentage} = \text{PM fee amount}$

(ii) $(\$150,000 + \$50,000) \times 0.05 = \$10,000$

III. Total Fee Percentage Calculated and Applied to Buildout Amortization. For evaluation purposes, the A/E fees and Lessor's PM fees are not evaluated as lump sum amounts. The sum of the A/E and PM fees is computed as a percentage of the total combined TI Allowance and BSAC amount and added to the annual amortized rate for the separate TI and BSAC rents. Using the above examples, the annual amortized rate added to the TI Allowance and BSAC amount rents is calculated to be 10%.

(i) $\text{A/E fees} + \text{Lessor's PM fees} = \text{Total fees}$

(ii) $\$10,000 + \$10,000 = \$20,000$

(iii) $\text{Total fees} / (\text{TI Allowance} + \text{BSAC amount})$

(iv) $\$20,000 / (\$150,000 + \$50,000) = 10\%$

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

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

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

8. The sum of either sub-paragraphs 5 and 7 or sub-paragraphs 6 and 7, divided by the ABOA SF will be the present value cost per ABOA SF of the offer for price evaluation purposes.

4.10 AWARD (OCT 2024)

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

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

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH 4. DELETE ALTERNATE VERSION.

=====

VERSION 1: USE FOR ALL ACTIONS, **EXCEPT** THOSE USING TI TURNKEY PRICING WITH DIDS PREPARED BY OFFERORS PRIOR TO AWARD.

4. Floor plans of the offered Space.=====

Approved DIDs.

=====

ACTION REQUIRED: ONLY INCLUDE FOR FSL III, IV, OR V PROJECTS. OTHERWISE, DELETE.

5. GSAR 552.270-33, Foreign Ownership and Financing Representation for High Security Leased Space.

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

INCLUDE ADDITIONAL RLP REQUIREMENTS, MODIFIED PARAGRAPH NUMBERS, OR ADDITIONAL INFORMATION IN SECTION 5, BELOW.**SECTION 5 ADDITIONAL TERMS AND CONDITIONS**

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

NOTE: DO NOT LIST DELETED PARAGRAPHS (DELETED PARAGRAPHS ARE IDENTIFIED USING A DIFFERENT PROTOCOL). FOR FURTHER GUIDANCE, SEE "INSTRUCTIONS FOR CREATING LEASE AND REQUEST FOR LEASE PROPOSALS (RLP) DOCUMENTS" WHICH CAN BE FOUND BEFORE THE TABLE OF CONTENTS.

5.01 MODIFIED RLP PARAGRAPHS (OCT 2016)

The following paragraphs have been modified in this RLP:

ACTION REQUIRED: TO BE INCLUDED IN CONJUNCTION WITH THE CORRESPONDING LEASE PARAGRAPH ENTITLED "SWING SPACE – LEASE" WHEN THE CURRENTLY-OCCUPIED GOVERNMENT SPACE IS A POTENTIAL HOUSING SOLUTION FOR THE NEW PROCUREMENT AND ANTICIPATED RENOVATIONS ARE EXPECTED TO DISRUPT TENANT OPERATIONS.

ACTION REQUIRED: IF INCLUDING "SWING SPACE - RLP" ANY SUBMITTALS MUST BE INCLUDED IN THE "ADDITIONAL SUBMITTALS" RLP PARAGRAPH. FINAL NEGOTIATED DOCUMENTS MUST BE INCORPORATED AS AN EXHIBIT IN THE LEASE CONTRACT.

NOTE: THE LCO MUST CONFIRM SWING SPACE REQUIREMENTS WITH THE CUSTOMER AGENCY BEFORE INCLUDING THIS PARAGRAPH. REQUIREMENTS SHALL INCLUDE THE NUMBER OF GOVERNMENT STAFF MEMBER MOVES, E.G., NUMBER OF STAFF MEMBERS, FUNCTIONAL GROUPS TO MOVE (WITH NUMBER OF INDIVIDUALS). THIS LANGUAGE MAY NEED TO BE ALTERED BASED ON THE CIRCUMSTANCES OF THE PROCUREMENT AND AGENCY REQUIREMENTS. CHANGES MUST BE REVIEWED BY REGIONAL COUNSEL FOR LEGAL SUFFICIENCY PRIOR TO FINALIZING.

NOTE: SWING SPACE REQUIREMENTS MAY IMPACT THE INCUMBENT LESSOR'S RENTAL RATE AND SHOULD NOT EXCEED WHAT IS MINIMALLY REQUIRED BY THE AGENCY TO PERFORM ITS MISSION.

NOTE: IF THE GOVERNMENT IS AWARE OF DEFICIENCIES WITH THE INCUBMENT BUILDING THAT NEEDS TO BE ADDRESSED DURING RENOVATIONS, PROVIDE THE DEFICIENCIES IN B. 1. OR AS A SEPARATE ATTACHMENT.

5.02 SWING SPACE - RLP (OCT 2022)

- A. A renovation of the Space at the current location will be required to meet all the requirements of this RLP package, including the schedule requirements outlined under the Lease. The RLP package outlines a level of base building/shell requirements, tenant improvements and BSAC that will require all or portions of the Space to be vacant during renovations.
- B. As part of the initial offer, the incumbent Lessor must submit a plan and schedule outlining specific swing space alternatives meeting the requirements stated herein and under Lease paragraph "Swing Space - Lease." Any plan or schedule that does not efficiently or timely house the Government's requirements or fails to adequately prevent disruption of Government operations may be rejected and the offer may be considered technically unacceptable. The swing space plan and schedule shall include, at a minimum, the following:
1. Detailed narrative demonstrating how renovations are proposed at the current location in accordance with all of the requirements of this RLP package, including requirements set forth in this paragraph and Lease paragraph 7.06, Swing Space - Lease. Narrative shall clearly identify the number of Government staff member moves and outline how renovations will occur with minimum disruption and interference with ongoing Government operations;
 2. Floor plan (computer generated plans set to 1/8" = 1'0" preferred) indicating block(s) of swing space including swing space finishes; and
 3. Schedule of swing space and final Space to address interim moves demonstrating adherence to Lease schedule, inclusive of all phases, commissioning, and testing requirements.

ACTION REQUIRED: THERE ARE TWO VERSIONS OF SUB-PARAGRAPH C. CHOOSE THE FIRST IF ATTACHING AGENCY SPECIFIC "SWING SPACE REQUIREMENTS." CHOOSE THE SECOND SUBPARAGRAPH C TO LIST THE AGENCY'S MINIMUM SWING SPACE REQUIREMENTS, E.G., CONTIGUOUS SPACE ON SAME FLOOR, SQUARE FOOTAGE, FINISH REQUIREMENTS, MINIMUM NUMBER OF CONFERENCE ROOMS, BENCH SEATING, FILE STORAGE ROOM, TELE/DATA THAT MUST BE MET.

VERSION 1:

- C. Swing space must meet the agency "Swing Space Requirements" attached.

VERSION 2:

Swing space must meet the following:

1. _____
2. _____
3. _____

=====

ACTION REQUIRED: THERE ARE TWO VERSIONS OF SUB-PARAGRAPH D. CHOOSE THE FIRST IF THE SWING SPACE MUST BE LOCATED IN THE CURRENTLY OCCUPIED BUILDING. CHOOSE THE SECOND SUB-PARAGRAPH D IF SWING SPACE CAN BE LOCATED ANYWHERE IN THE SWING SPACE DELINEATED AREA; OTHERWISE DELETE IF THE SWING SPACE NEEDS TO BE OFFERED ONLY IN THE CURRENT LEASED LOCATION.

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VERSION 1:

- D. Swing space must be located in the same building.
- =====

VERSION 2:

Swing space offered at a location other than [Address, City, State] ("[Building Name]") must have the following area of consideration. An area bounded as follows:

North: _____

South: _____

East: _____

West: _____

Buildings with Property boundary(is) on the boundary streets are deemed to be within the swing space delineated Area of Consideration.

=====

- E. If the incumbent is not the owner of the offered property for swing space, an executed Letter of Intent for leasing such swing space to the Offeror, reflecting a minimum lease term coterminous with the completion of the renovation of the Space, must be submitted no later than Final Proposal Revisions. If selected, control through ownership, lease, or binding option of such specific alternatives must be demonstrated within thirty (30) days after Lease Award.
- F. The Government reserves the right to require a single group of employees (including contractor personnel) or successive groups of the Government employees to be moved into and out of the swing space, based upon the Incumbent Lessor's proposal. The Government shall be responsible for the cost of moving each Government employee one time only, which shall be identified as the last and final move from the swing space to the final Space. The Incumbent Lessor shall be responsible for the cost of all moves, interim moves, and restacking in excess of one move per Government employee.

ACTION REQUIRED: INCLUDE IF REQUIRING THE SPACE LAYOUT PRIOR TO LEASE AWARD; DELETE IF REQUIRING SPACE LAYOUT AFTER LEASE AWARD.

- G. Prior to Final Proposal Revisions, the Incumbent Lessor must submit a swing space layout that allows the Government to function efficiently during renovation of final Space, as determined by the LCO.

Copy and Paste the below link into your Chrome browser for instructions on enabling macros.

<https://docs.google.com/document/d/13c5xtcRB1dWVZ0qwtw8esGnd-DAM20feIDNyWPFg/edit?pli=1#identifier>

This document contains macros designed to assist in RLP/Lease preparation by answering a few basic questions. The macros will delete paragraphs and sub-paragraphs which are inapplicable, based on the answers you provide. LCOs may choose to skip the macros and instead modify the document manually; however when using the macro we recommended answering all questions. Note that once the macro is used, the process cannot be undone. Also, note that the questions are NOT exhaustive; LCOs must still manually choose among the remaining paragraphs and sub-paragraphs and fill in blanks as appropriate.

Global Express Editor

LEASE NO. GS-XXP-LXXXXXXX
BUILDING NO. XXXXXX

Global Lease
GSA TEMPLATE L100 (10/2024)

INSTRUCTIONS TO LEASING SPECIALIST: DELETE RED TEXT BELOW (INSTRUCTIONS TO OFFERORS) PRIOR TO FINALIZING LEASE DOCUMENT. ADDITIONAL RED Xs OR BLANKS THROUGHOUT THE DOCUMENT INDICATE REQUIRED INFORMATION TO BE INPUT BY THE LEASING SPECIALIST – CHANGE RED TEXT TO BLACK TEXT AFTER INPUT IS COMPLETE.

INSTRUCTIONS TO OFFEROR: Do not attempt to complete this lease (GSA Lease Template L100, hereinafter Lease Template). Upon selection for award, GSA will transcribe the successful Offeror's final offered rent and other price data included on Offeror's submitted GSA Lease Proposal Form 1364, (hereinafter Lease Proposal Form) into a Lease Template, and transmit the completed Lease Template, together with appropriate attachments, to the successful Offeror for execution.

A. This Lease is made and entered into between

Lessor's Name [INSERT LESSOR'S FULL LEGAL NAME EXACTLY AS PROVIDED BY LESSOR AND REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM).]

THE TEMPLATE ASSUMES THE LESSOR OWNS THE PROPERTY. HOWEVER, IF THERE ARE ANY UNUSUAL SITE-CONTROL ISSUES, SUCH AS SUBLEASES, GROUND LEASES, ETC., PLEASE CONSULT WITH REAL ESTATE ACQUISITION DIVISION SUBJECT MATTER EXPERTS AND REGIONAL COUNSEL, AS NEEDED. IN THE RARE INSTANCE OF A LEASE AWARD CONTINGENT UPON THE LESSOR'S SUBSEQUENT PURCHASE OF THE PROPERTY, YOU MUST SEEK REGIONAL COUNSEL'S ADVICE ON DRAFTING ADDITIONAL "CONTINGENCY" LANGUAGE THAT PROTECTS THE GOVERNMENT'S INTERESTS.

(Lessor), whose principal place of business is [ADDRESS], [INSERT LESSOR'S ADDRESS] and whose interest in the Property described herein is that of Fee Owner, and

The United States of America

(Government), acting by and through the designated representative of the General Services Administration (GSA), upon the terms and conditions set forth herein.

In Witness Whereof, the parties to this Lease evidence their agreement to all terms and conditions set forth herein by their signatures below, to be effective as of the date of delivery of the fully executed Lease to the Lessor.

[TYPE IN NAME OF LESSOR SIGNATORY AND TITLE, ENTITY NAME AND LEASE CONTRACTING OFFICER (LCO) NAME]
FOR THE LESSOR: **FOR THE GOVERNMENT:**

Name: _____
Title: _____
Entity: _____
Date: _____

Name: _____
Title: Lease Contracting Officer
General Services Administration, Public Buildings Service
Date: _____

WITNESSED FOR THE LESSOR BY:

Name: _____
Title: _____
Date: _____

The information collection requirements contained in this Solicitation/Contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0086.

B. Witnesseth: The parties hereto, for the consideration hereinafter mentioned, covenant and agree as follows:

Lessor hereby leases to the Government the Premises described herein, being all or a portion of the Property located at

[Address]

and more fully described in Section 1 and Exhibit **XX**, together with rights to the use of parking and other areas as set forth herein, to be used for such purposes as determined by GSA.

C. LEASE TERM

ACTION REQUIRED: THERE ARE 2 VERSIONS OF THIS INTRODUCTORY PHRASE. THIS FIRST OPTION IS THE DEFAULT LANGUAGE FOR ALL OTHER THAN SUCCEEDING LEASES. LEASING SPECIALIST TO INPUT THE REQUIRED LEASE TERM

VERSION 1:

To Have and To Hold the said Premises with its appurtenances for the term beginning upon acceptance of the Premises as required by this Lease and continuing for a period of

=====

VERSION 2:

ACTION REQUIRED: INCLUDE THIS INTRODUCTORY PHRASE FOR SUCCEEDING LEASE. LEASING SPECIALIST TO INPUT THE ESTIMATED LEASE TERM COMMENCEMENT DATE (THE NEXT DAY AFTER THE CURRENT LEASE EXPIRES).

NOTE: LANGUAGE ALSO ALLOWS FOR LATER ACCEPTANCE, IN INSTANCES WHERE WORK MUST BE COMPLETED PRIOR TO ACCEPTANCE.

ACTION REQUIRED: LEASING SPECIALIST TO INPUT THE REQUIRED LEASE TERM.

To Have and To Hold the said Premises with its appurtenances for the term beginning either upon **MONTH DAY, YEAR** or upon acceptance of the Premises as required by this Lease, whichever is later, and continuing for a period of

=====

X Years, X Years Firm,

subject to termination and renewal rights as may be hereinafter set forth. The commencement date of this Lease, along with any applicable termination and renewal rights, shall be more specifically set forth in a Lease Amendment upon substantial completion and acceptance of the Space by the Government.

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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 CREATE THE DOCUMENTS WITH THE HIDDEN TEXT SHOWING, AND THEN [TURN IT OFF] WHEN PRINTING THE FINISHED DOCUMENT.

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 OFFICE OF LEASING GOOGLE SITE OR G-REX.

TO REVEAL HIDDEN TEXT IN THE DOCUMENT—

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

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

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

TO DELETE AND MODIFY PARAGRAPHS—*

ALL PARAGRAPHS ARE STANDARDIZED AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING “**ACTION REQUIRED**,” “**OPTIONAL**,” OR “**NOTE**.” MANDATORY PARAGRAPHS MAY ONLY BE ALTERED AT THE DISCRETION OF THE LCO ONLY AFTER CONSULTATION WITH REGIONAL COUNSEL AND THE APPROPRIATE SUBJECT MATTER EXPERT, E.G., REGIONAL FIRE PROTECTION ENGINEER, REGIONAL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM MANAGER OR THE REGIONAL NEPA SPECIALIST, REGIONAL HISTORIC PRESERVATION OFFICER, BUT THE MANDATORY PARAGRAPHS MUST CONTAIN SUBSTANTIALLY THE SAME INFORMATION. IF IT IS DETERMINED TO **DELETE** A PARAGRAPH OR SUB-PARAGRAPH, TAKE THE FOLLOWING STEPS:

TO DELETE A PARAGRAPH (FOR EXAMPLE, 1.02)—

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.)
2. **CLICK** ON THE DELETE KEY TO DELETE THE TEXT
3. YOU HAVE A CHOICE REGARDING THE TITLE. YOU MAY EITHER STRIKE THROUGH THE TITLE AND ADD THE WORDS “INTENTIONALLY DELETED” AFTER THE STRICKEN TITLE, OR YOU MAY DELETE THE TITLE AND REPLACE IT WITH “INTENTIONALLY DELETED.” IN EITHER CASE, LEAVE THE PARAGRAPH NUMBER INTACT SO THE PARAGRAPH NUMBERING WILL REMAIN THE SAME FOR THE PARAGRAPHS THAT FOLLOW.
4. TO STRIKE THROUGH THE TITLE, USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. (**NOTE:** DO NOT SELECT THE PARAGRAPH NUMBER.) CLICK ON THE “STRIKETHROUGH” KEY (~~abc~~). THEN PLACE THE CURSOR TO THE RIGHT OF THE STRUCK-OUT PARAGRAPH TITLE AND **TYPE** “INTENTIONALLY DELETED.” **NOTE:** THE TEXT WILL BE DELETED AND THE PARAGRAPH NUMBER AND STRUCK-OUT TITLE WILL REMAIN.
EXAMPLE: 2.05 ~~OPERATING COST ADJUSTMENT~~ INTENTIONALLY DELETED
5. ALTERNATELY, YOU MAY DELETE THE TITLE ALTOGETHER. USING YOUR CURSOR, CAREFULLY **SELECT** THE PARAGRAPH TITLE. OVERTYPE WITH THE WORDS “INTENTIONALLY DELETED.”
EXAMPLE: 2.05 INTENTIONALLY DELETED

TO DELETE A SUB-PARAGRAPH—

1. USING YOUR CURSOR, CAREFULLY **SELECT** THE SUB-PARAGRAPH TEXT. (**NOTE:** DO NOT SELECT THE SUB-PARAGRAPH NUMBER, LETTER, OR TITLE, **IF ANY.**) **DELETE** THE TEXT BY CLICKING ON THE "DELETE" KEY.
2. CHANGE LETTERING OR NUMBERING AS NECESSARY.

TO MODIFY ALL OR PART OF A PARAGRAPH

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

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

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

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

TO ADD SECURITY REQUIREMENTS

ATTACH THE APPROPRIATE DOCUMENT TITLED "SECURITY REQUIREMENTS" AFTER CONSULTING WITH FPS AND THE AGENCY TO DETERMINE THEIR SPECIFIC REQUIREMENTS USING THE APPROPRIATE FACILITY SECURITY LEVEL (FSL) I, II, III, OR IV. FOR ACTIONS 10,000 RSF OR LESS, DO NOT CONTACT FPS BUT INSTEAD USE FSL I UNLESS CLIENT AGENCY REQUESTS A HIGHER LEVEL. IF THE AGENCY REQUIRES A HIGHER FSL, THE RESPONSIBLE PBS ASSOCIATE SHOULD REACH OUT TO FPS TO CONFIRM THAT THIS HIGHER FSL IS APPROPRIATE.

NOTE: FOR SUCCEEDING OR SUPERSEDING LEASES AT THE CURRENT LOCATION, THE ISC REQUIREMENTS ARE NOT REQUIRED, BUT ARE RECOMMENDED. THE LEASING SPECIALIST MUST CONSULT WITH THE TENANT AGENCY TO DETERMINE THE APPROPRIATE SECURITY COUNTERMEASURES, IF ANY.

THE GLOBAL RLP AND LEASE TEMPLATES (GSA TEMPLATE R100 AND L100) REPLACE THE FOLLOWING LEASE MODEL DOCUMENTS:

- GSA TEMPLATES R101B AND L201B (STREAMLINED MODEL)
- GSA TEMPLATES R101C AND L201C (STANDARD MODEL)
- GSA TEMPLATES R102 AND L202 (SUCCEEDING/SUPERSEDING MODEL)

THE GLOBAL LEASE TEMPLATE (L100) COMBINES LANGUAGE FROM THESE 3 MODELS INTO ONE DOCUMENT.

UNLIKE FORMER MODEL TEMPLATES, THIS GLOBAL TEMPLATE ALLOWS THE LS/LCO GREATER FLEXIBILITY TO CHOOSE AMONG PARAGRAPHS AND SUBPARAGRAPHS TO MEET THE REQUIREMENTS OF EACH INDIVIDUAL LEASE ACQUISITION.

FOLLOWING THE BLUE "HIDDEN" TEXT, THE LS/LCO SHALL SELECT THE APPROPRIATE PARAGRAPH AND/OR SUBPARAGRAPH TO ALLOW FOR SUCH DIFFERENCES AS:

- TI PRICING: EITHER TURNKEY OR ALLOWANCE BASED
- METHOD OF AWARD: COMMUNICATING INTENT TO SEEK EITHER SOLE SOURCE OR COMPETITIVE PROCUREMENT*
- TYPE OF DID DELIVERY SYSTEM (GOVERNMENT –PROVIDED, LESSOR PROVIDED, WORKSHOP, PRE-AWARD)
- LEVEL OF BUILD-OUT REQUIRED

*NOTE: PER LEASING DESK GUIDE (LDG) CHAPTER 5, THERE MAY BE INSTANCES WHERE DISCLOSURE OF THE GOVERNMENT'S INTENT TO SECURE A SOLE SOURCE LEASE WOULD IMPOSE UNDUE FINANCIAL RISK ON THE GOVERNMENT. IN THESE INSTANCES, THE LS/LCO SHOULD SELECT PARAGRAPHS THAT IMPLY COMPETITION.

ALL PARAGRAPHS ARE STANDARDIZED FOR THIS MODEL AND MANDATORY UNLESS OTHERWISE NOTED IN THE HEADING. MANDATORY PARAGRAPHS MAY BE ALTERED AT THE DISCRETION OF THE LCO ONLY AFTER CONSULTATION WITH REGIONAL COUNSEL AND THE APPROPRIATE SUBJECT MATTER EXPERT, E.G., REGIONAL FIRE PROTECTION ENGINEER, REGIONAL NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PROGRAM MANAGER OR THE REGIONAL NEPA SPECIALIST, REGIONAL HISTORIC PRESERVATION OFFICER, BUT THE MANDATORY PARAGRAPHS MUST CONTAIN SUBSTANTIALLY THE SAME INFORMATION.

FOR THIS SECTION, DO NOT FILL IN ANY XX'S OR BLANKS PRIOR TO AWARD, EXCEPT AS FOLLOWS:

- FILL IN BROKER NAME UNDER PARAGRAPH 1.04, IF APPLICABLE
- FILL IN TERMINATION NOTICE UNDER PARAGRAPH 1.05
- ADJUST THE LIST OF ATTACHED DOCUMENTS UNDER PARAGRAPH 1.07

PRIOR TO AWARD, FILL IN REMAINING XX'S/BLANKS BASED ON SUCCESSFUL OFFEROR'S PROPOSAL

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

BY OL ZONE MANAGER:

- PROSPECTUS-LEVEL

BY REGIONAL COUNSEL:

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

PRE-AWARD REVIEW OF PROPOSED CONTRACT AWARDS IS REQUIRED AS FOLLOWS:

BY OL ZONE MANAGER (ABSTRACT ONLY):

- PROSPECTUS-LEVEL

BY REGIONAL COUNSEL:

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

SECTION 1 THE PREMISES, RENT, AND OTHER TERMS

1.01 THE PREMISES (OCT 2024)

The Premises are described as follows:

ACTION REQUIRED:

KEEP BOTH VERSIONS OF SUB-PARAGRAPH A WHEN ISSUING THE RLP;

ACTION REQUIRED: SELECT THE APPROPRIATE SUB-PARAGRAPH A WHEN DRAFTING FINAL LEASE. DELETE THE ALTERNATE VERSION.

ACTION REQUIRED: INSERT AMOUNT OF SPACE STATED IN FINAL PROPOSAL REVISIONS, NOT THE RANGE REQUESTED IN THE RLP. USE WHOLE NUMBERS FOR RSF AND ABOA SF; ROUND CAF TO NEAREST PERCENTAGE (E.G., 12 PERCENT).

EXHIBIT XX REFERS TO THE FLOOR PLANS PROVIDED BY THE SUCCESSFUL OFFEROR AND MUST DELINEATE THE SPACE UNDER LEASE. FOR NEWLY CONSTRUCTED SPACE, SITE PLANS SHOULD ALSO BE ATTACHED.

A. **VERSION 1: USE WHEN ACCEPTING AN OFFER THAT DOES NOT INCLUDE FREE SPACE.** Office and Related Space. XX rentable square feet (RSF), yielding XX ANSI/BOMA Occupant Area (ABOA) square feet (SF) of office and related Space located on the XX floor(s) and known as Suite(s) XX, of the Building, as depicted on the floor plan(s) attached hereto as Exhibit XX.

A. **VERSION 2: USE WHEN ACCEPTING AN OFFER THAT INCLUDES FREE SPACE (NOTE THAT THIS IS NOT THE SAME AS FREE RENT)** Office and Related Space. XX rentable square feet (RSF), yielding XX ANSI/BOMA Occupant Area (ABOA) square feet (SF) of office and related Space and an additional XX RSF, yielding XX ABOA SF of free space (for which the Government will not be charged rent, including real estate taxes and operating cost escalations) in excess of the total XX RSF/XX ABOA SF indicated above, for a total of XX RSF (yielding XX ABOA SF), located on the XX floor(s) and known as Suite(s) XX, of the Building, as depicted on the floor plan(s) attached hereto as Exhibit XX. All rights, responsibilities, and obligations that bind the Lessor and Government under this lease agreement, including the General Clauses, and any other attachments hereto, shall pertain to the entire space under lease, including the free space.

ACTION REQUIRED: CALCULATE THE COMMON AREA FACTOR (CAF) AS A PERCENTAGE (%) OF THE DIFFERENCE BETWEEN THE AMOUNT OF RENTABLE SF AND ABOA SF, DIVIDED BY THE ABOA SF. FOR EXAMPLE, 11,500 RSF AND 10,000 ABOA SF WILL HAVE A CAF OF 15% [(11,500 RSF-10,000 ABOA SF)/10,000 ABOA SF]. DO NOT INSERT THIS AS AN R/U FACTOR [E.G., 1.15]. SEE DEFINITIONS UNDER SECTION 2.

B. **Common Area Factor.** The Common Area Factor (CAF), defined under Section 2 of the Lease, is established as XX percent. This factor, rounded to the nearest whole percentage, shall be used for purposes of rental adjustments in accordance with the Payment Clause of the General Clauses.

ACTION REQUIRED: INCLUDE THIS SUB-PARAGRAPH C ONLY FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES WITH MINOR OR NO ALTERATIONS AT THE CURRENT LOCATION. OTHERWISE, DELETE.

C. Unless otherwise noted, the Government accepts the Premises and tenant improvements in their existing condition, except where specifications or standards are contained elsewhere in this Lease. These standards include, but are not limited to, security improvements, Fire Protection and Life Safety requirements, ABAAS compliance, as well as compliance with all local codes and ordinances. Such acceptance by the Government of existing Premises shall not relieve Lessor of continuing obligations for cleaning, janitorial, maintenance, repair, etc. as set forth in the Lease paragraphs and attached General Clauses.

1.02 EXPRESS APPURTENANT RIGHTS (SEP 2013)

The Government shall have the non-exclusive right to the use of Appurtenant Areas and shall have the right to post Rules and Regulations Governing Conduct on Federal Property, Title 41, CFR, Part 102-74, Subpart C within such areas. The Government will coordinate with Lessor to ensure signage is consistent with Lessor's standards. Appurtenant to the Premises and included in the Lease are rights to use the following:

ACTION REQUIRED: INSERT TOTAL NUMBER OF PARKING SPACES AND SPECIFY WHETHER THEY ARE "STRUCTURED/INSIDE" OR "SURFACE/OUTSIDE." IF PARKING SPACES ARE OFF-SITE, LESSOR MUST PROVIDE PROOF THAT IT OWNS THAT SITE OR HAS A LEASE FOR IT.

NOTE: ATTACH THE SITE PLAN, PARKING PLAN, OR DRAWING SHOWING THE LOCATION OF SPACES AS A LEASE EXHIBIT. A SITE PLAN IS PREFERABLE SHOWING PEDESTRIAN AND VEHICULAR INGRESS AND EGRESS TO THE LEASED PREMISES.

A. **Parking.** XX parking spaces as depicted on the plan attached hereto as Exhibit XX, reserved for the exclusive use of the Government, of which XX shall be structured/inside parking spaces, and XX shall be surface/outside parking spaces. In addition, the Lessor shall provide such additional parking spaces as required by the applicable code of the local government entity having jurisdiction over the Property.

ACTION REQUIRED: USE SUB-PARAGRAPH B IF THE AGENCY'S SPACE REQUIREMENTS INCLUDE TELECOMMUNICATIONS DEVICES SUCH AS SATELLITE DISHES, ANTENNAS, AND RELATED TRANSMISSION DEVICES. IF NOT, DELETE.

B. **Antennas, Satellite Dishes, and Related Transmission Devices.** (1) Space located on the roof of the Building sufficient in size for the installation and placement of telecommunications equipment, (2) the right to access the roof of the Building, and (3) use of all Building areas (e.g., chases, plenums, etc.) necessary for the use, operation, and maintenance of such telecommunications equipment at all times during the term of this Lease.

ACTION REQUIRED: ADJUST THE RENTAL RATES IN THE TABLE TO REFLECT THE RENTAL RATES OF THE LEASE AND ADJUST THE TIA AND BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) AMORTIZATION. ADD ADDITIONAL TABLES AS NECESSARY FOR MULTIPLE STEP RENTS.

TABLE DEFAULTS TO TI AND BSAC RENT DROPPING AFTER FIRM TERM.

NOTE: THE INCLUSION OF THE AMORTIZED TI AND BSAC CANNOT CAUSE THE FULLY-SERVICED RENT TO EXCEED THE HIGH END OF THE MARKET, IN WHICH INSTANCE AN RWA IS NEEDED TO FUND THE EXCESS.

NOTE FOR TI TURNKEY PRICING: CONFIRM WHETHER THE TENANT IMPROVEMENT COSTS LISTED IN THE PROPOSAL EXCEED THE AGENCY'S AUTHORIZED TI TIER. IN ACCORDANCE WITH PRICING POLICY, TI COSTS IN EXCESS OF THE TIER CANNOT BE AMORTIZED INTO THE RENT UNLESS A DEVIATION IS GRANTED BY PORTFOLIO. IF THE TI COSTS EXCEED THE AUTHORIZED TIER, THE LEASING SPECIALIST MUST EITHER GAIN APPROVAL TO INCREASE THE TI ALLOWANCE, OR OBTAIN AN RWA FOR THE EXCESS TI COSTS. IN ADDITION, THE 1364 MUST BE REVISED TO REFLECT TO LOWER TI PRINCIPAL AND RENT RATE. INCLUDE LUMP SUM PAYMENT LANGUAGE UNDER SECTION 7.

NOTE FOR TIA AND/OR BSAC PLACEHOLDER ESTIMATE PRICING: IF THE ACTUAL POST-AWARD TI OR BSAC PRICING IS LESS THAN THE ALLOWANCE/PLACEHOLDER ESTIMATES STATED BELOW, THEN THE FINAL TI AND/OR BSAC RENT, AS REFLECTED IN THE LEASE TERM COMMENCEMENT LEASE AMENDMENT, MUST BE ADJUSTED DOWNWARDS IN ACCORDANCE WITH THE TERMS OF THE LEASE. THE AMOUNT OF REDUCTION CANNOT BE USED TOWARDS ANY OTHER RENTAL COMPONENT (E.G., SHELL CREDIT). ALSO, THE TI ALLOWANCE MAY NOT BE INCREASED THROUGH THE USE OF WARM-LIT SHELL CREDITS.

1.03 RENT AND OTHER CONSIDERATION (OCT 2023)

A. The Government shall pay the Lessor annual rent, payable in monthly installments in arrears, at the following rates:

	FIRM TERM	NON FIRM TERM
	ANNUAL RENT	ANNUAL RENT
SHELL RENT ¹	\$XXX,XXX.XX	\$XXX,XXX.XX
OPERATING COSTS ²	\$ XXX,XXX.XX	\$ XXX,XXX.XX
TENANT IMPROVEMENTS RENT ³	\$ XXX,XXX.XX	\$0.00
BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) ⁴	\$ XXX,XXX.XX	\$0.00
PARKING ⁵	\$ XXX,XXX.XX	\$ XXX,XXX.XX
TOTAL ANNUAL RENT⁶	\$XXX,XXX.XX	\$XXX,XXX.XX

¹Shell rent reflects rental rates as follows:

(Firm Term) \$XX per RSF, as rounded to the nearest penny.

(Non Firm Term) \$XX per RSF, as rounded to the nearest penny.

²Operating Costs reflects a rate of \$XX per RSF, as rounded to the nearest penny.

³Tenant Improvements of \$XX are amortized at a rate of X percent per annum over XX years.

⁴Building Specific Amortized Capital (BSAC) of \$XX are amortized at a rate of X percent per annum over XX years.

⁵Parking costs described under sub-paragraph B below.

⁶Total Annual Rent does not reflect reduction for free rent (if applicable). See subparagraph C below.

ACTION REQUIRED: IF PARKING IS CHARGED SEPARATELY, USE SUB-PARAGRAPH B, AS APPROPRIATE. OTHERWISE, DELETE. **NOTE:** PARKING RATE IS TYPICALLY ON A PER MONTH BASIS.

B. Parking shall be provided at a rate of \$XX per parking space per month (structured/inside), and \$XX per parking space per month (surface/outside).

ACTION REQUIRED: INSERT THIS SUB-PARAGRAPH ONLY WHEN ACCEPTING AN OFFER THAT INCLUDES FREE RENT. OTHERWISE DELETE.

ACTION REQUIRED: DEFINE THE FREE RENT COMPONENTS (E.G., SHELL, OPERATING, TI, BSAC, PARKING RENT). ALTERNATIVELY, FREE RENT CAN BE EXPRESSED AS A DOLLAR AMOUNT. DELETE LAST SENTENCE IF FREE RENT DOES NOT INCLUDE ALL RENTAL COMPONENTS OR IF EXPRESSED AS A DOLLAR AMOUNT.

C. The Lessor has offered free rent for the first XX (X) months of the Lease (free rent includes shell, operating, TI, BSAC and parking rent). Therefore, the first XX (X) months of the Lease shall be provided at no cost to the Government.

ACTION REQUIRED: USE SUB-PARAGRAPH D ONLY WHEN AMORTIZING TI OR BSAC BEYOND THE FIRM TERM OF THE LEASE. OTHERWISE, DELETE.

D. In instances where the Lessor amortizes either the TI or Building Specific Amortized Capital (BSAC) for a period exceeding the Firm Term of the Lease, should the Government terminate 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 costs, including unamortized costs beyond the Firm Term.

ACTION REQUIRED:

INPUT ABOA SF AS STATED UNDER LEASE PARAGRAPH 1.01

DELETE E FOR LEASE ACTIONS WHERE THE SPACE WILL NOT BE RE-MEASURED (FOR EXAMPLE, SUCCEEDING OR SUPERSEDING LEASES WITH NO CHANGE IN SQUARE FOOTAGE)

E. Rent is subject to adjustment based upon a mutual on-site measurement of the Space upon acceptance, not to exceed XX ABOA SF based upon the methodology outlined under the "Payment" clause of GSA 3517, General Clauses.

ACTION REQUIRED: SELECT THE APPROPRIATE SUB-PARAGRAPH F. DELETE THE ALTERNATE VERSION.

F.

VERSION 1: USE FOR TI ALLOWANCE PRICING.

F. Rent is subject to adjustment based upon the final Tenant Improvement (TI) cost to be amortized in the rental rate, as agreed upon by the parties subsequent to the Lease Award Date.

VERSION 2: USE FOR TI TURNKEY PRICING, WHERE ALLOWING FOR ADJUSTMENT BASED UPON TI UNIT PRICES. Rent is subject to adjustment upon reconciliation from quantities in the Lease to the approved DIDs and post-DID change orders, based on unit prices negotiated and agreed upon prior to Lease award.

ACTION REQUIRED: INCLUDE SUB-PARAGRAPH G FOR FSL II, III AND IV (BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD). OTHERWISE, DELETE FOR FSL I OR TURNKEY BSAC PRICING.

G. Rent is subject to adjustment based on the final Building Specific Amortized Capital (BSAC) cost to be amortized in the rental rate, as agreed upon by the parties subsequent to the Lease Award Date.

H. If the Government leases the Premises for less than a full calendar month, then rent shall be prorated based on the actual number of days leased for that month.

I. Rent shall be paid to Lessor by electronic funds transfer (EFT) in accordance with the provisions of the General Clauses. Rent shall be payable using the EFT information contained in the System for Award Management (SAM). In the event the EFT information changes, the Lessor shall be responsible for providing the updated information to SAM. Failure by the Lessor to maintain an active registration in SAM may result in delay of rental payments until such time as the SAM registration is activated.

J. Lessor shall provide to the Government, in exchange for the payment of rental and other specified consideration, the following:

1. The leasehold interest in the Property described herein in the paragraph entitled "The Premises."

2. All costs, expenses and fees to perform the work required for acceptance of the Premises in accordance with this Lease, including all costs for labor, materials, and equipment, professional fees, subcontractor fees, attorney fees, permit fees, inspection fees, and similar such fees, and all related expenses. **ACTION REQUIRED: SELECT THE APPROPRIATE SUB-PARAGRAPH 3.**

VERSION 1: USE FOR A "FULLY SERVICED" LEASE

3. Performance or satisfaction of all other obligations set forth in this Lease; and all services, utilities, and maintenance required for the proper operation of the Property, the Building, and the Premises in accordance with the terms of the Lease, including, but not limited to, all inspections, modifications, repairs, replacements, and improvements required to be made thereto to meet the requirements of this Lease.

VERSION 2: USE FOR A "LEASE NET OF UTILITIES." IDENTIFY WHICH UTILITIES (ELECTRIC AND/OR GAS) ARE NET, AND DELETE ONE OF THE UTILITIES PARAGRAPHS IN THE "UTILITIES, SERVICES, AND OBLIGATIONS DURING THE LEASE TERM" SECTION OF THIS LEASE ACCORDINGLY.

NOTE: FOR LEASES THAT ARE NET OF JANITORIAL ONLY; SELECTION AND ADJUSTMENTS TO THE TEXT MUST BE DONE MANUALLY; NOT THROUGH THE GEE MACRO.

Performance or satisfaction of all other obligations set forth in this Lease; and all services, utilities (with the exclusion of **XX**), maintenance required for the proper operation of the Property, the Building, and the Leased Premises, in accordance with the terms of the Lease, including, but not limited to, all inspections, modifications, repairs, replacements and improvements required to be made thereto to meet the requirements of this Lease. The Government shall be responsible for paying the cost of **XX** directly to the utility provider. The Lessor shall ensure that such utilities are separately metered. The Lessor shall provide and install as part of shell rent, separate meters for utilities. Sub-meters are not acceptable. The Lessor shall furnish in writing to the LCO, prior to occupancy by the Government, a record of the meter numbers and verification that the meters measure Government usage only. Proration is not permissible. In addition, an automatic control system shall be provided to assure compliance with heating, ventilation, and air conditioning requirements.

K. For succeeding Leases with an incumbent Lessor where the Government is currently in occupancy and possession of the leased Premises and where the Lease requires the Lessor to perform alterations using either the TIA or BSAC, the amortized tenant improvement rent and/or BSAC rent will not commence until the alterations are complete and accepted by the Government. Upon acceptance of these improvements, the Government will commence payment of the tenant improvement and/or BSAC rent as stipulated under the Lease, in addition to payment of the tenant improvement and/or BSAC rent for the period starting from the Lease Term Commencement Date to the date of tenant improvements/BSAC acceptance by the Government (such rent payment will not include any additional interest). Alternatively, the Government may elect to re-amortize the tenant improvements/BSAC over the remaining Firm Term of the Lease, at the amortization rate stipulated in the Lease. In the event the Government does not use all the TIA or BSAC, then the rental payments will be adjusted in accordance with the provisions of the Lease (e.g., de-amortization).

ACTION REQUIRED: USE THE PARAGRAPH BELOW IF COMMISSION CREDIT IS APPLICABLE. OTHERWISE, DELETE.

NOTE: COMMISSIONS AND/OR COMMISSION CREDITS SHOULD BE TREATED AS CONFIDENTIAL FINANCIAL INFORMATION AND SHOULD NOT BE DISCLOSED TO THE PUBLIC OR USED FOR ANY OTHER PURPOSE THAN THAT FOR WHICH IT WAS FURNISHED, WITHOUT CONSENT OF THE LCO.

1.04 BROKER COMMISSION AND COMMISSION CREDIT (OCT 2016)

- A. **[Broker Name]** (Broker) is the authorized real estate Broker representing GSA in connection with this Lease transaction. The total amount of the Commission is **\$XX** and is earned upon Lease execution, payable according to the Commission Agreement signed between the Lessor and Broker. Only **\$XX** of the Commission will be payable to **[Broker Name]** with the remaining **\$XX**, which is the Commission Credit, to be credited to the shell rental portion of the annual rental payments due and owing to fully recapture this Commission Credit. The reduction in shell rent shall commence with the first month of the rental payments and continue until the credit has been fully recaptured in equal monthly installments over the shortest time practicable.
- B. Notwithstanding the "Rent and Other Consideration" paragraph of this Lease, the shell rental payments due and owing under this Lease shall be reduced to recapture fully this Commission Credit. The reduction in shell rent shall commence with the first month of the rental payments and continue as indicated in this schedule for adjusted Monthly Rent:

(ADD AND DELETE MONTHS AS NECESSARY.)

Month **X** Rental Payment **\$XX,XXX** minus prorated Commission Credit of **\$XX,XXX** equals **\$XX,XXX** adjusted **Xth** Month's Rent.*

Month **X** Rental Payment **\$XX,XXX** minus prorated Commission Credit of **\$XX,XXX** equals **\$XX,XXX** adjusted **Xth** Month's Rent.*

Month **X** Rental Payment **\$XX,XXX** minus prorated Commission Credit of **\$XX,XXX** equals **\$XX,XXX** adjusted **Xth** Month's Rent.*
Subject to change based on adjustments outlined under the paragraph "Rent and Other Consideration."

ACTION REQUIRED: USE IF TERMINATION RIGHTS ARE NEGOTIATED. OTHERWISE, DELETE.

1.05 TERMINATION RIGHTS (OCT 2016)

The Government may terminate this Lease, in whole or in parts, at any time effective after the Firm Term of this Lease, by providing not less than **XX** days' prior written notice to the Lessor. The effective date of the termination shall be the day following the expiration of the required notice period or the termination date set forth in the notice, whichever is later. No rental shall accrue after the effective date of termination.

ACTION REQUIRED: ENTER THE COMPLETE SET OF RENEWAL OPTION TERMS BELOW.

NOTE: IF A RENEWAL OPTION IS OFFERED THAT CAN BE EXERCISED WITHOUT FURTHER CONGRESSIONAL ACTION (PROSPECTUS), WHETHER OR NOT IT WAS SOLICITED OR EVALUATED, THE OPTION MUST BE INCLUDED IN THE ORIGINAL SCORING ANALYSIS (SEE LEASING DESK GUIDE CHAPTER 9 AND APPENDIX F).

NOTE: ANY UNEVALUATED RENEWAL OPTION MUST BE EVALUATED PRIOR TO EXERCISING SUCH OPTION (SEE LEASING DESK GUIDE CHAPTER 9).

1.06 RENEWAL RIGHTS (OCT 2016)

- A. This Lease may be renewed at the option of the Government for a term of **XX YEARS** at the following rental rate(s):

	OPTION TERM, YEARS XX - XX	
	ANNUAL RENT	ANNUAL RATE / RSF
SHELL RENTAL RATE	\$XX	\$XX
OPERATING COSTS	OPERATING COST BASE SHALL CONTINUE FROM THE EFFECTIVE YEAR OF THE LEASE. OPTION TERM IS SUBJECT TO CONTINUING ANNUAL ADJUSTMENTS.	

provided notice is given to the Lessor at least **XX** days before the end of the original Lease term or any extension thereof; all other terms and conditions of this Lease, as same may have been amended, shall remain in full force and effect during any renewal term.

NOTE: REVISE SUB-PARAGRAPH B IF THE INTENT IS TO SEEK FIRM TERM RENEWAL OPTIONS.

- B. Termination rights outlined in the "Termination Rights" paragraph apply to all renewal terms.

ACTION REQUIRED:

THE LIST OF ATTACHMENTS IS NOT COMPREHENSIVE. ADJUST THE LIST AS APPROPRIATE FOR THE SPECIFIC TRANSACTION. INCLUDE RELEVANT OFFEROR SUBMITTALS; EXAMPLES INCLUDE:

- APPROVED ASBESTOS MANAGEMENT PLAN
- SOURCE SELECTION AND/OR NEW CONSTRUCTION TECHNICAL SUBMISSIONS
- UNIT PRICE LISTS

FOR BROKER PROJECTS THE SIGNED COMMISSION AGREEMENT IS NOT INCLUDED AS AN ATTACHMENT TO THE LEASE EXHIBITS SHOULD BE LABELED WITH SEQUENTIAL LETTERS.

ACTION REQUIRED:

DELETE ATTACHMENTS THAT ARE NOT APPLICABLE (FOR EXAMPLE, SEISMIC PRE-AWARD RETROFIT COMMITMENT, SMALL BUSINESS SUBCONTRACTING PLAN, DOL WAGE DETERMINATION, RLP AMENDMENTS, SECURITY AND/OR TI UNIT PRICE LISTS, ETC.).

NOTE: ONLY INCLUDE RLP AMENDMENTS AFFECTING THE LEASE (FOR EXAMPLE, CHANGE IN CLEANING SPECIFICATIONS) AND NOT THOSE AFFECTING THE OFFER PROCESS (FOR EXAMPLE, EXTENDING THE INITIAL OFFER DUE DATE). LCO MAY ALSO INCORPORATE

AMENDMENT CHANGES DIRECTLY INTO THE LEASE PARAGRAPHS, AS APPROPRIATE AND NOTE CHANGED PARAGRAPHS UNDER SECTION 7.

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

NOTE: FOR TURNKEY PRICING, THE ATTACHED REQUIREMENTS MUST BE AGENCY SPECIFIC REQUIREMENTS (ASR). ATTACH PRE-AWARD DIDS, IF APPLICABLE.

NOTE: ONLY INCLUDE "FOREIGN OWNERSHIP AND FINANCING REPRESENTATION" FOR FSL III, IV OR V PROJECTS. OTHERWISE, DELETE. YOU MUST NOTIFY CLIENT AGENCY PRIOR TO AWARD IF THE REPRESENTATION DISCLOSES FOREIGN OWNERSHIP OR FINANCING.

1.07 DOCUMENTS INCORPORATED IN THE LEASE (OCT 2023)

The following documents are attached to and made part of the Lease:

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
FLOOR PLAN(S)		
PARKING PLAN(S)		
AGENCY REQUIREMENTS		
TENANT IMPROVEMENTS UNIT PRICE LIST [INCLUDE ONLY FOR TI TURNKEY PRICING]		
SECURITY REQUIREMENTS		
SECURITY UNIT PRICE LIST		
GSA 3517B GENERAL CLAUSES		
SEISMIC FORM C, BUILDING RETROFIT OR NEW CONSTRUCTION PREAWARD COMMITMENT		
APPROVED SMALL BUSINESS SUBCONTRACTING PLAN [IF OFFEROR CERTIFIES ENTITY AS AN OTHER THAN SMALL BUSINESS AND AGGREGATE RENT IS OVER \$750,000]		
DOL WAGE DETERMINATION [WHEN INCLUDING "LABOR STANDARDS" LEASE PARAGRAPH. THE OFFICIAL WEBSITE FOR OBTAINING WAGE DETERMINATIONS IS SAM.GOV]		
REVISION(S) TO LEASE ISSUED UNDER RLP AMENDMENT NUMBER(S) X		
GSAR 552.270-33 FOREIGN OWNERSHIP AND FINANCING REPRESENTATION FOR HIGH-SECURITY LEASED SPACE [FOR FSL III AND ABOVE PROJECTS ONLY]		

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION. DELETE ALTERNATE VERSIONS.

ACTION REQUIRED: LEASING SPECIALIST TO INSERT OFFEROR'S TI COSTS AND AMORTIZATION RATE AS STATED ON GSA FORM 1364.

1.08 TENANT IMPROVEMENT RENTAL ADJUSTMENT (OCT 2016)

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VERSION 1: FOR TI ALLOWANCE PRICING.

NOTE: AMORTIZATION PERIOD DEFAULTS TO FIRM TERM. REVISE IF RLP OR NEGOTIATED OFFER REFLECTS OTHERWISE.

- A. The Tenant Improvement Allowance (TIA) for purposes of this Lease is \$XX.XX per ABOA SF. The TIA is the amount that the Lessor shall make available for the Government to be used for TIs. This amount is amortized in the rent over the Firm Term of this Lease at an annual interest rate of X percent.
- B. The Government, at its sole discretion, shall make all decisions as to the use of the TIA. The Government may use all or part of the TIA. The Government may return to the Lessor any unused portion of the TIA in exchange for a decrease in rent according to the agreed-upon amortization rate over the Firm Term.
- C. The Government may elect to make lump sum payments for any or all work covered by the TIA. That part of the TIA amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TIA. If the Government elects to make a lump sum payment for the TIA after occupancy, the payment of the TIA by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.
- D. If it is anticipated that the Government will spend more than the identified TIA, the Government may elect to:
1. Reduce the TI requirements;
 2. Pay lump sum for the overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph;
 3. Negotiate an increase in the rent.

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VERSION 2: FOR TI TURNKEY PRICING, WITH POST-AWARD DIDS

NOTE: FOR TURNKEY PRICING, THE ATTACHED REQUIREMENTS MUST BE AGENCY SPECIFIC REQUIREMENTS (ASR).

NOTE: THE AMOUNT AMORTIZED IN EXCESS OF THE TIER CANNOT BE AMORTIZED INTO THE RENT UNLESS A DEVIATION IS GRANTED BY PORTFOLIO.

NOTE: AMORTIZATION PERIOD DEFAULTS TO FIRM TERM. REVISE IF RLP OR NEGOTIATED OFFER REFLECTS OTHERWISE.

- A. The Lessor has agreed to total TI pricing of \$XX,XXX based on the Agency's Requirements and design schematic included in Exhibit X. This amount is amortized in the rent over the Firm Term of this Lease at an interest rate of X percent per year.

- B. The TI Unit Prices listed in Exhibit **X** will be used to make the adjustment for variances between TI turnkey pricing based on the Agency's Requirements and the approved design intent drawings. The prices quoted will also be used to order alterations during the first year of the Lease. The prices 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. Final rent calculations will be reconciled and the Lease will be amended after acceptance of the Space.
- C. The Government may elect to make lump sum payments for any or all work covered by the TI scope. That part of the TI amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TI. If the Government elects to make a lump sum payment for the TI after occupancy, the payment of the TI by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.

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VERSION 3: FOR TI TURNKEY PRICING, PRE-AWARD DIDS.

NOTE: FOR TURNKEY PRICING, THE ATTACHED REQUIREMENTS MUST BE AGENCY SPECIFIC REQUIREMENTS (ASR).

NOTE: THE AMOUNT AMORTIZED IN EXCESS OF THE TIER CANNOT BE AMORTIZED INTO THE RENT UNLESS A DEVIATION IS GRANTED BY PORTFOLIO.

NOTE: AMORTIZATION PERIOD DEFAULTS TO FIRM TERM. REVISE IF RLP OR NEGOTIATED OFFER REFLECTS OTHERWISE.

- A. The Lessor has agreed to total TI pricing of **\$XX,XXX** based on the approved DIDs included in Exhibit **X**. This amount is amortized in the rent over the Firm Term of this Lease at an interest rate of **X** percent per year.
- B. The Government shall have the right to make lump sum payments for any or all work covered by the TI scope. That part of the TI amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay lump sum for any part or all of the remaining unpaid amortized balance of the TI. If the Government elects to make a lump sum payment for the TI after occupancy, the payment of the TI by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.

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ACTION REQUIRED: USE FOR TI ALLOWANCE AND BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) PRICING AND ENTER THE DOLLAR AMOUNT, DOLLAR RATE, OR PERCENTAGE. DELETE WHEN USING TI TURNKEY PRICING.

NOTE: THERE ARE 3 PRICING METHODS LISTED FOR A/E FEES:

- \$ PER ABOA SF
- \$ FLAT FEE
- % OF TI AND BSAC CONSTRUCTION COSTS (MOST COMMONLY USED)

LESSOR PM FEES ARE ALWAYS STATED AS A PERCENTAGE

ACTION REQUIRED: AT LEASE AWARD, CHOOSE THE APPROPRIATE METHOD AND DELETE THE OTHER TWO.

1.09 TENANT IMPROVEMENT AND BSAC FEE SCHEDULE (OCT 2024)

For pricing TI and BSAC costs, the following rates shall apply for the initial build-out of the Space.

	INITIAL BUILD-OUT [CHOOSE ONE APPLICABLE METHOD (E.G., %) AND DELETE OTHER TWO]
ARCHITECT/ENGINEER (A/E) FEES (\$ PER ABOA SF, \$ FLAT FEE, OR % OF TI AND BSAC CONSTRUCTION COSTS) [CHOOSE ONE APPLICABLE METHOD (E.G., % OF TI AND BSAC CONSTRUCTION COSTS) AND DELETE OTHER TWO]	\$XX PER ABOA SF, \$XX FLAT FEE, OR XX%
LESSOR'S PROJECT MANAGEMENT FEE (% OF TI AND BSAC CONSTRUCTION COSTS)	XX%

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

ACTION REQUIRED: LEASING SPECIALIST MUST ENTER THE BSAC AND AMORTIZATION RATE AT LEASE AWARD. FOR FSL II, INSERT \$12.00 PER ABOA SF, FOR FSL III, INSERT \$25.00 PER ABOA SF AND FOR FSL IV, INSERT \$40.00 PER ABOA SF (UNLESS LEASE IS AWARDED TO CURRENT LOCATION USING A LOWER BSAC PLACEHOLDER AMOUNT). THESE NUMBERS ARE ESTIMATED BASED ON THE FSL.

NOTE: AMORTIZATION PERIOD DEFAULTS TO FIRM TERM. REVISE IF RLP OR NEGOTIATED OFFER REFLECTS OTHERWISE.

1.10 BUILDING SPECIFIC AMORTIZED CAPITAL (SEP 2012)

For purposes of this Lease, the Building Specific Amortized Capital (BSAC) is **\$XX.XX** per ABOA SF. The Lessor will make the total BSAC amount available to the Government, which will use the funds for security related improvements. This amount is amortized in the rent over the Firm Term of this lease at an annual interest rate of **X** percent.

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

NOTE: AMORTIZATION PERIOD DEFAULTS TO FIRM TERM. REVISE IF RLP OR NEGOTIATED OFFER REFLECTS OTHERWISE.

1.11 BUILDING SPECIFIC AMORTIZED CAPITAL RENTAL ADJUSTMENT (SEP 2013)

- A. The Government, at its sole discretion, shall make all decisions about the use of the Building Specific Amortized Capital (BSAC). The Government may use all or part of the BSAC. The Government may return to the Lessor any unused portion of the BSAC in exchange for a decrease in rent (where applicable) according to the agreed-upon amortization rate over the Firm Term.
- B. The Government may elect to make lump-sum payments for any work covered by the BSAC. The part of the BSAC amortized in the rent shall be reduced accordingly. At any time after occupancy and during the Firm Term of the Lease, the Government, at its sole discretion, may elect to pay a lump sum for any part or all of the remaining unpaid amortized balance of the BSAC. If the Government elects to make a lump-sum payment for the BSAC after occupancy, the payment of the BSAC by the Government will result in a decrease in the rent according to the amortization rate over the Firm Term of the Lease.
- C. If it is anticipated that the Government will spend more than the BSAC identified above, the Government may elect to:
1. Reduce the security countermeasure requirements;
 2. Pay a lump sum for the amount overage upon substantial completion in accordance with the "Acceptance of Space and Certificate of Occupancy" paragraph; or
 3. Negotiate an increase in the rent.

NOTE: LCO SHOULD CONFIRM TAX PARCEL DURING NEGOTIATIONS.

NOTE: PARAGRAPH DEFAULTS TO CALCULATING PERCENTAGE OF OCCUPANCY BASED ON PRO-RATA SHARE OF A SINGLE BUILDING. IN INSTANCES WHERE THE TAX PARCEL INCLUDES MULTIPLE BUILDINGS, THE PARAGRAPH SHOULD BE REVISED AND THE PERCENTAGE OF OCCUPANCY CALCULATED BASED ON THE PRO-RATA SHARE OF RENTABLE SPACE FOR THE TAX PARCEL.

DO NOT INCLUDE FREE SPACE AS PART OF "TOTAL GOVERNMENT SPACE" WHEN CALCULATING PERCENTAGE OF OCCUPANCY.

NOTE: STATE FIGURE AS A PERCENTAGE, NOT AS A DECIMAL [I.E., 1,000 RSF DIVIDED BY 10,000 RSF = 10 PERCENT, NOT .10 PERCENT].

1.12 PERCENTAGE OF OCCUPANCY FOR TAX ADJUSTMENT (OCT 2024)

- A. As of the Lease Award Date, the Government's Percentage of Occupancy, as defined in the "Real Estate Tax Adjustment" paragraph of this Lease is **XX** percent. The Percentage of Occupancy is derived by dividing the total Government Space of **XX** RSF by the total Building space of **XX** RSF. The tax parcel number is **XX**.
- B. All relevant tax adjustment documentation (e.g., copies of paid tax receipts, invoices) must be submitted online at leasing.gsa.gov or a successor portal.

ACTION REQUIRED: DELETE THIS PARAGRAPH UNLESS THE LCO DETERMINES THAT IT IS IN THE BEST INTEREST OF THE GOVERNMENT TO NEGOTIATE AND ESTABLISH A TAX BASE UPFRONT. IN MOST INSTANCES IT IS BETTER TO RELY UPON THE PARAGRAPH "REAL ESTATE TAX ADJUSTMENT," WHICH OUTLINES HOW THE TAX BASE IS ESTABLISHED, INSTEAD OF AGREEING TO A PRE-ESTABLISHED TAX BASE.

NOTE: A NEGOTIATED TAX BASE AMOUNT SHOULD ONLY BE ESTABLISHED AFTER CAREFUL RESEARCH AND CONSULTATION WITH THE ZONAL LCA TEAM, TO CONFIRM THAT IT ACCURATELY REFLECTS THE ANTICIPATED TAX BASE FOR THE PROPERTY, FULLY ASSESSED, FOR THE FIRST YEAR OF OCCUPANCY. SETTING A TAX BASE THAT IS TOO LOW SHIFTS RISK TO THE GOVERNMENT.

NOTE: AS DEFINED UNDER THE "REAL ESTATE TAX ADJUSTMENT" PARAGRAPH, THE REAL ESTATE TAX BASE MUST REFLECT ENTIRE PROPERTY AND NOT JUST THE OCCUPIED SPACE.

1.13 REAL ESTATE TAX BASE (SEP 2013)

The Real Estate Tax Base, as defined in the "Real Estate Tax Adjustment" paragraph of the Lease is **\$XX**. Tax adjustments shall not occur until the tax year following lease commencement has passed.

ACTION REQUIRED: USE IF LEASE INCLUDES THE PARAGRAPH "OPERATING COSTS ADJUSTMENT." OTHERWISE, DELETE.

1.14 OPERATING COST BASE (OCT 2016)

The parties agree, for the purpose of applying the paragraph titled "Operating Costs Adjustment," that the Lessor's base rate for operating costs shall be **\$XX.XX** per RSF.

ACTION REQUIRED: USE IF THERE IS A NEGOTIATED AMOUNT FOR THE VACANT LEASED PREMISES.

NOTE: ALWAYS ATTEMPT TO NEGOTIATE AN ADJUSTMENT FOR VACANT PREMISES PRIOR TO LEASE AWARD. IDEALLY, NEGOTIATE OUT ALL NON-REQUIRED SERVICES AND UTILITIES IN THE VACANT SPACE.

1.15 RATE FOR ADJUSTMENT FOR VACANT LEASED PREMISES (SEP 2013)

In accordance with the paragraph entitled "Adjustment for Vacant Premises," if the Government fails to occupy or vacates the entire or any portion of the Premises prior to expiration of the term of the Lease, the operating costs paid by the Government as part of the rent shall be reduced by **\$XX.XX** per ABOA SF of Space vacated by the Government.

ACTION REQUIRED: USE IF CLIENT AGENCY ANTICIPATES THAT IT MAY ORDER PERIODIC OVERTIME HVAC. DO NOT USE THESE RATES FOR 24/7 HVAC OR OTHER ROUTINUE/RECURRING SERVICES THAT SHOULD BE ROLLED INTO THE OPERATING RENT. INSERT NEGOTIATED RATES, AS APPLICABLE, TO INCLUDE RATES PER ZONE AND NO. OF ZONES, OR RATE FOR ENTIRE SPACE; **DELETE INAPPLICABLE BULLETS.**

ACTION REQUIRED: DELETE FOR NET OF UTILITY LEASES

1.16 HOURLY OVERTIME HVAC RATES (OCT 2016)

A. The following rates shall apply in the application of the paragraph titled "Overtime HVAC Usage:"

- 1. \$X.XX per hour per zone
- 2. No. of zones: X
- 3. \$X.XX per hour for the entire Space.

ACTION REQUIRED: USE SUB-PARAGRAPH B IF THE BUILDING'S NORMAL HOURS OF HVAC OPERATION EXCEED HOURS OF OPERATION STATED UNDER PARAGRAPH 6.01 "PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS." INSERT HOURS AS STATED ON OFFEROR'S 1364.

B. There is no overtime charge during the following weekend hours:

- 1. Saturday: X AM through X PM
- 2. Sunday: X AM through X PM.

ACTION REQUIRED: USE IF CLIENT AGENCY REQUIRES PERIODIC (NON-RECURRING) LEASE ABOVE STANDARD SERVICES (LASS) THAT ARE NOT RELATED TO HVAC (FOR EXAMPLE AFTER HOURS JANITORIAL SERVICE). OTHERWISE, DELETE.

USE IN CONJUNCTION WITH LEASE PARAGRAPH "LEASE ABOVE-STANDARD SERVICES (LASS) – OTHER THAN HVAC."

NOTE: THIS IS ONLY FOR LASS REQUIRED ON A PERIODIC/INTERMITTENT BASIS (ON AN AS-NEEDED/AD-HOC BASIS, SUCH AS ON AN OCCASIONAL WEEKEND)

LASS THAT IS REQUIRED ON A ROUTINE BASIS (E.G., EVERY SATURDAY) SHOULD BE ROLLED INTO THE OPERATING RENT INSTEAD.

ACTION REQUIRED: FILL IN REQUIRED PERIODIC LASS AND NEGOTIATED RATES BELOW.

ACTION REQUIRED: IF INCLUDING THIS PARAGRAPH, REVISE RLP PARAGRAPH "PRICING TERMS" TO INCLUDE A SUBMITTAL REQUEST FOR THIS PRICING.

1.17 PERIODIC LEASE ABOVE-STANDARD SERVICES (LASS) RATES – OTHER THAN HVAC (OCT 2024)

A. The following rates shall apply in the application of the paragraph titled "PERIODIC LEASE ABOVE-STANDARD SERVICES (LASS) – OTHER THAN HVAC":

SERVICE	RATE	UNIT
	\$	
	\$	

ACTION REQUIRED: USE SUB-PARAGRAPH B IF THE BUILDING'S NORMAL HOURS OF HVAC OPERATION EXCEED HOURS OF OPERATION STATED UNDER PARAGRAPH 6.01 "PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS." INSERT HOURS AS STATED ON OFFEROR'S 1364.

B. There is no charge for periodic above-stated LASS during the following weekend hours:

- 1. Saturday: X AM through X PM
- 2. Sunday: X AM through X PM.

ACTION REQUIRED: INCLUDE PARAGRAPH ONLY IF THE NORMAL HOURS OF OPERATION STATED UNDER PARAGRAPH 6.01 EXTEND BEYOND A "STANDARD" 10 HOURS PER DAY/5 DAYS PER WEEK OPERATION. THIS PARAGRAPH ALLOWS THE GOVERNMENT REVERT BACK TO "STANDARD" HOURS OF OPERATION AND REDUCE THE RENT BY A PRE-NEGOTIATED AMOUNT.

ACTION REQUIRED: PRIOR TO ISSUING RLP, INSERT ALTERNATIVE HOURS (TYPICALLY 10-HOURS/DAY, 5 DAYS/WEEK). AT LEASE AWARD, INSERT NEGOTIATED REDUCTION AMOUNT. OTHERWISE, DELETE.

ACTION REQUIRED: DELETE FOR NET OF UTILITY LEASES

1.18 ADJUSTMENT FOR REDUCED SERVICES (OCT 2018)

This Lease provides for normal hours of operation as outlined under Lease Paragraph 6.01, Provision of Services, Access, and Normal Hours. In the event the Government requires the following normal hours of operations: [XX AM to XX PM, Monday through Friday, with the exception of Federal holidays], the rental rate and the base for operating cost adjustments will be reduced by \$XX per ABOA SF, adjusted to include any CPI adjustment as outlined under Lease paragraph entitled Operating Costs Adjustment. This reduction shall occur after the Government gives 30 calendar days' prior notice to the Lessor and shall continue in effect until the Lease expires or is terminated.

ACTION REQUIRED: USE THE FOLLOWING PARAGRAPH IF THE OFFER INCLUDED COMMITMENTS TO PERFORM BUILDING UPGRADES OR PROVIDE A HYDROLOGY MAINTENANCE PLAN IN ORDER TO BE ELIGIBLE FOR AWARD.
BE SPECIFIC IN DESCRIBING THE IMPROVEMENTS TO BE COMPLETED. IF NECESSARY, PROVIDE THE INFORMATION IN AN ATTACHMENT AS AN EXHIBIT, ADD THE STATEMENT "AS DESCRIBED IN THE ATTACHED EXHIBIT 'X'" AND ATTACH THAT EXHIBIT TO THE LEASE. ADD OR DELETE SUB-PARAGRAPHS AS APPROPRIATE.
LIST THE INFORMATION IN THE LETTERED SUB-PARAGRAPHS BELOW. EXAMPLES INCLUDE:

- FIRE PROTECTION AND LIFE SAFETY UPGRADES
- ABAAS UPGRADES
- SEISMIC RETROFIT: USE SUGGESTED LANGUAGE AS FOLLOWS: "THE LESSOR HAS COMMITTED ON SEISMIC FORM C (EXHIBIT _____ TO THIS LEASE) TO DO A SEISMIC RETROFIT, AND TO MEET ALL OF THE SEISMIC REQUIREMENTS IN THIS LEASE."
- ENERGY EFFICIENCY UPGRADES FOR ACTIONS EXCEPTED FROM ENERGY STAR® LABEL REQUIREMENTS.
- TO COMPLY WITH EISA SECTION 438, THROUGH IMPLEMENTATION OF PROVISIONS IN HYDROLOGY MAINTENANCE PLAN(S) WHERE MORE THAN 5,000 SQUARE FEET OF LAND WILL BE DISTURBED AS A RESULT OF THE GOVERNMENT'S LEASE.

1.19 BUILDING IMPROVEMENTS (OCT 2023)

Before the Government accepts the Space, the Lessor shall complete the following additional Building improvements, as part of shell rent:

- A. _____
- B. _____
- C. _____

ACTION REQUIRED: FILL IN LESSOR'S UEI NUMBER.
1.20 LESSOR'S UNIQUE ENTITY IDENTIFIER (OCT 2022)

Lessor's Unique Entity Identifier (UEI)

UEI: XXXXXXXXXXXX

SECTION 2 GENERAL TERMS, CONDITIONS, AND STANDARDS

2.01 DEFINITIONS AND GENERAL TERMS (OCT 2023)

Unless otherwise specifically noted, all terms and conditions set forth in this Lease shall be interpreted by reference to the following definitions, standards, and formulas:

A. General Contract Terms.

1. "Contract" means lease.
2. "Contractor" means Lessor.
3. "Days" means calendar days, unless specified otherwise.
4. "Delivery Date" means the date specified in or determined pursuant to the provisions of the lease for delivery of the premises to the Government, improved in accordance with the provisions of the lease and substantially complete, as such date may be modified in accordance with the provisions of the lease.
5. "Excusable Delays" mean delays arising without the fault or negligence of Lessor and Lessor's subcontractors and suppliers at any tier, and shall include, without limitation:
 - a. Acts of God or of the public enemy,
 - b. Acts of the United States of America in either its sovereign or contractual capacity,
 - c. Acts of another contractor in the performance of a contract with the Government,
 - d. Fires,
 - e. Floods,
 - f. Epidemics,
 - g. Quarantine restrictions,
 - h. Strikes,
 - i. Freight embargoes,
 - j. Unusually severe weather, or
 - k. Delays of subcontractors or suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both the Lessor and any such subcontractor or supplier.
6. "Lease Award Date" means the date the LCO executes the lease and furnishes written notification of the executed lease to the successful offeror (usually the date on which the parties' obligations under the lease begin).
7. "Lease Term Commencement Date" means the date on which the lease term commences.
8. "Substantially Complete" or "Substantial Completion" means that the work, the common and other areas of the building, and all other things necessary for the Government's access to the premises and occupancy, possession, use and enjoyment thereof, as provided in this lease, have been completed or obtained, excepting only such minor matters as do not interfere with or materially diminish such access, occupancy, possession, use or enjoyment. The space shall be considered substantially complete only if the space may be used for its intended purpose.
9. "Work" means all alterations, improvements, modifications, and other things required for the preparation or continued occupancy of the premises by the Government as specified in this lease.

B. Real Property Terms.

1. "ANSI/BOMA" is an acronym for American National Standards Institute/Building Owners and Managers Association.
2. "ANSI/BOMA Occupant Area" or "ABOA" means the measurement standard (Z65.1-2017) provided by ANSI/BOMA for Occupant Area, which is "the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area." The Method A – Multiple Load Factor Method shall apply.

3. "Appurtenant Areas" means those areas and facilities on the property that are not located within the premises, or for which rights are expressly granted under this lease, or for which rights to use are reasonably necessary or reasonably anticipated with respect to the Government's enjoyment of the premises and express appurtenant rights (e.g., parking areas).
4. "Broker" means GSA's broker, if GSA awarded this lease using a contract real estate broker.
5. "Building" means building(s) situated on the property in which the premises are located.
6. "Commission Credit" means the amount of commission that is credited to the lease, if GSA's broker agreed to forgo a percentage of its commission, in connection with the award of this lease.
7. "Common Area Factor (CAF)" means a conversion factor determined and applied by the building owner to determine the rentable square feet for the leased space. The CAF is expressed as a percentage of the difference between the amount of rentable square feet (SF) and ABOA SF, divided by the ABOA SF. The CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.
8. "Firm Term" means the part of the lease term that is not subject to termination rights.
9. "Non-Firm Term" means the part of the lease term following the end of the firm term, which is subject to termination rights.
10. "Premises" means the total occupant area or other type of space, together with all associated common areas described in the lease. Appurtenant areas (e.g., parking areas) to which the Government has rights under this lease are not included in the premises.
11. "Property" means the land and buildings in which the premises are located, including all appurtenant areas (e.g., parking areas) to which the Government is granted rights.
12. "Rentable Space or Rentable Square Feet (RSF)" means the area for which a tenant is charged rent. It is determined by the building owner and may vary by city or by building within the same city. Rentable space may include a share of common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. Rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. To determine the RSF, the ABOA SF is multiplied by the sum of one (1) plus the CAF, for each type of space included in the premises.
13. "Space" means that part of the premises to which the Government has exclusive use, such as occupant area, or other types of space. Appurtenant areas (e.g., parking areas) to which the Government has rights under the lease are not included in the space.

2.02 AUTHORIZED REPRESENTATIVES (OCT 2016)

Signatories to this Lease shall have full authority to bind their respective principals with regard to all matters relating to this Lease. No other persons shall be understood to have any authority to bind their respective principals, except to the extent that such authority may be explicitly delegated by notice to the other party, or to the extent that such authority is transferred by succession of interest. The Government shall have the right to substitute its Lease Contracting Officer (LCO) by notice, without an express delegation by the prior LCO.

2.03 ALTERATIONS REQUESTED BY THE GOVERNMENT (OCT 2022)

- A. The Government may request the Lessor to provide alterations during the term of the Lease. Alterations will be ordered by issuance of a Lease Amendment, GSA Form 300, Order for Supplies or Services, or a tenant agency-approved form when specifically authorized to do so by the LCO. The General Services Administration Acquisition Manual ("GSAM") clause, 552.270-31, Prompt Payment, including its invoice requirements, shall apply to orders for alterations. All orders are subject to the terms and conditions of this Lease and may be placed by the LCO or a warranted contracting officer's representative (COR) in GSA or the tenant agency when specifically authorized to do so by the LCO, subject to the threshold limitation below.
- B. Orders for alterations issued by an authorized COR are limited to no more than \$250,000 (LCOs are not subject to this threshold). This threshold will change according to future adjustments of the simplified acquisition threshold (see FAR 2.101). The LCO will provide the Lessor with a list of tenant agency officials authorized to place orders and will specify any limitations on the authority delegated to tenant agency officials. The tenant agency officials are not authorized to deal with the Lessor on any other matters.
- C. The Lessor may be required to use the Government's project management system, as outlined in Lease paragraph entitled "Government Project Management System."
- D. Payments for alterations ordered by the tenant agency under the authorization described in sub-paragraph B will be made directly by the tenant agency placing the order.

2.04 WAIVER OF RESTORATION (OCT 2023)

Lessor shall have no right to require the Government to restore the Premises upon expiration or earlier termination (full or partial) of the Lease, and waives all claims against the Government for:

- A. Waste, or,
- B. Damages, or restoration arising from or related to:

1. The Government's normal and customary use of the Premises during the term of the Lease (including any extensions thereof), as well as
2. Any initial or subsequent alteration to the Premises regardless of whether such alterations are performed by the Lessor or by the Government.

At its sole option, the Government may abandon property in the Space following expiration or earlier termination (full or partial) of the Lease, in which case the property will become the property of the Lessor and the Government will be relieved of any liability in connection therewith.

ACTION REQUIRED: IF BROKER IS NOT USED, DELETE.

2.05 PAYMENT OF BROKER (OCT 2021)

If GSA awarded the Lease through its Broker, the Lessor shall pay GSA's Broker its portion of the commission according to the Commission Agreement signed between the Lessor and Broker. "Its portion of the commission" means the agreed-upon commission to GSA's Broker minus the Commission Credit specified in the Lease or Lease Amendment.

2.06 CHANGE OF OWNERSHIP/NOVATION (OCT 2024)

- A. If during the term of the Lease, title to the Property is transferred or the Lessor changes its legal name, the Lessor and its successor shall comply with the requirements of FAR Subpart 42.12. If title is transferred, the Lessor shall notify the Government within five days of the transfer of title.
- B. The Government and the Lessor may execute a Change of Name Agreement if the Lessor is changing only its legal name, and the Government's and the Lessor's respective rights and obligations remain unaffected.
- C. If title to the Property is transferred, the Government, the original Lessor (Transferor), and the new owner or assignee (Transferee) shall execute a Novation Agreement providing for the transfer of Transferor's rights and obligations under the Lease to the Transferee. When executed on behalf of the Government, a Novation Agreement will be made part of the Lease via Lease Amendment.
- D. In addition to all documents required by FAR 42.1204, the LCO may request additional information (e.g., copy of the deed, bill of sale, certificate of merger, contract, court decree, articles of incorporation, operation agreement, partnership certificate of good standing, etc.) from the Transferor or Transferee to verify the parties' representations regarding the transfer, and to determine whether the transfer of the Lease is in the Government's interest.
- E. If the LCO determines that recognizing the Transferee as the Lessor will not be in the Government's interest, the Transferor shall remain fully liable to the Government for the Transferee's performance of obligations under the Lease, notwithstanding the transfer. Under no condition shall the Government be obligated to release the Transferor of obligations prior to (a) the rent commencement date; and (b) any amounts due and owing to the Government under the Lease that have been paid in full or completely set off against the rental payments due under the Lease.
- F. As a condition for being recognized as the Lessor and entitlement to receiving rent, the Transferee must register in the System for Award Management (SAM) for purposes of "All Awards" (See FAR 52.232-33), and complete all required representations and certifications within SAM. In addition, for leases FSL III or above, the Transferee must also complete 552.270-33 Foreign Ownership and Financing Representation for High Security Leased Space. This representation must be completed annually.
- G. If title to the Property is transferred, rent shall continue to be paid to the original Lessor, subject to the Government's rights as provided for in this Lease. The Government's obligation to pay rent to the Transferee shall commence on the effective date of the Lease Amendment incorporating the Novation Agreement. The Lease Amendment will not be issued until the Government has received all information reasonably required by the LCO, the Government has determined that recognizing the Transferee as the Lessor is in the Government's interest (which determination will be prompt and not unreasonably withheld), and the Transferee has met all conditions specified in sub-paragraph F. The original Lessor must maintain an active registration in SAM until the Novation process is complete.

ACTION REQUIRED: OPTIONAL PARAGRAPH. MAY BE DELETED IF TAX ADJUSTMENTS ARE NOT CONTEMPLATED FOR THE PROCUREMENT OR IF THE SUCCESSFUL OFFEROR IS NOT SEEKING FUTURE TAX ADJUSTMENTS.

NOTE: FOR SOME STATES (CALIFORNIA, FOR EXAMPLE) IT WILL BE NECESSARY TO MODIFY THIS PARAGRAPH. LCOS MUST CONSULT WITH REGIONAL COUNSEL PRIOR TO MAKING ANY CHANGES TO THE TAX PARAGRAPH BELOW.

2.07 REAL ESTATE TAX ADJUSTMENT (OCT 2023)

- A. Purpose. This paragraph provides for adjustment in the rent (tax adjustment) to account for increases or decreases in Real Estate Taxes for the Property after the establishment of the Real Estate Tax Base, as those terms are defined herein. Tax adjustments shall be calculated in accordance with this paragraph.
- B. Definitions. The following definitions apply to the use of the terms within this paragraph:
 1. Property is defined as the land and Buildings in which the Premises are located, including all Appurtenant Areas (e.g., parking areas to which the Government is granted rights).
 2. Real Estate Taxes are those taxes that are levied upon the owners of real property by a Taxing Authority (as hereinafter defined) of a state or local Government on an ad valorem basis to raise general revenue for funding the provision of government services. The term

excludes, without limitation, special assessments for specific purposes, assessments for business improvement districts, and/or community development assessments.

3. Taxing Authority is a state, commonwealth, territory, county, city, parish, or political subdivision thereof, authorized by law to levy, assess, and collect Real Estate Taxes.
4. Tax Year refers to the 12-month period adopted by a Taxing Authority as its fiscal year for assessing Real Estate Taxes on an annual basis.
5. Tax Abatement is an authorized reduction in the Lessor's liability for Real Estate Taxes below that determined by applying the generally applicable real estate tax rate to the Fully Assessed (as hereinafter defined) valuation of the Property.
6. Unadjusted Real Estate Taxes are the full amount of Real Estate Taxes that would be assessed for the Property for one full Tax Year without regard to the Lessor's entitlement to any Tax Abatements (except if such Tax Abatement came into effect after the date of award of the Lease), and not including any late charges, interest or penalties. If a Tax Abatement comes into effect after the date of award of the Lease, "unadjusted Real Estate Taxes" are the full amount of Real Estate Taxes assessed for the Property for one full Tax Year, less the amount of such Tax Abatement, and not including any late charges, interest, or penalties.
7. Real Estate Tax Base is the unadjusted Real Estate Taxes for the first full Tax Year following the commencement of the Lease term. If the Real Estate Taxes for that Tax Year are not based upon a Full Assessment of the Property, then the Real Estate Tax Base shall be the Unadjusted Real Estate Taxes for the Property for the first full Tax Year for which the Real Estate Taxes are based upon a Full Assessment. Such first full Tax Year may be hereinafter referred to as the Tax Base Year. Alternatively, the Real Estate Tax Base may be an amount negotiated by the parties that reflects an agreed upon base for a Fully Assessed value of the Property.
8. The Property is deemed to be Fully Assessed (and Real Estate Taxes are deemed to be based on a Full Assessment) only when a Taxing Authority has, for the purpose of determining the Lessor's liability for Real Estate Taxes, determined a value for the Property taking into account the value of all improvements contemplated for the Property pursuant to the Lease, and issued to the Lessor a tax bill or other notice of levy wherein the Real Estate Taxes for the full Tax Year are based upon such Full Assessment. At no time prior to the issuance of such a bill or notice shall the Property be deemed Fully Assessed.
9. Percentage of Occupancy refers to that portion of the Property exclusively occupied or used by the Government pursuant to the Lease. For Buildings, the Percentage of Occupancy is determined by calculating the ratio of the RSF occupied by the Government pursuant to the Lease to the total RSF in the Building or Buildings so occupied and shall not take into account the Government's ancillary rights including, but not limited to, parking or roof space for antennas (unless facilities for such ancillary rights are separately assessed). This percentage shall be subject to adjustment to take into account increases or decreases for Space leased by the Government or for rentable space on the Property.

C. Adjustment for changes in Real Estate Taxes. After the Property is Fully Assessed, the Government shall pay its share of any increases and shall receive its share of any decreases in the Real Estate Taxes for the Property, such share of increases or decreases to be referred to herein as "tax adjustment." The amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base, less the portion of such difference not paid due to a Tax Abatement (except if a Tax Abatement comes into effect after the date of award of the Lease). If a Tax Abatement comes into effect after the date of award of the Lease, the amount of the tax adjustment shall be determined by multiplying the Government's Percentage of Occupancy by the difference between the current year Unadjusted Real Estate Taxes and the Real Estate Tax Base. The Government shall pay the tax adjustment in a single annual lump sum payment to the Lessor. In the event that this tax adjustment results in a credit owed to the Government, the Government may elect to receive payment in the form of a rental credit or lump sum payment.

1. If the Property contains more than one separately assessed parcel, then more than one tax adjustment shall be determined based upon the Percentage of Occupancy, Real Estate Tax Base, and Real Estate Taxes for each respective parcel.
2. After commencement of the Lease term, the Lessor shall provide to the LCO copies of all real estate tax bills for the Property, all documentation of Tax Abatements, credits, or refunds, if any, and all notices which may affect the assessed valuation of the Property, for the Tax Year prior to the commencement of the Lease Term, and all such documentation for every year following. Lessor acknowledges that the LCO shall rely on the completeness and accuracy of these submissions in order to establish the Real Estate Tax Base and to determine tax adjustments. The LCO may memorialize the establishment of the Real Estate Tax Base by issuing a unilateral administrative lease amendment indicating the base year, the amount of the Real Estate Tax Base, and the Government's Percentage of Occupancy.
3. The Real Estate Tax Base is subject to adjustment when increases or decreases to Real Estate Taxes in any Tax Year are attributable to (a) improvements or renovations to the Property not required by this Lease, or (b) changes in net operating income for the Property not derived from this Lease. If either condition results in a change to the Real Estate Taxes, the LCO may re-establish the Real Estate Tax Base as the Unadjusted Real Estate Taxes for the Tax Year the Property is reassessed under such condition, less the amount by which the Unadjusted Real Estate Taxes for the Tax Year prior to reassessment exceeds the prior Real Estate Tax Base.
4. If this Lease includes any options to renew the term of the Lease, or be otherwise extended, the Real Estate Tax Base for determining tax adjustments during the renewal term or extension shall be the last Real Estate Tax Base established during the base term of the Lease.
5. If any Real Estate Taxes for the Property are retroactively reduced by a Taxing Authority during the term of the Lease, the Government shall be entitled to a proportional share of any tax refunds to which the Lessor is entitled, calculated in accordance with this Paragraph. Lessor acknowledges that it has an affirmative duty to disclose to the Government any decreases in the Real Estate Taxes paid for the

Property during the term of the Lease. Lessor shall annually provide to the LCO all relevant tax records for determining whether a tax adjustment is due, irrespective of whether it seeks an adjustment in any Tax Year.

6. If the Lease terminates before the end of a Tax Year, or if rent has been suspended, payment for the real estate tax increase due because of this section for the Tax Year will be prorated based on the number of days that the Lease and the rent were in effect. Any credit due the Government after the expiration or earlier termination of the Lease shall be made by a lump sum payment to the Government or as a rental credit to any succeeding Lease, as determined in the LCO's sole discretion. Lessor shall remit any lump sum payment to the Government within 15 calendar days of payment or credit by the Taxing Authority to Lessor or Lessor's designee. If the credit due to the Government is not paid by the due date, interest shall accrue on the late payment at the rate established by the Secretary of the Treasury under Section 12 of the Contract Disputes Act of 1978, as amended (41 USC § 611), that is in effect on the day after the due date. The interest penalty shall accrue daily on the amount of the credit and shall be compounded in 30-day increments inclusive from the first day after the due date through the payment date. The Government shall have the right to pursue the outstanding balance of any tax credit using all such collection methods as are available to the United States to collect debts. Such collection rights shall survive the expiration of this Lease.

7. In order to obtain a tax adjustment, the Lessor shall furnish the LCO with copies of all paid tax receipts, or other similar evidence of payment acceptable to the LCO, and a proper invoice (as described in GSA 3517, General Clauses, 552.270-31, Prompt Payment) for the requested tax adjustment, including the calculation thereof. All such documents must be received by the LCO within 60 calendar days after the last date the real estate tax payment is due from the Lessor to the Taxing Authority without payment of penalty or interest. FAILURE TO SUBMIT THE PROPER INVOICE AND EVIDENCE OF PAYMENT WITHIN SUCH TIME FRAME SHALL CONSTITUTE A WAIVER OF THE LESSOR'S RIGHT TO RECEIVE A TAX ADJUSTMENT PURSUANT TO THIS PARAGRAPH FOR THE TAX YEAR AFFECTED.

- D. Tax Appeals. If the Government occupies more than 50 percent of the Building by virtue of this and any other Government Lease(s), the Government may, upon reasonable notice, direct the Lessor to initiate a tax appeal, or the Government may elect to contest the assessed valuation on its own behalf or jointly on behalf of Government and the Lessor. If the Government elects to contest the assessed valuation on its own behalf or on behalf of the Government and the Lessor, the Lessor shall cooperate fully with this effort, including, without limitation, furnishing to the Government information necessary to contest the assessed valuation in accordance with the filing requirements of the Taxing Authority, executing documents, providing documentary and testimonial evidence, and verifying the accuracy and completeness of records. If the Lessor initiates an appeal at the direction of the Government, the Government shall have the right to approve the selection of counsel who shall represent the Lessor with regard to such appeal, which approval shall not be unreasonably withheld, conditioned or delayed, and the Lessor shall be entitled to a credit in the amount of its reasonable expenses in pursuing the appeal.

NOTE: ALWAYS ATTEMPT TO NEGOTIATE SOME KIND OF ADJUSTMENT FOR VACANT PREMISES PRIOR TO LEASE AWARD. IDEALLY, NEGOTIATE OUT ALL NON-REQUIRED SERVICES AND UTILITIES IN THE VACANT SPACE.

2.08 GSAR 552.270-16 ADJUSTMENT FOR VACANT PREMISES (DEVIATION) (SEP 2022)

- (a) If the Government fails to occupy any portion of the leased premises or vacates the premises in whole or in part prior to expiration of the term of the lease, the rental rate and the base for operating cost adjustments will be reduced using the figure specified in the "Rate for Adjustment for Vacant Leased Premises" paragraph of this Lease.
- (b) If no rate reduction has been established in this lease, the rate will be reduced by that portion of the costs per ABOA square foot of operating expenses not required to maintain the space.
- (c) Said reduction shall occur after the Government gives 30 calendar days' prior notice to the Lessor and shall continue in effect until the Government occupies the vacant premises or the lease expires or is terminated.

NOTE: OPTIONAL, DEPENDING UPON THE MARKET. DELETE IF THE PARAGRAPH DOES NOT APPLY TO A SPECIFIC MARKET.

2.09 OPERATING COSTS ADJUSTMENT (JUN 2012)

- A. Beginning with the second year of the Lease and each year thereafter, the Government shall pay annual incremental adjusted rent for changes in costs for cleaning services, supplies, materials, maintenance, trash removal, landscaping, water, sewer charges, heating, electricity, and certain administrative expenses attributable to occupancy.
- B. The amount of adjustment will be determined by multiplying the base rate by the annual percent of change in the Cost-of-Living Index. The percent change will be computed by comparing the index figure published for the month prior to the Lease Term Commencement Date with the index figure published for the month prior which begins each successive 12-month period. For example, a Lease which commences in June of 2005 would use the index published for May of 2005, and that figure would be compared with the index published for May of 2006, May of 2007, and so on, to determine the percent change. The Cost-of-Living Index will be measured by the Department of Labor revised Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. city average, all items, (1982 to 1984 = 100) published by the Bureau of Labor Statistics. Payment will be made with the monthly installment of fixed rent. Rental adjustments will be effective on the anniversary date of the Lease; however, payment of the adjusted rental rate will become due on the first workday of the second month following the publication of the Cost-of-Living Index for the month prior to the commencement of each 12-month period.
- C. In the event of any decreases in the Cost-of-Living Index occurring during the term of the occupancy under the Lease, the rental amount will be reduced accordingly. The amount of such reductions will be determined in the same manner as increases in rent provided under this paragraph.
- D. If the Government exercises an option to extend the Lease term at the same rate as that of the original term, the option price will be based on the adjustment during the original term. Annual adjustments will continue.

ACTION REQUIRED: USE FOR ALL ACTIONS EXCEPT SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT.

2.10 ADDITIONAL POST-AWARD FINANCIAL AND TECHNICAL DELIVERABLES (OCT 2023)

ACTION REQUIRED: FILL IN NUMBER OF CALENDAR DAYS UNDER SUB-PARAGRAPH A BELOW.

ACTION REQUIRED: FOR LEASES AWARDED WHERE THE CURRENT ZONING WAS NOT IN COMPLIANCE AT THE TIME OF LEASE AWARD, BUT OFFEROR PROVIDED AN ACCEPTABLE PLAN AND SCHEDULE OUTLINING HOW THEY WILL OBTAIN THE NECESSARY ZONING APPROVALS, ADD THIS ZONING APPROVAL AS A POST-AWARD SUBMITTAL REQUIREMENT.

ACTION REQUIRED: IN RARE INSTANCES WHERE A LEASE WAS AWARDED CONTINGENT UPON THE LESSOR'S PURCHASE OF THE PROPERTY, ADD PROOF OF PURCHASE/OWNERSHIP AS A POST-AWARD SUBMITTAL REQUIREMENT.

- A. Within **XX** days after Lease award, the Lessor shall provide to the LCO (or representative designated by the LCO) evidence of:
1. A firm commitment of funds in an amount sufficient to perform the work.
 2. The names of at least two proposed construction contractors, as well as evidence of the contractors' experience, competency, and performance capabilities with construction similar in scope to that which is required herein.
 3. The license or certification to practice in the state where the Building is located from the individual(s) and/or firm(s) providing architectural and engineering design services.
- B. The Government shall have the right to withhold approval of design intent drawings (DIDs) until the conditions specified in sub-paragraph A has been satisfied.
- C. Within ten (10) calendar days after the LCO issues the Notice To Proceed (NTP) for TI construction, the Lessor shall provide to the LCO evidence of:
1. Award of a construction contract for TIs with a firm completion date. This date must be in accordance with the construction schedule for TIs as described in the "Schedule for Completion of Space" paragraph of this Lease.
 2. Issuance of required permits for construction of the TIs.

ACTION REQUIRED: USE "RELOCATION ASSISTANCE ACT" ONLY FOR NEW CONSTRUCTION WHERE AN IMPROVED SITE WILL RESULT IN DISPLACEMENT. OTHERWISE, DELETE. MAY BE ALTERED, BUT SHOULD CONTAIN SUBSTANTIALLY THE SAME INFORMATION.

2.11 RELOCATION ASSISTANCE ACT (APR 2011)

- A. If the Lessor satisfies the requirements of this Lease by performing new construction on an improved site, and such new construction will result in the displacement of individuals or businesses, the Lessor shall be responsible for payment of relocation costs in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646), as amended, and the implementing regulations at 49 CFR Part 24.
- B. The Lessor shall give GSA the name of the person and agency to be providing the relocation assistance to site tenants. In addition, the Lessor must provide background information about the relocation agency and references for which the relocation agent has performed relocation assistance in the past.

2.12 ENTITY NAME (OCT 2023)

Lessor may not use Federal agency name(s) and/or acronym(s), e.g., General Services Administration, GSA, in its entity name that owns and/or leases Space to GSA.

SECTION 3 CONSTRUCTION STANDARDS AND SHELL COMPONENTS

ACTION REQUIRED: THE FOLLOWING PARAGRAPH, WHICH ADDRESSES "PREVAILING WAGES" REQUIREMENTS UNDER THE DAVIS-BACON ACT, IS MANDATORY WHEN DELIVERY SCHEDULES ARE LONG ENOUGH TO PERMIT SATISFACTION OF THE LEASE REQUIREMENTS THROUGH NEW CONSTRUCTION OR COMPLETE REHABILITATION OR RECONSTRUCTION OF AN EXISTING BUILDING. IF NO OFFERS OF NEW CONSTRUCTION OR COMPLETE REHABILITATION OR RECONSTRUCTION OF AN EXISTING BUILDING ARE RECEIVED, DELETE. THE OFFICIAL WEBSITE FOR OBTAINING WAGE DETERMINATIONS IS SAM.GOV.

NOTE: IN SITUATIONS WHERE THERE IS A QUESTION ABOUT APPLICABILITY, LCOS SHOULD CONSULT REGIONAL COUNSEL FOR GUIDANCE.

ACTION REQUIRED: WHEN INCLUDING THIS PARAGRAPH, ATTACH THE APPROPRIATE DEPARTMENT OF LABOR WAGE DETERMINATION FOR THE APPLICABLE GEOGRAPHICAL AREA. ANY SUBSEQUENT MODIFICATIONS TO DOL WAGE DETERMINATIONS MUST BE ISSUED AS AN AMENDMENT TO THE RLP.

NOTE: IF A CHANGE OCCURS TO THE WAGE DETERMINATION AFTER THE RECEIPT OF FINAL PROPOSAL REVISIONS BUT PRIOR TO LEASE AWARD, THE LCO MUST REOPEN NEGOTIATIONS TO ALLOW THE OFFEROR TO REVISE ITS PRICE. FOR CHANGES TO THE WAGE DETERMINATION AFTER LEASE AWARD, THE CIVILIAN BOARD OF CONTRACT APPEALS HAS HELD THAT MODIFICATIONS TO THE WAGE RATES ARE NOT REQUIRED TO BE IMPLEMENTED INTO EXISTING CONTRACTS POST AWARD EXCEPT WHERE A MISTAKE HAS BEEN MADE, E.G., NOT INCORPORATING ONE AT ALL, OR INSERTING THE WRONG DETERMINATION.

NOTE: IF NO OFFERS FOR NEW CONSTRUCTION OR COMPLETE REHABILITATION OR RECONSTRUCTION ARE RECEIVED BY THE DUE DATE FOR INITIAL OFFERS AND IF THE GSA 3516, SOLICITATION PROVISIONS CONTAINS THE STANDARD LANGUAGE IN GSAM 552.2701(C)(2)(I) THAT STATES THAT THE GOVERNMENT WILL NOT CONSIDER OFFERS RECEIVED AFTER THE DUE DATE FOR INITIAL OFFERS, THE LCO MAY AMEND THE DRAFT LEASE TO DELETE THE "LABOR STANDARDS" PARAGRAPH AND ARE NOT REQUIRED TO UPDATE THE WAGE DETERMINATIONS. HOWEVER, IF THE GSA 3516, SOLICITATION PROVISIONS CONTAINS THE ALTERNATE LANGUAGE FROM GSAM 552.2701(C)(2)(I) THAT ALLOWS THE GOVERNMENT TO CONSIDER OFFERS RECEIVED UP TO THE DUE DATE FOR FINAL PROPOSAL REVISIONS, GSA MUST KEEP THE "LABOR STANDARDS" PARAGRAPH IN THE DRAFT LEASE AND CONTINUE TO UPDATE THE WAGE DETERMINATIONS.

NOTE: DELETION MUST BE DONE MANUALLY; NOT THROUGH THE GEE MACRO.

3.01 LABOR STANDARDS (OCT 2024)

If the Lessor proposes to satisfy the requirements of this Lease through the construction of a new Building or the complete rehabilitation or reconstruction of an existing Building, and the Government will be the sole or predominant tenant such that any other use of the Building will be functionally or quantitatively incidental to the Government's use and occupancy, the following FAR clauses shall apply to all work (including shell and TIs) performed prior to the Government's acceptance of space as substantially complete. Full text versions of these clauses are available upon request from the LCO. Full text versions are also available at [HTTPS://WWW.ACQUISITION.GOV/?Q=BROWSEFAR](https://www.acquisition.gov/?Q=BROWSEFAR).

52.222-4	Contract Work Hours and Safety Standards Act—Overtime Compensation
52.222-5	Construction Wage Rate Requirements - Secondary Site of the Work
52.222-6	Construction Wage Rate Requirements
52.222-7	Withholding of Funds
52.222-8	Payrolls and Basic Records
52.222-9	Apprentices and Trainees
52.222-10	Compliance with Copeland Act Requirements
52.222-11	Subcontracts (Labor Standards)
52.222-12	Contract Termination—Debarment
52.222-13	Compliance with Construction Wage Rate Requirements and Related Regulations
52.222-14	Disputes Concerning Labor Standards
52.222-15	Certification of Eligibility.
52.222-55	Minimum Wages for Contractor Workers Under Executive Order 14026
52.222-62	Paid Sick Leave Under Executive Order 13706.

3.02 WORK PERFORMANCE (JUN 2012)

All work in performance of this Lease shall be done by skilled workers or mechanics and shall be acceptable to the LCO. The LCO may reject the Lessor's workers 1) if such are unlicensed, unskilled, or otherwise incompetent, or 2) if such have demonstrated a history of either untimely or otherwise unacceptable performance in connection with work carried out in conjunction with either this contract or other government or private contracts.

3.03 EXISTING FIT-OUT, SALVAGED, OR REUSED BUILDING MATERIAL (OCT 2024)

- A. Items and materials existing in the Premises, or to be removed from the Premises during the demolition phase, are eligible for reuse in the construction phase of the project. The reuse of items and materials is preferable to recycling them; however, items considered for reuse shall be in refurbished condition and shall meet the quality standards set forth by the Government in this Lease. In the absence of definitive quality standards, the Lessor is responsible to confirm that the quality of the item(s) in question shall meet or exceed accepted industry or trade standards for first quality commercial grade applications.

- B. The Government will not pay for existing fixtures and other TIs accepted in place. However, the Government will reimburse the Lessor, as part of the TIA, the costs to repair or improve such fixtures or improvements identified on the reuse plan and approved by the LCO.

ACTION REQUIRED: USE SUB-PARAGRAPH C. FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

- C. Unless waived by the LCO, the Lessor shall submit a reuse plan for leases 10,000 RSF or greater.

ACTION REQUIRED: USE "CONSTRUCTION WASTE MANAGEMENT" FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

3.04 CONSTRUCTION WASTE MANAGEMENT (OCT 2021)

For leases 10,000 RSF or greater, the requirements below apply:

- A. Recycling construction waste is mandatory for initial space alterations for TIs and subsequent alterations under the Lease.
- B. Submittal Requirement. Prior to construction commencement, a proposed plan following industry standards to recycle construction waste. The construction waste management plan shall quantify material diversion goals and maximize the materials to be recycled and/or salvaged (at least 50 percent) from construction, demolition, and packaging debris. Where the small quantity of material, the extraordinarily complex nature of the waste disposal method, or prohibitive expense for recycling would represent a genuine hardship, the Government, upon written request of the Lessor and approval of the LCO, may permit alternative means of disposal.
- C. The Lessor shall recycle the following items during both the demolition and construction phases of the project, subject to economic evaluation and feasibility: Ceiling grid and tile, light fixtures, including proper disposal of any transformers, ballasts, and fluorescent light bulbs, duct work and HVAC equipment, wiring and electrical equipment, aluminum and/or steel doors and frames, hardware, drywall, steel studs, carpet, carpet backing, and carpet padding, wood, insulation, cardboard packaging, pallets, windows and glazing materials, all miscellaneous metals (as in steel support frames for filing equipment), and all other finish and construction materials.
- D. If any waste materials encountered during the demolition or construction phase are found to contain lead, asbestos, polychlorinated biphenyls (PCBs) (such as fluorescent lamp ballasts), or other harmful substances, they shall be handled and removed in accordance with Federal and state laws and requirements concerning hazardous waste.
- E. In addition to providing "one time" removal and recycling of large-scale demolition items such as carpeting or drywall, the Lessor shall provide continuous facilities for the recycling of incidental construction waste during the initial construction.
- F. Construction materials recycling records shall be maintained by the Lessor and shall be accessible to the LCO. Records shall include materials recycled or land-filled, quantity, date, and identification of hazardous wastes.

ACTION REQUIRED: MANDATORY FOR ALL LEASE ACTIONS EXCEPT FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

3.05 WOOD PRODUCTS (OCT 2023)

- A. Particle board, medium-density fiberboard, and hardwood plywood shall be free of formaldehyde and labeled as Toxic Substances Control Act (TSCA) Title VI compliant. Other wood types such as strawboard shall be free of formaldehyde or sufficiently aged prior to use such that indoor air levels in the finished leased space shall not exceed 0.016 parts per million (ppm) of formaldehyde.
- B. All materials comprised of combustible substances, such as wood plywood and wood boards, shall be treated with fire retardant chemicals by a pressure impregnation process or other methods that treats the materials throughout as opposed to surface treatment.

ACTION REQUIRED: USE SUB-PARAGRAPH C FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

- C. For leases 10,000 RSF or greater, new installations of wood products shall not contain wood from endangered wood species, as listed by the Convention on International Trade in Endangered Species. The list of species can be found at [HTTP://WWW.WOOD-DATABASE.COM/](http://www.wood-database.com/) or [HTTPS://WWW.FWS.GOV/PROGRAM/CITES](https://www.fws.gov/program/cites). In addition, the Lessor is encouraged to use independently certified forest products. For information on certification and certified wood products, refer to the Forest Stewardship Council United States ([HTTPS://US.FSC.ORG/EN-US](https://us.fsc.org/en-us)), or the Sustainable Forestry Initiative ([HTTP://WWW.SFIPROGRAM.ORG/](http://www.sfiprogram.org/)).

3.06 ADHESIVES AND SEALANTS (OCT 2022)

- A. All adhesives employed (including, but not limited to, adhesives for carpet, carpet tile, plastic laminate, wall coverings, adhesives for wood, or sealants) shall meet the requirements of the manufacturer of the products adhered to or involved. The Lessor shall use adhesives and sealants with no heavy metals, and that do not result in indoor air levels above 0.016 parts per million (ppm) of formaldehyde. Adhesives and other materials used for the installation of carpets shall be limited to those having a flash point of 140 degrees F or higher.

ACTION REQUIRED: USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

- B. For leases 10,000 RSF or greater, the Lessor is encouraged to use applicable environmentally preferable criteria that are recommended in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://sftool.gov/greenprocurement/).

3.07 BUILDING SHELL REQUIREMENTS (OCT 2016)

- A. The Building Shell shall be designed, constructed, and maintained in accordance with the standards set forth herein and completed prior to acceptance of Space. For pricing, fulfillment of all requirements not specifically designated as TIs, Building Specific Amortized Capital, Operating Costs, or other rent components as indicated shall be deemed included in the Shell Rent.
- B. Base structure and Building enclosure components shall be complete. All common areas accessible by the Government, such as lobbies, fire egress corridors and stairwells, elevators, garages, and service areas, shall be complete. Restrooms shall be complete and operational. All newly installed Building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), electrical, ceilings, sprinklers, etc., shall be furnished, installed, and coordinated with TIs. Circulation corridors are provided as part of the base Building only on multi-tenanted floors where the corridor is common to more than one tenant. On single tenant floors, only the fire egress corridor(s) necessary to meet code is provided as part of the shell.
- C. The Building Shell rental rate shall also include, but is not limited to, costs included listed under Section II of GSA Form 1217, Lessor's Annual Cost Statement, including insurance, taxes, lease commission and management, in addition to profit, reserve costs and loan financing for the Building.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THIS PARAGRAPH. DELETE ALTERNATE VERSION.

3.08 RESPONSIBILITY OF THE LESSOR AND LESSOR'S ARCHITECT/ENGINEER (OCT 2022)

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VERSION 1 (FULL BUILD-OUT) USE FOR ALL LEASE ACTIONS EXCEPT FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

- A. The Lessor shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Lessor under this contract. The Lessor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, or other services.
- B. The Lessor remains solely responsible for designing, constructing, operating, and maintaining the leased premises in full accordance with the requirements of the Lease. The Government retains the right to review and approve many aspects of the Lessor's design, including without limitation, review of the Lessor's design and construction drawings, shop drawings, product data, finish samples, and completed base building and TI construction. Such review and approval are intended to identify potential design flaws, to minimize costly misdirection of effort, and to assist the Lessor in its effort to monitor whether such design and construction comply with applicable laws and satisfy all Lease requirements.
- C. Neither the Government's review, approval or acceptance of, nor payment through rent of the services required under this contract, shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Lessor shall be and remain liable to the Government in accordance with applicable law for all damages to the Government caused by the Lessor's negligent performance of any of the services required under this Lease.
- D. Design and construction and performance information is contained throughout several of the documents which comprise this Lease. The Lessor shall provide to space planners, architects, engineers, construction subcontractors, etc., all information required whether it is found in this Lease, special requirements and attachments, price lists, or design intent drawings. Reliance upon one of these documents to the exclusion of any other may result in an incomplete understanding of the scope of the work to be performed and/or services to be provided.

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VERSION 2 (MINIMAL BUILD-OUT): FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH)

The Lessor shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Lessor under this contract. The Lessor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, or other services.

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ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THIS PARAGRAPH. DELETE THE ALTERNATE.

3.09 QUALITY AND APPEARANCE OF BUILDING (JUN 2012)

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VERSION 1: FOR ALL LEASE ACTIONS EXCEPT FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

The Building in which the Premises are located shall be designed, built and maintained in good condition and in accordance with the Lease requirements. If not new or recent construction, the Building shall have undergone by occupancy, modernization, or adaptive reuse for office space with modern conveniences. The Building shall be compatible with its surroundings. Overall, the Building shall project a professional and aesthetically pleasing appearance including an attractive front and entrance way.

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VERSION 2: FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

During the life of the Lease the Building shall project a professional and aesthetically pleasing appearance including an attractive front and entrance way. The facade, downspouts, roof trim, and window casing shall be clean and in good condition.

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ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THIS PARAGRAPH, INCLUDING SUB-PARAGRAPHS A AND B AS APPLICABLE.

3.10 VESTIBULES (OCT 2020)

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VERSION 1: FOR ALL LEASE ACTIONS EXCEPT FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

- A. Vestibules shall be provided at public entrances wherever entry to the Space is directly from the outside. In the event of negative air pressure conditions, provisions shall be made for equalizing air pressure. For measurement purposes, vestibules are considered building support space and not ABOA.

ACTION REQUIRED: USE WHEN LEASE WILL BE FOR FULL GOVERNMENT OCCUPANCY OR PARTIAL OCCUPANCY THAT INCLUDES EXTERIOR ENTRANCES. OTHERWISE, DELETE.

- B. The Lessor shall provide permanent entryway systems (such as grilles or grates) to control dirt and particulates from entering the Building at all primary exterior entryways.

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VERSION 2: FOR SOLE SOURCE LEASE ACTIONS AT THE CURRENT LOCATION THAT REQUIRE MINIMAL BUILDOUT.

- A. Existing vestibules shall remain in place at public entrances and exits. In the event of negative air pressure conditions, provisions shall be made for equalizing air pressure.
- B. Existing grilles and grates shall remain in place to control dirt and particulates from entering the Building at all primary exterior entryways.

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NOTE: TECHNICAL DOCUMENTATION FOR ANY ALTERNATIVE APPROACH OR METHOD PROPOSED BY THE OFFEROR MUST BE PREPARED BY THE OFFEROR'S PROFESSIONAL ENGINEER. THE PROFESSIONAL ENGINEER MUST BE LICENSED AS A FIRE PROTECTION ENGINEER IN THE SAME STATE IN WHICH THE SUBJECT BUILDING IS LOCATED UNLESS THE SUBJECT STATE DOES NOT FORMALLY RECOGNIZE FIRE PROTECTION ENGINEERING. IN SUCH CASES, GSA WILL ACCEPT THE SERVICES OF ANY PROFESSIONAL ENGINEER IN THE SUBJECT STATE PROVIDED THE PROFESSIONAL ENGINEER IS ALSO RECOGNIZED AS A FIRE PROTECTION ENGINEER IN ANY OTHER STATE OR U.S. TERRITORY. THE REGIONAL GSA FIRE PROTECTION ENGINEER IS RESPONSIBLE FOR DETERMINING IF THE PROPOSED ALTERNATIVE APPROACH OR METHOD PREPARED BY THE OFFEROR'S PROFESSIONAL ENGINEER IS ACCEPTABLE.

3.11 MEANS OF EGRESS (MAY 2015)

- A. Prior to occupancy, the Premises and any parking garage areas shall meet or will be upgraded to meet, either the applicable egress requirements in the National Fire Protection Association, Life Safety Code (NFPA 101), or the International Code Council, International Building Code (IBC), each current as of the Lease Award Date, or use an alternative approach or method that achieves an equivalent level of safety deemed acceptable by the Government.
- B. The Space shall have unrestricted access to a minimum of two remote exits on each floor of Government occupancy.
- C. Interlocking or scissor stairs located on the floor(s) where Space is located shall only count as one exit stair.
- D. A fire escape located on the floor(s) where Space is located shall not be counted as an approved exit stair.
- E. Doors shall not be locked in the direction of egress unless equipped with special locking hardware in accordance with requirements of NFPA 101 or the IBC.

3.12 AUTOMATIC FIRE SPRINKLER SYSTEM (OCT 2023)

- A. Any portion of the Space located below-grade, including parking garage areas, and all areas in a Building referred to as "hazardous areas" (defined in National Fire Protection Association (NFPA) 101) that are located within the entire Building (including non-Government areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For Buildings in which any portion of the Space on or above the sixth floor, then, at a minimum, the Building up to and including the highest floor of Government occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- C. For Buildings in which the Government occupies, either through this Lease or in combination with other Government Leases in the Building any portion of the Space is on or above the sixth floor, and lease of the Space will result, either individually or in combination with other Government Leases in the Building, in the Government leasing 35,000 or more ANSI/BOMA Occupant Area SF of Space in the Building, then the entire Building shall be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.
- D. Automatic fire sprinkler system(s) shall be installed in accordance with the requirements of NFPA 13, Standard for the Installation of Sprinkler Systems that was in effect on the actual date of installation.
- E. Automatic fire sprinkler system(s) shall be maintained in accordance with the requirements of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems (current as of the Lease Award Date).

- F. "Equivalent level of safety" means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems.

3.13 FIRE ALARM SYSTEM (SEP 2013)

- A. A Building-wide fire alarm system shall be installed in the entire Building in which any portion of the Space is located on the 3rd floor or higher.
- B. The fire alarm system shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code, that was in effect on the actual date of installation.
- C. The fire alarm system shall be maintained in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date).
- D. The fire alarm system shall transmit all fire alarm signals to the local fire department via any of the following means: directly to the local fire department, to the (911) public communications center, to a central station, to a remote supervising station, or to a proprietary supervising station.
- E. If the Building's fire alarm control unit is over 25 years old as of the date of award of this Lease, Lessor shall install a new fire alarm system in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code (current as of the Lease Award Date), prior to Government acceptance and occupancy of the Space.

3.14 ENERGY INDEPENDENCE AND SECURITY ACT (OCT 2024)

A. Energy-related Requirements.

1. The Energy Independence and Security Act (EISA) establishes the following requirements for Government Leases in Buildings that have not earned the ENERGY STAR® Label conferred by the Environmental Protection Agency (EPA) within one year prior to the due date for final proposal revisions ("most recent year").
2. If this Lease was awarded under any of EISA's Section 435 statutory exceptions, the Lessor shall either:
 - a. Earn the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease); or
 - b.
 - I. Complete energy efficiency and conservation improvements if any, agreed to by Lessor in lieu of earning the ENERGY STAR® Label prior to acceptance of the Space (or not later than one year after the Lease Award Date of a succeeding or superseding Lease); and
 - II. Obtain and publicly disclose the Building's current ENERGY STAR® score (using EPA's Portfolio Manager tool), unless the Lessor cannot access whole building utility consumption data, or there is no building category within Portfolio Manager to benchmark against, including spaces—
 - (i) That are located in States with privacy laws that provide that utilities shall not provide such aggregated information to multitenant building owners; and
 - (ii) For which tenants do not provide energy consumption information to the commercial building owner in response to a request from the building owner. (A Federal agency that is a tenant of the space shall provide to the building owner, or authorize the owner to obtain from the utility, the energy consumption information of the space for the benchmarking and disclosure required by this subparagraph D).
 - (iii) That cannot be benchmarked (scored) using EPA's Portfolio Manager tool because of excessive vacancy; in which case Lessor agrees to obtain the score and publicly disclose it within 120 days of the eligibility to obtain a score using the EPA Portfolio Manager tool.
3. If this Lease was awarded to a Building to be built or to a Building predominantly vacant as of the due date for final proposal revisions and was unable to earn the ENERGY STAR® label for the most recent year (as defined above) due to insufficient occupancy, but was able to demonstrate sufficient evidence of capability to earn the ENERGY STAR® label, then Lessor must earn the ENERGY STAR® label within 18 months after occupancy by the Government.

Note: "public disclosure" means posting the Energy Star® score on state or local websites in those areas that have applicable disclosure mandates and reporting the score to the Government via Portfolio Manager. In the absence of an applicable state or local disclosure mandate, Lessor shall either generate and display the Energy Star® score in a public space at the building location or post the score on Lessor's or Lessor's Parent/Affiliate website.

- B. Hydrology-related Requirements. Per EISA Section 438, the sponsor of any development or redevelopment project involving a Federal facility with a footprint that exceeds 5,000 square feet shall use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the Property with regard to the temperature, rate, volume, and duration of flow. If the Lessor proposes to satisfy the Government's space requirements through a development or redevelopment project, and the Government will be the sole or predominant tenant such that any other use of the Property will be functionally or quantitatively incidental to the Government's use, the Lessor is required to implement hydrology maintenance and restoration requirements as required by EISA Section 438.

1. For the purposes of applying EISA Section 438 in this Lease, "sponsor" shall mean "Lessor", and "exceeds 5,000 square feet" shall mean construction that disturbs 5,000 square feet or more of land area at the Property or on adjoining property to accommodate the Government's requirements, or at the Property for whatever reason. Information regarding implementation of the hydrology maintenance and restoration requirements can be found at: <HTTP://WWW.EPA.GOV/GREENINGEPA/>
2. Lessor is required to implement these hydrology maintenance and restoration requirements to the maximum extent technically feasible, prior to acceptance of the Space, (or not later than one year after the Lease Award Date or Lease Term Commencement Date, whichever is later, of a succeeding or superseding Lease). Additionally, this Lease requires EISA Section 438 storm water compliance not later than one year from the date of any applicable disturbance (as defined in EISA Section 438) of more than 5,000 square feet of ground area if such disturbance occurs during the term of the Lease if the Government is the sole or predominant tenant. In the event the Lessor is required to comply with EISA Section 438, Lessor shall furnish the Government, prior to the filing for permits for the associated work, with a certification from Lessor's engineer that the design meets the hydrology maintenance and restoration requirements of EISA Section 438.

3.15 ELEVATORS (OCT 2020)

- A. The Lessor shall provide suitable passenger elevator and, when required by the Government, freight elevator service to any of the Premises not having ground level access. Service shall be available during the normal hours of operation specified in the in this Lease. However, one passenger elevator and, when required by the Government, one freight elevator shall be available at all times for Government use. When a freight elevator is required by the Government, it shall be accessible to the loading areas. When possible, the Government shall be given 24-hour advance notice if the service is to be interrupted for more than 1-1/2 hours. Normal service interruption shall be scheduled outside of the Government's normal working hours. The Lessor shall also use best efforts to minimize the frequency and duration of unscheduled interruptions.
- B. Code. Elevators shall conform to the requirements of the American Society of Mechanical Engineers ASME A17.1/CSA B44, Safety Code for Elevators and Escalators that were in effect based on the elevator installation date code year. Elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1/CSA B44. Fire alarm initiating devices (e.g., smoke detectors) used to initiate Phase I emergency recall operation shall be installed in accordance with the requirements of NFPA 72, National Fire Alarm and Signaling Code. The elevators shall be inspected and maintained in accordance with the current edition of the ASME A17.2, Inspector's Manual for Elevators. Except for the reference to ASME A17.1 in ABAAS, Section F105.2.2, all elevators must meet ABAAS requirements for accessibility in Sections 407, 408, and 409 of ABAAS.
- C. Safety Systems. Elevators shall be equipped with telephones or other two-way emergency communication systems. The system used shall be marked and shall reach an emergency communication location staffed 24 hours per day, 7 days per week.
- D. Speed. The passenger elevators shall have a capacity to transport in 5 minutes 15 percent of the normal population of all upper floors (based on 150 SF per person). Further, the dispatch interval between elevators during the up-peak demand period shall not exceed 35 seconds.
- E. Interior Finishes. Elevator cab walls shall be hardwood, marble, granite, or an equivalent pre-approved by the LCO. Elevator cab floors shall be marble, granite, terrazzo, or an equivalent pre-approved by the LCO.

ACTION REQUIRED: INCLUDE IF THE CLIENT CONFIRMS THAT PLACEMENT ON A BUILDING DIRECTORY IS APPROPRIATE. OTHERWISE, DELETE.

DELETE FOR SOLE SOURCE SUCCEEDING OR SUPERSEDING LEASES.

3.16 BUILDING DIRECTORY (OCT 2021)

A directory listing the Government agency shall be provided in the Building lobby. The directory must be acceptable to the LCO.

ACTION REQUIRED: INCLUDE IF CLIENT CONFIRMS AS PART OF THEIR REQUIREMENTS. OTHERWISE, DELETE.

3.17 FLAGPOLE (SEP 2013)

If the Government is the sole occupant of the Building, a flagpole shall be provided at a location to be approved by the LCO. The flag of the United States of America will be provided by the Lessor, as part of shell rent, and replaced at all times during the Lease term when showing signs of wear.

3.18 DEMOLITION (JUN 2012)

The Lessor shall remove existing abandoned electric, telephone, and data cabling and devices, as well as any other improvements or fixtures in place to accommodate the Government's requirements. Any demolition of existing improvements that is necessary to satisfy the Government's layout shall be done at the Lessor's expense.

3.19 ACCESSIBILITY (OCT 2024)

The Building, leased Space, and areas serving the leased Space shall be accessible to persons with disabilities in accordance with the Architectural Barriers Act Accessibility Standard (ABAAS), Appendices C and D to 36 CFR Part 1191 (ABA Chapters 1 and 2, and Chapters 3 through 10) and 36 CFR 1190 to the extent applicable. To the extent the standards referenced in the preceding sentence conflicts with local accessibility requirements, the more stringent shall apply.

3.20 CEILINGS (OCT 2022)

A complete acoustical ceiling system (which includes grid and lay-in tiles or other Building standard ceiling system as approved by the LCO) throughout the Space and Premises shall be required. The acoustical ceiling system shall be furnished, installed, and coordinated with TIs.

NOTE: CEILING HEIGHT REQUIREMENT MAY BE ADJUSTED PER MARKET CONDITIONS AT LCO'S DISCRETION; HOWEVER 9 FEET IS THE RECOMMENDED MINIMUM CEILING HEIGHT.

- A. Ceilings shall be at a minimum 9 feet and 0 inches and no more than 12 feet and 0 inches measured from floor to the lowest obstruction. Areas with raised flooring shall maintain these ceiling-height limitations above the finished raised flooring. Bulkheads and hanging or surface mounted light fixtures which impede traffic ways shall be avoided. Ceilings shall be uniform in color and appearance throughout the Space, with no obvious damage to tiles or grid.
- B. Prior to closing the ceiling, the Lessor shall coordinate with the Government for the installation of any items above the ceiling.
- C. Should the ceiling be installed in the Space prior to construction of the TIs, then the Lessor shall be responsible for all costs in regard to the disassembly, storage during construction, and subsequent re-assembly of any of the ceiling components which may be required to complete the TIs. The Lessor shall also bear the risk for any damage to the ceiling or any components thereof during the construction of the TIs.
- D. Ceilings shall be a flat plane in each room and shall be suspended and finished as follows unless an alternate equivalent is pre-approved by the LCO:
 - 1. Restrooms. Plastered or spackled and taped gypsum board.
 - 2. Offices and conference rooms. Mineral and acoustical tile or lay in panels with textured or patterned surface and tegular edges or an equivalent pre-approved by the LCO. For leases 10,000 RSF or greater, newly installed tiles or panels shall meet applicable, statutory environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/). The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.
 - 3. Corridors and eating/galley areas. Plastered or spackled and taped gypsum board or mineral acoustical tile.

3.21 EXTERIOR AND COMMON AREA DOORS AND HARDWARE (SEP 2013)

- A. Exterior Building doors and doors necessary to the lobbies, common areas, and core areas shall be required. This does not include suite entry or interior doors specific to TIs.
- B. Exterior doors shall be weather tight and shall open outward. Hinges, pivots, and pins shall be installed in a manner which prevents removal when the door is closed and locked. These doors shall have a minimum clear opening of 32" clear wide x 80" high (per leaf). Doors shall be heavy duty, flush, (1) hollow steel construction, (2) solid core wood, or (3) insulated tempered glass. As a minimum requirement, hollow steel doors shall be fully insulated, flush, #16-gauge hollow steel. Solid-core wood doors and hollow steel doors shall be at least 1-3/4 inches thick. Door assemblies shall be of durable finish and shall have an aesthetically pleasing appearance acceptable to the LCO. The opening dimensions and operations shall conform to the governing building, fire safety, accessibility, and energy codes and/or requirements. Fire door assemblies shall be listed and labeled. Labels on fire door assemblies shall be maintained in a legible condition. Fire door assemblies and their accompanying hardware, including frames and closing devices shall be installed in accordance with the requirements of NFPA 80, Standard for Fire Doors and Other Opening Protectives.
- C. Exterior doors and all common area doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall or floor mounted) and silencers. All public use doors and restroom doors shall be equipped with kick plates. All doors shall have automatic door closers. All Building exterior doors shall have locking devices installed to reasonably deter unauthorized entry.

3.22 DOORS: IDENTIFICATION (APR 2011)

All signage required in common areas unrelated to tenant identification shall be provided and installed by the Lessor.

3.23 WINDOWS (OCT 2020)

- A. Office Space shall have windows in each exterior bay unless waived by the LCO.
- B. All exterior window assemblies shall be weather resistant and watertight. Operable windows that open shall be equipped with secure latches. Off-street, ground-level windows and those accessible from adjacent roofs and other structures that can be opened must be fitted with a secure latch. Windows intended for use as a secondary means of egress must be openable from the egress side (e.g., inside) of the Building without the use of a key, tool, or special knowledge or effort for operation from the egress side.

3.24 PARTITIONS: GENERAL (OCT 2023)

- A. Partitions in public areas shall be marble, granite, hardwood, or drywall covered with durable wall covering or high-performance coating, or equivalent pre-approved by the LCO.

ACTION REQUIRED: ONLY USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER AND WHERE THE LEASE REFLECTS 100% OCCUPANCY OF THE BUILDING. OTHERWISE, DELETE.

- B. For leases 10,000 RSF or greater where the Government is a sole tenant of the Building, the Lessor shall use materials for newly installed gypsum board meeting applicable environmentally preferable criteria that are recommended in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/). The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.

3.25 PARTITIONS: PERMANENT (OCT 2023)

- A. Permanent partitions shall extend from the structural floor slab to the structural ceiling slab. They shall be provided by the Lessor as part of shell rent as necessary to surround the Space, stairs, corridors, elevator shafts, restrooms, all columns, and janitor closets. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by the applicable building code, fire code and ordinances adopted by the jurisdiction in which the Building is located (such as the International Building Code, etc.) current as of the Lease Award Date.

ACTION REQUIRED: ONLY USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER AND WHERE THE LEASE REFLECTS 100% OCCUPANCY OF THE BUILDING. OTHERWISE, DELETE.

- B. For leases 10,000 RSF or greater where the Government is a sole tenant of the Building, the Lessor shall use materials for newly installed gypsum board meeting the applicable environmentally preferable criteria that are recommended in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/). The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.

3.26 INSULATION: THERMAL, ACOUSTIC, AND HVAC (OCT 2022)

- A. No insulation installed with this project shall be material manufactured using chlorofluorocarbons (CFCs), nor shall CFCs be used in the installation of the product.
- B. All insulation containing fibrous materials exposed to air flow shall be rated for that exposure or shall be encapsulated.
- C. Insulating properties for all materials shall meet or exceed applicable industry standards. Polystyrene products shall meet American Society for Testing and Materials (ASTM) C578 91.
- D. All insulation shall contain low emitting volatiles and not result in indoor air levels above 0.016 parts per million (ppm) of formaldehyde.
- E. The maximum flame spread and smoke developed index for insulation shall meet the requirements of the applicable local codes and ordinances (current as of the Lease Award Date) adopted by the jurisdiction in which the Building is located.

ACTION REQUIRED: ONLY USE SUB-PARAGRAPH F FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

- F. For leases 10,000 RSF or greater, all insulation products shall meet applicable, statutory environmentally preferable criteria as outlined in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/).

3.27 WALL FINISHES – SHELL (SEP 2015)

- A. All restrooms within the Building common areas of Government-occupied floors shall have 1) ceramic tile, recycled glass tile, or comparable wainscot from the finished floor to a minimum height of 4'-6" and 2) semigloss paint on remaining wall areas, or other finish approved by the Government.
- B. All elevator areas that access the Space and hallways accessing the Space shall be covered with wall coverings not less than 20 ounces per square yard, high performance paint, or an equivalent.

3.28 PAINTING – SHELL (OCT 2022)

- A. The Lessor shall bear the expense for all painting associated with the Building shell. These areas shall include all common areas. Exterior perimeter walls and interior core walls within the Space shall be spackled and prime painted. If any Building shell areas are already painted prior to TIs, then the Lessor shall repaint, at the Lessor's expense, as necessary during TIs.
- B. The costs for cyclical painting requirements as outlined in Section 6 shall be included in the shell rent.

ACTION REQUIRED: ONLY USE SUB-PARAGRAPH C FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

- C. For leases 10,000 RSF or greater, primer shall meet applicable, statutory environmentally preferable criteria as outlined in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/).

3.29 FLOORS AND FLOOR LOAD (OCT 2019)

- A. All adjoining floor areas shall be of a common level not varying more than 1/4 inch over a 10-foot horizontal run in accordance with the American Concrete Institute standards, non-slip, and acceptable to the LCO.
- B. Under-floor surfaces shall be smooth and level. Office areas shall have a minimum live load capacity of 50 pounds per ABOA SF plus 20 pounds per ABOA SF for moveable partitions. Storage areas shall have a minimum live load capacity of 100 pounds per ABOA SF, including moveable partitions. Lessor may be required to provide a report by a registered structural engineer showing the floor load capacity, at the Lessor's expense. Calculations and structural drawings may also be required.

3.30 FLOOR COVERING AND PERIMETERS – SHELL (OCT 2022)

- A. Exposed interior floors in primary entrances and lobbies shall be marble, granite, or terrazzo. Exposed interior floors in secondary entrances, elevator lobbies, and primary interior corridors shall be high-grade carpet, marble, granite, or terrazzo. Resilient flooring shall be used in telecommunications rooms. Floor perimeters at partitions shall have wood, rubber, vinyl, marble, or carpet base.
- B. Terrazzo, unglazed ceramic tile, recycled glass tile, and/or quarry tile shall be used in all restroom and service areas of Government-occupied floors.
- C. Any alternate flooring must be pre-approved by the LCO.
- D. The costs for cyclical carpet replacement requirements as outlined in Section 6 shall be included in the shell rent.
- E. The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.

3.31 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL (APR 2011)

The Lessor shall provide and operate all Building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Lessor. Exposed ducts, piping, and conduits are not permitted in office Space.

3.32 BUILDING SYSTEMS (APR 2011)

Whenever requested, the Lessor shall furnish to GSA as part of shell rent, a report by a registered professional engineer(s) showing that the Building and its systems as designed and constructed will satisfy the requirements of this Lease.

3.33 ELECTRICAL (OCT 2023)

- A. The Lessor shall be responsible for meeting the applicable requirements of local codes and ordinances. When codes conflict, the more stringent standard shall apply. Main service facilities shall be enclosed. The enclosure may not be used for storage or other purposes and shall have door(s) fitted with an automatic deadlocking latch bolt with a minimum throw of 1/2 inch. Main distribution system (all required electrical infrastructure up to and including the electrical panels enclosed in the electrical room as described in this section along with all electrical infrastructure needed to power appurtenances and the duplex utility outlets as described in Part C) for standard office occupancy shall be provided at the Lessor's expense. The electrical distribution panels enclosed in the electrical room shall include: single-phase 120/240 volt or 3-phase 120/208 volt service for leased spaces under 10,000 RSF; 3-phase 120/208 volt service for leased spaces between 10,000 and 25,000 RSF; and 3-phase 277/480 volt and 3-phase 120/208 volt service for leased spaces over 25,000 RSF. In no event shall such power distribution (not including lighting and HVAC) for the Space fall below 4 watts per ABOA SF.
- B. Main power distribution switchboards and distribution and lighting panel boards shall be circuit breaker type with copper buses that are properly rated to provide the calculated fault circuits. All power distribution panel boards shall be supplied with separate equipment ground buses. All power distribution equipment shall be required to handle the actual specified and projected loads and 10 percent spare load capacity. Distribution panels are required to accommodate circuit breakers for the actual calculated needs and 10 percent spare circuits that will be equivalent to the majority of other circuit breakers in the panel system. Fuses and circuit breakers shall be plainly marked or labeled to identify circuits or equipment supplied through them.
- C. Convenience outlets shall be installed in accordance with NFPA Standard 70, National Electrical Code, or local code, whichever is more stringent. The Lessor shall provide duplex utility outlets in restrooms, corridors, electrical/mechanical rooms, and dispensing areas.

ACTION REQUIRED: OPTIONAL PARAGRAPH. USE WHERE THE GOVERNMENT PAYS SEPARATELY FOR ELECTRICAL SERVICE. OTHERWISE, DELETE.

3.34 ADDITIONAL ELECTRICAL CONTROLS (JUN 2012)

If the Government pays separately for electricity, no more than 500 SF of office Space may be controlled by one switch or automatic light control for all office Space on the Government meter, whether through a building automation system, time clock, occupant sensor, or other comparable system acceptable to the LCO.

ACTION REQUIRED: DELETE FOR SUCCEEDING AND SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

3.35 PLUMBING (JUN 2012)

The Lessor shall include the cost of plumbing in common areas. Hot and cold-water risers and domestic waste and vent risers, installed and ready for connections that are required for TIs, shall be included in the shell rent.

3.36 DRINKING FOUNTAINS (OCT 2023)

On each floor of Government-occupied Space, the Lessor shall provide drinking fountain(s) with chilled potable water within 200 feet of travel from any Government-occupied area on the floor. The fountains shall comply with Section F211 of the Architectural Barriers Act Accessibility Standard. The Lessor shall provide two separate drinking fountains per F211.2 or a single drinking fountain per the F211.2 Exception. Either installation shall require compliance with 602.1 through 602.6 for the accessible fountain and 602.7 for the non-accessible fountain. Potable is defined as water meeting current EPA primary drinking water standards or more stringent, applicable state or local regulations. The Lessor shall serve as first responder to any occupant

complaints about drinking water. The Lessor shall promptly investigate any such complaints and implement the necessary controls to address the complaints and maintain potable water conditions.

3.37 RESTROOMS (OCT 2022)

- A. If this Lease is satisfied by new construction or by renovations that include the construction of restrooms, Lessor shall provide water closets, sinks and urinals on each floor that is partially or fully occupied by the government per the schedule below. The schedule is per floor and based on a density of one person for each 135 ABOA SF of office Space, allocated as 50% women and 50% men. If future renovations requiring restroom construction occur during the term of this Lease, the number of fixtures then must meet the schedule as part of the major alterations.

ESTIMATED NUMBER OF EACH GENDER PER FLOOR			(WOMEN'S) WATER CLOSETS	(WOMEN'S) SINKS	(MEN'S) WATER CLOSETS	(MEN'S) URINALS	(MEN'S) SINKS
1	to	8	2	1	1	1	1
9	to	24	3	2	2	1	1
25	to	36	3	2	2	1	2
37	to	56	5	3	3	2	2
57	to	75	6	4	4	2	2
76	to	96	6	5	4	2	3
97	to	119	7	5	5	2	3
120	to	134	9	5	6	3	4
Above 135			3/40	1/24	1/20	1/40	1/30

- B. If no new construction of a restroom is occurring, at a minimum, separate restroom facilities for men and women shall be provided with sufficient fixtures (water closets, sinks and urinals), in accordance with local code or ordinances.
- C. Each restroom shall have water closets enclosed with stall partitions and doors, urinals (in men's room), and hot (set in accordance with applicable building codes) and cold water. Water closets and urinals shall not be visible when the exterior door is open. These facilities shall be located on each floor occupied by the Government in the Building and shall be located so that employees will not be required to travel more than 500 feet on one floor to reach the restrooms.
- D. Restrooms must meet ABAAS requirements as stated under this Lease.
- E. Each main restroom shall contain the following:
1. A mirror and shelf above the lavatory.
 2. A toilet paper dispenser in each water closet stall that will hold the equivalent of at least two standard-sized rolls and allow easy, unrestricted dispensing.
 3. A coat hook on the inside face of the door to each water closet stall and on several wall locations by the lavatories.
 4. At least one modern paper towel dispenser, soap dispenser, and waste receptacle for every two lavatories.
 5. A coin-operated sanitary napkin dispenser in women's restrooms with a waste receptacle in each water closet stall.
 6. A disposable toilet seat cover dispenser.
 7. A counter area of at least 2 feet, 0 inches in length, exclusive of the lavatories (however, it may be attached to the lavatories) with a mirror above and a ground-fault interrupter-type convenience outlet located adjacent to the counter area. The counter should be installed to minimize pooling or spilling of water at the front edge.
 8. A floor drain.
 9. Newly installed restroom partitions shall be made from recovered materials as listed in EPA's CPG.

ACTION REQUIRED: ONLY USE FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. DELETE FOR ACTIONS LESS THAN 10,000 RSF.

3.38 PLUMBING FIXTURES: WATER CONSERVATION (OCT 2022)

- A. For leases 10,000 RSF or greater, the specifications listed below apply to:
1. New installations of plumbing fixtures,
 2. Replacement of existing plumbing fixtures, or
 3. Existing non-conforming fixtures where the Government occupies the full floor.
- B. Water closets must conform to EPA WaterSense or, alternatively, fixtures with equivalent flush volumes and performance requirements must be utilized.

- C. Urinals must conform to EPA WaterSense or, alternatively, fixtures with equivalent flush volumes must be utilized. Waterless urinals are acceptable.
- D. Lavatory faucets must have a flow rate of 0.5 gallons per minute or less.
- E. Pantry kitchen faucets must have a flow rate of 1.8 gallons per minute or less.

Information on EPA WaterSense fixtures can be found at [HTTP://WWW.EPA.GOV/WATERSENSE/](http://www.epa.gov/watersense/).

ACTION REQUIRED: OPTIONAL PARAGRAPH. DELETE IF NOT AVAILABLE IN THE MARKET.

3.39 JANITOR CLOSETS (SEP 2015)

Janitor closets shall meet all local codes and ordinances. When not addressed by local code, Lessor shall provide containment drains plumbed for appropriate disposal of liquid wastes in spaces where water and chemical concentrate mixing occurs for maintenance purposes. Disposal is not permitted in restrooms.

3.40 HEATING, VENTILATION, AND AIR CONDITIONING - SHELL (OCT 2023)

- A. Central HVAC systems shall be installed and operational, including, as appropriate, main and branch lines, VAV boxes, dampers, flex ducts, and diffusers, for an open office layout, including all Building common areas. The Lessor shall provide conditioned air through medium pressure duct work at a rate of .75 cubic feet per minute per ABOA SF and systems shall be designed with sufficient systems capacity to meet all requirements in this Lease.
- B. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.
- C. Equipment Performance. Temperature control for office Spaces shall be provided by concealed central heating and air conditioning equipment. The equipment shall maintain Space temperature control over a range of internal load fluctuations of plus 0.5 W/SF to minus 1.5 W/SF from initial design requirements of the tenant.
- D. Ductwork Re-use and Cleaning. Any ductwork to be reused and/or to remain in place shall be cleaned, tested, and demonstrated to be clean in accordance with the standards set forth by NADCA. The cleaning, testing, and demonstration shall occur immediately prior to Government occupancy to avoid contamination from construction dust and other airborne particulates.
- E. During working hours in periods of heating and cooling, ventilation shall be provided in accordance with American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 62.1, Ventilation for Acceptable Indoor Air Quality. Lessors must comply with: (a) the version of ASHRAE Standard 62.1 that corresponds with how the HVAC system was designed to perform, or (b) ASHRAE Standard 62.1-2004 – whichever is later.
- F. For all refrigerant-containing equipment (i.e., containing chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), and hydrofluorocarbons (HFCs)), the Lessor shall comply with the U.S. Environmental Protection Agency (EPA)'s Significant New Alternative Policy (SNAP) Program to use acceptable refrigerant substitutes when equipment is replaced, retrofitted, or when newly purchased. The Lessor must comply with EPA's Section 608 refrigerant management regulations. The Lessor must track the type and quantity of refrigerant used in each chiller, air conditioning, and refrigeration system containing 50 pounds or more of refrigerant. Upon request, the Lessor must provide the Government with the dates for planned replacement or retrofit of equipment with CFC or HCFC refrigerant. Upon request, the Lessor must provide the Government with the dates for planned replacement or retrofit of equipment with CFC or HCFC refrigerant.
- G. Heating and air-conditioning air distribution systems (air handling units, VAV boxes, fan coil units, etc.) for the Space shall be equipped with particulate matter air filters that meet the Minimum Efficiency Reporting Value (MERV) specified in the ANSI/ASHRAE Standard 62.1 version referenced in sub-paragraph E above. Where practicable, the Lessor is encouraged to use a MERV 13 air filter or the highest-level filter that is compatible with the HVAC system. Locations that do not meet the EPA National Ambient Air Quality Standards (NAAQS) for particulates (PM 10 or PM 2.5) must be equipped with additional filtration on outdoor air intakes as required in ANSI/ASHRAE Standard 62.1. NAAQS information can be found at [HTTPS://WWW.EPA.GOV/GREEN-BOOK](https://www.epa.gov/green-book).
- H. Restrooms shall be properly exhausted, with a minimum of 10 air changes per hour.

ACTION REQUIRED: USE SUB-PARAGRAPH I WHEN NOT A FULLY SERVICED LEASE, LEASED SPACE IS IN EXCESS OF 10,000 ABOA SF, AND GOVERNMENT IS SOLE OR PREDOMINANT TENANT. IN NON-FULLY SERVICED LEASED SPACE BELOW 10,000 ABOA SF, USE ONLY AS MARKET PERMITS. OTHERWISE, DELETE.

- I. Where the Lessor proposes that the Government shall pay utilities, the following shall apply:
 - 1. An automatic air or water economizer cycle shall be provided to all air handling equipment, and
 - 2. The Building shall have a fully functional building automation system capable of control, regulation, and monitoring of all environmental conditioning equipment. The building automation system shall be fully supported by a service and maintenance contract.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THIS PARAGRAPH. DELETE THE ALTERNATIVE.

3.41 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (OCT 2023)

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VERSION 1: FOR ALL LEASE ACTIONS EXCEPT FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH)

- A. Sufficient space shall be provided on the floor(s) where the Government occupies Space for the purposes of terminating telecommunications service into the Building. The Building's telecommunications closets located on all floors shall be vertically stacked. Telecommunications switch rooms, wire closets, and related spaces shall be enclosed. The enclosure shall not be used for storage or other purposes and shall have door(s) fitted with an automatic door-closer and deadlocking latch bolt with a minimum throw of 1/2 inch. The telephone closets shall include a telephone backboard.
- B. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable Telecommunications Industry Association (TIA) and Electronic Industries Alliance (EIA) standards. These standards include the following:
1. TIA/EIA-568, Commercial Building Telecommunications Cabling Standard,
 2. TIA/EIA 569, Commercial Building Standard for Telecommunications Pathways and Spaces,
 3. TIA/EIA-570, Residential and Light Commercial Telecommunications Wiring Standard, and
 4. TIA/EIA-607, Commercial Building Grounding and Bonding Requirements for Telecommunications Standard.
- C. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, National Electrical Code, and other applicable NFPA standards and/or local code requirements.

VERSION 2: FOR SUCCEEDING OR SUPERSEDING LEASES WITH MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).

Telecommunications switch rooms, wire closets, and related spaces shall meet applicable NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, National Electrical Code, and other applicable NFPA standards and/or local code requirements.

ACTION REQUIRED: INCLUDE IF CLIENT CONFIRMS AS PART OF THEIR REQUIREMENTS. IF NOT, DELETE PARAGRAPH AT LCO DISCRETION.

3.42 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (JUN 2012)

- A. The Government may elect to contract its own telecommunications (voice, data, video, Internet or other emerging technologies) service in the Space. The Government may contract with one or more parties to have INS wiring (or other transmission medium) and telecommunications equipment installed.
- B. The Lessor shall allow the Government's designated telecommunications providers access to utilize existing Building wiring to connect its services to the Government's Space. If the existing Building wiring is insufficient to handle the transmission requirements of the Government's designated telecommunications providers, the Lessor shall provide access from the point of entry into the Building to the Government's floor Space, subject to any inherent limitations in the pathway involved.
- C. The Lessor shall allow the Government's designated telecommunications providers to affix telecommunications antennas (high frequency, mobile, microwave, satellite, or other emerging technologies), subject to weight and wind load conditions, to roof, parapet, or Building envelope as required. Access from the antennas to the Premises shall be provided.
- D. The Lessor shall allow the Government's designated telecommunications providers to affix antennas and transmission devices throughout the Space and in appropriate common areas frequented by the Government's employees to allow the use of cellular telephones and communications devices necessary to conduct business.

3.43 LIGHTING: INTERIOR AND PARKING - SHELL (OCT 2023)

Note. For pricing estimating purposes, fixtures will be installed at the average ratio of 1 fixture per 80 ABOA SF.

- A. Interior Fixtures. High efficiency T-8, T-5, or LED light fixtures (and associated ballasts or drivers) shall be installed to match the other luminaries in the Space as either ceiling grid or pendant mounted for an open-office plan. Newly installed lighting must use LED fixtures with replaceable dimmable drivers. The dimmable drivers must use 0-10V or digital control signals and shall be compatible with any existing control systems. Ceiling grid fixtures shall be either 2' wide by 4' long or 2' wide by 2' long. Lessor shall provide, as part of Shell Rent, a minimum overall lighting fixture efficiency of 85 percent. Lamps shall maintain a uniform color level throughout the lease term.

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH B.

- B. VERSION 1: REFLECTS THE TRADITIONAL SPECIFICATION OF 50 FOOT-CANDLES THROUGHOUT THE SPACE. Lighting Levels. Fixtures shall have a minimum of two tubes and shall provide 50 foot-candles at desktop level (30" above finished floor) with a maximum uniformity ratio of 1.5:1. Lessor shall provide, as part of Shell Rent, 10 average foot-candles in all other Building areas within the Premises with a uniformity ratio of 4:1. Emergency egress lighting levels shall be provided in accordance with the local applicable building codes (but not less than 1 foot-candle, measured at the floor) by either an onsite emergency generator or fixture mounted battery packs.

- B. VERSION 2: REFLECTS A REDUCTION OF AMBIENT GENERAL LIGHT LEVELS TO 30 FOOT-CANDLES WHEN TENANT-SUPPLIED TASK LIGHTING IS PROVIDED FOR WORK STATIONS, TO SUPPLEMENT OVERALL LIGHTING LEVELS.

NOTE: CHOOSING THIS SECOND VERSION OF SUB-PARAGRAPH B CAN RESULT IN SIGNIFICANT ENERGY SAVINGS. CONFIRM WITH CLIENT AGENCY DURING REQUIREMENTS DEVELOPMENT STAGE WHETHER THEY ARE PROVIDING TASK LIGHTING AS PART OF THEIR FURNITURE PLANS. SINCE NOT ALL OF THE SPACE WILL INCLUDE DESKS WITH TASK LIGHTING, ALSO CONFIRM THE

AMOUNT OF SPACE THAT WILL BE COVERED BY THIS SUPPLEMENTAL TASK LIGHTING. FOR EXAMPLE, IF THE SUPPLEMENTAL TASK LIGHTING ONLY COVERS 80% OF THE TOTAL SPACE, THEN THE OTHER 20% OF THE SPACE WILL REQUIRE THE TRADITIONAL 50 FOOT-CANDLE LIGHTING LEVELS.

NOTE: THE LIGHTING LEVELS SPECIFIED UNDER THIS SECOND SUB-PARAGRAPH B, WHICH TAKES INTO ACCOUNT SUPPLEMENTAL TASK LIGHTING, RELIES UPON THE CLIENT AGENCY TO PROVIDE THE SUPPLEMENTAL LIGHTING LEVELS AS PART OF THEIR FURNITURE PLANS. THIS DECISION MUST BE MADE AT THE REQUIREMENTS DEVELOPMENT STAGE. Lighting Levels With Task Lighting. Fixtures shall have a minimum of two tubes and shall provide 30 foot-candles at desktop level (30" above finished floor) with a maximum uniformity ratio of 1.5:1 for XX percent of the total Space, and 50 foot-candles at desktop level (30" above finished floor) with a maximum uniformity ratio of 1.5:1 for XX percent of the Space. Lessor shall provide, as part of Shell Rent, 10 average foot-candles in all other Building areas within the Premises with a uniformity ratio of 4:1. Emergency egress lighting levels shall be provided in accordance with the local applicable building codes (but not less than 1 foot-candle, measured at the floor) by either an onsite emergency generator or fixture mounted battery packs.

C. Power Density.

1. Existing Buildings. The maximum fixture power density shall not exceed 1.4 watts per ABOA SF.
2. New Construction. The maximum fixture power density shall not exceed 1.1 watts per ABOA SF.

D. Daylighting Controls. For leases 10,000 rentable SF or greater, the Lessor shall provide daylight dimming controls in atriums or within 15 feet of windows and skylights where daylight can contribute to energy savings. Daylight harvesting sensing and controls shall be either integral to the fixtures or ceiling mounted and shall maintain required lighting levels in workspaces.

E. Occupancy/Vacancy Sensors. The Lessor shall provide ceiling or wall mounted occupancy sensors, or vacancy sensors (preferred), or scheduling controls through the building automation system (BAS) throughout the Space in order to reduce the hours that the lights are on when a particular space is unoccupied. No more than 1,000 square feet shall be controlled by any one sensor. Occupancy sensors in enclosed rooms shall continue to operate after the BAS has shut down the building at the end of the workday.

ACTION REQUIRED: IF HIGH RESOLUTION EXTERIOR SECURITY CAMERAS ARE NECESSARY FOR A PARTICULAR LOCATION, INSERT HIGHER FOOT-CANDLE REQUIREMENTS. DO NOT USE HIGHER REQUIREMENTS FOR ALL LEASES BECAUSE THERE WILL BE AN INCREASE IN COST WITHOUT A CORRESPONDING INCREASE IN VALUE.

F. Building Perimeter.

1. Exterior parking areas, vehicle driveways, pedestrian walks, and the Building perimeter lighting levels shall be designed per Illuminating Engineering Society (IES) standards. Provide 5 foot-candles for doorway areas, 3 foot-candles for transition areas and at least 1 foot-candle at the surface throughout the parking lot. Parking lot fixtures shall provide a maximum to minimum uniformity ratio of 15:1 and a maximum to average uniformity ratio of 4:1.
2. If the leased space is 100 percent occupied by Government tenants, all exterior parking lot fixtures shall be "Dark Sky" compliant with no property line trespass.

G. Parking Structures. The minimum illuminance level for parking structures is 5 foot-candles as measured on the floor with a uniformity ratio of 10:1.

H. Parking Sensors. If the leased space is 100 percent occupied by Government tenants, exterior parking area and parking structure lighting shall be sensor or BAS controlled in order that it may be programmed to produce reduced lighting levels by a minimum of 50% during non-use. This non-use time period will normally be from 11:00 pm to 6:00 am.

I. Exterior Power Backup. Exterior egress, walkway, parking lot, and parking structure lighting must have emergency power backup to provide for safe evacuation of the Building.

J. Video Surveillance System (VSS). Lighting shall be provided in such a manner to adequately support VSS operations, and not limit or preclude adequate fields of view.

K. Lighting Control. All lighting controls and programming for indoor and outdoor lighting shall comply with local energy codes.

3.44 ACOUSTICAL REQUIREMENTS (OCT 2022)

A. Reverberation Control. Private office and conference rooms using suspended acoustical ceilings shall have a noise reduction coefficient (NRC) of not less than 0.75 in accordance with ASTM C-423. Open office using suspended acoustical ceilings shall have an NRC of not less than 0.80. Private offices, conference rooms, and open offices using acoustical cloud or acoustical wall panels with a minimum of 70% coverage shall have an NRC of not less than 0.80.

B. Ambient Noise Control. Ambient noise from mechanical equipment shall not exceed noise criteria curve (NC) 35 in accordance with the ASHRAE Handbook of Fundamentals in offices; NC 20 in conference and teleconference rooms; NC 40 in corridors, cafeterias, lobbies, restrooms, and other spaces.

C. Noise Isolation. Rooms separated from adjacent spaces by ceiling high partitions (not including doors) shall not be less than the following noise isolation class (NIC) standards when tested in accordance with ASTM E-336:

1. Conference Rooms. NIC 45

2. Teleconference Rooms. NIC 48
3. Private Offices. NIC 35 when sound masking is provided; NIC 40 if sound masking is not provided.

D. Testing. The LCO may require, at Lessor's expense, test reports by a qualified acoustical consultant showing that acoustical requirements have been met.

ACTION REQUIRED: USE ONLY WHEN A NEWLY CONSTRUCTED BUILDING IS THE ONLY SOLUTION THAT WILL MEET THE CUSTOMER'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING. OTHERWISE, DELETE.

NOTE: PARAGRAPH MUST BE ADDED BACK IN VIA RLP AMENDMENT IF, AT ANY POINT PRIOR TO FPR, THE GOVERNMENT ONLY HAS OFFERS FOR NEW CONSTRUCTION.

3.45 SECURITY FOR NEW CONSTRUCTION (OCT 2022)

- A. Design-Basis Threat. The Design-Basis Threat (DBT) is the profile and estimate of the threats to a Government facility across a range of specific undesirable events and serves as the basis for determining appropriate security standards. The Lessor's technical consultant(s) shall work in conjunction with the Government, including the Federal Protective Service (FPS), to apply the DBT to the post-award risk assessment. The risk assessment identifies recommended countermeasures and security design features that achieve the minimum baseline level of protection for a particular facility. The baseline level of protection may be further customized to address facility-specific conditions. The Lessor is responsible for providing countermeasure provisions outlined in the attached FSL document, as well as for additional items identified during the post-award risk assessment. Any additional countermeasures identified during this assessment shall be priced as BSAC.
- B. Prior to occupancy, the Lessor shall provide a written certification from a licensed professional engineer with formal training in structural dynamics and experience with accepted blast resistant design, verifying that the Building conforms to a minimum of:
1. Window glazing, with a performance condition appropriate to the identified Facility Security Level.
 2. Setback distance, measured from the face of the Building's exterior to the protected/defended perimeter (i.e., any potential point of explosion). This means the distance from the Building to the curb or other boundary protected by bollards, planters or other street furniture. Such potential points of explosion may be, but are not limited to, such areas that could be accessible by any motorized vehicle (i.e., street, alley, sidewalk, driveway, parking lot).
 3. Lobbies, mailrooms, and loading docks shall not share a return-air system with the remaining areas of the Building. The Lessor shall provide lobby, mailroom, and loading dock ventilation systems' outside air intakes and exhausts with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Dedicated HVAC shall be required for mailrooms only when the Government specifically requires a centrally operated mailroom. On Buildings of more than four stories, air intakes shall be located on the fourth floor or higher. On Buildings of three stories or less, air intakes shall be located on the roof or as high as practical. Locating intakes high on a wall is preferred over a roof location.

ACTION REQUIRED: USE APPROPRIATE VERSION, DEPENDING UPON FSL LEVEL. DELETE FOR FSL I.

4. Blast Resistance Requirements.

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VERSION 1: USE FOR FSL II:

- a. Facade and Structure. Lessor shall use construction materials which have inherent ductility and which are able to respond to load reversals (e.g. cast in place reinforced concrete column construction).
- b. Progressive Collapse. Lessor shall use construction materials which have inherent ductility and which are able to respond to load reversals (e.g. cast in place reinforced concrete and steel construction).
- c. Under Building Parking. Lessor shall use construction materials which have inherent ductility and which are able to respond to load reversals (e.g. cast in place reinforced concrete and steel construction).

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VERSION 2: USE FOR FSL III:

- a. Facade and Structure. Lessor shall provide a balanced design approach to ensure a ductile mode of failure is achieved. The wall elements and their anchorage should fully develop the capacity of the glazing system.
- b. Progressive Collapse. For buildings higher than 3 stories, the Lessor shall use the following measures in accordance with the post-award DBT analysis to prevent progressive collapse or the loss of any single exterior column or load-bearing wall: a combination of setback, site planning, facade hardening, and structural measures.
- c. Underground Parking. Lessor shall implement architectural or structural features, or other positive countermeasures (e.g., vehicle screening) that deny contact with exposed primary vertical load members in these areas. A minimum standoff of at least 150 mm (six inches) from these members is required.

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VERSION 3: USE FOR FSL IV:

- a. Facade and Structure. Lessor shall use a combination of setback, site planning, facade hardening, and structural measures to provide a medium level of facade protection.

- b. Progressive Collapse. For buildings higher than 3 stories, Lessor shall use a combination of the following measures in accordance with the post-award DBT analysis, to prevent progressive collapse or the loss of any single exterior column or load-bearing wall: setback, site planning, façade hardening, and structural measures. Interior columns shall also be considered in buildings with an uncontrolled lobby.
- c. Underground Parking. Lessor shall limit air blast injuries in occupied areas with under-building parking in accordance with the post-award DBT analysis, by utilizing hardening and venting methods. Significant structural damage to the walls, ceilings, and floors of the parking area may occur, however, the occupied areas above should not experience severe damage or collapse.

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ACTION REQUIRED: WHEN ISSUING AS PART OF THE INITIAL RLP PACKAGE:

- DELETE FOR AREAS OF LOW AND VERY LOW SEISMICITY (GREEN AREAS ON MAP).
- INCLUDE AREAS OF MODERATE, HIGH, AND VERY HIGH SEISMICITY (YELLOW AND RED AREAS ON MAP).

ACTION REQUIRED: WHEN DRAFTING THE FINAL LEASE:

INCLUDE IF THE OFFER INVOLVED NEW CONSTRUCTION. OTHERWISE, DELETE.

3.46 SEISMIC SAFETY FOR NEW CONSTRUCTION (OCT 2020)

For leases requiring new construction, the space will not be considered substantially complete until the LCO receives the Seismic Form F, Certificate of Seismic Compliance – New Building. This form must be completed by the civil or structural engineer and certify that the building was designed and constructed in accordance with the appropriate local code.

ACTION REQUIRED:

FOR LEASE CONSTRUCTION PROCUREMENTS SEEKING OFFICE AND RELATED SPACE. USE ONLY WHEN A NEWLY CONSTRUCTED BUILDING IS THE ONLY SOLUTION THAT WILL MEET THE CUSTOMER AGENCY'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING. OTHERWISE, DELETE.

NOTE: PARAGRAPH MUST BE ADDED BACK IN VIA RLP AMENDMENT IF, AT ANY POINT PRIOR TO FPR, THE GOVERNMENT ONLY HAS OFFERS FOR NEW CONSTRUCTION.

3.47 FIRE PROTECTION FOR NEW CONSTRUCTION (APR 2015)

- A. The new Building shall be protected throughout by an automatic fire sprinkler system designed in accordance with the National Fire Protection Association (NFPA) 13, *Installation of Sprinkler Systems* (current as of the Lease Award Date).
- B. When an electric fire pump is provided to support the design of the fire sprinkler system, a secondary power source shall be provided to the fire pump by a standby emergency generator or another means acceptable to the Government.
- C. The fire alarm system installed shall be an emergency voice/alarm communication system when any one of the following conditions exist:
1. The Building is 2 or more stories in height above the level of exit discharge.
 2. The total calculated occupant load of the Building is 300 or more occupants.
 3. The Building is subject to 100 or more occupants above or below the level of exit discharge.

The emergency voice/alarm communication system shall be designed and installed to meet the requirements of NFPA 72 (current as of the Lease Award Date).

ACTION REQUIRED MANDATORY WHEN A NEWLY CONSTRUCTED BUILDING OF 10,000 RSF AND ABOVE IS THE ONLY SOLUTION THAT WILL MEET THE CLIENT AGENCY'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING. OTHERWISE, DELETE.

NOTE: PARAGRAPH MUST BE ADDED BACK IN VIA RLP AMENDMENT IF, AT ANY POINT PRIOR TO FPR, THE GOVERNMENT ONLY HAS OFFERS FOR NEW CONSTRUCTION.

ACTION REQUIRED: THERE ARE TWO GREEN BUILDING RATING SYSTEMS FOR NEW CONSTRUCTION LISTED BELOW. PRIOR TO ISSUING THE RLP, CONSULT WITH CLIENT AGENCY TO DETERMINE WHICH GREEN BUILDING RATING SYSTEM FOR NEW CONSTRUCTION TO USE; THE OTHER SHOULD BE DELETED. CHOICE MUST BE CONSISTENT WITHIN THE RLP AND LEASE DOCUMENTS.

3.48 GREEN BUILDING RATING CERTIFICATION FOR NEW CONSTRUCTION (OCT 2016)

ACTION REQUIRED: SELECT THE APPROPRIATE PARAGRAPH. DELETE ALTERNATE VERSION.

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VERSION 1: LEED® FOR NEW CONSTRUCTION (LEED®-NC)

- A. Within 12 months of occupancy, the Lessor shall obtain certification at the Silver level from the U.S. Green Building Council (USGBC) -- LEED®-NC program. For requirements to achieve the Silver certification, Lessor must refer to the latest version at the time of submittal of the LEED®-NC Reference Guide (at [HTTP://WWW.USGBC.ORG/](http://www.usgbc.org/)). At completion of all documentation and receipt of final certification, the Lessor must provide the Government two electronic copies on compact disks, flash drives, or appropriate electronic media of all documentation submitted to USGBC. Acceptable file format is Adobe PDF from the LEED-Online workspace and templates. In addition, the Lessor will provide the Government viewing access to the LEED-Online workspace during design and through the term of the Lease.
- B. Prior to the end of the first year of occupancy, if the Lessor fails to achieve LEED® Silver certification, the Government may assist the Lessor in implementing a corrective action program to achieve a LEED® Silver certification and deduct its costs (including administrative costs) from the rent.

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VERSION 2: GREEN GLOBES® FOR NEW CONSTRUCTION (GREEN GLOBES® NC)

- A. Within 12 months of occupancy, the Lessor shall obtain certification at the Two Green Globes level from the Green Building Initiative's (GBI) Green Globes® NC program. For requirements to achieve the Two Green Globes certification, Lessor must refer to the latest version at the time of submittal of the Green Globes® NC Technical Reference Manual ([at HTTP://WWW.THEGBI.ORG/](http://www.thegbi.org/)). At completion of all documentation and receipt of final certification, the Lessor must provide the Government two electronic copies on compact disks, flash drives, or appropriate electronic media of all documentation submitted to GBI. Acceptable file format is Adobe PDF from the Green Globes® online surveys. In addition, the Lessor will provide the Government viewing access to the Green Globes® online surveys, as applicable, during design and through the term of the Lease.
- B. Prior to the end of the first year of occupancy, if the Lessor fails to achieve a Two Green Globes® certification, the Government may assist the Lessor in implementing a corrective action program to achieve a Two Green Globes® certification and deduct its costs (including administrative costs) from the rent.

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ACTION REQUIRED: INCLUDE WHEN A GREEN RATING CERTIFICATION FOR TENANT INTERIOR SPACE IS REQUESTED BY THE CLIENT AGENCY. OTHERWISE, DELETE.

ACTION REQUIRED: THERE ARE THREE GREEN BUILDING RATING SYSTEMS FOR TENANT INTERIORS LISTED BELOW. INCLUDE IF CLIENT CONFIRMS AS PART OF THEIR REQUIREMENTS. IF NOT, DELETE PARAGRAPH AT LCO DISCRETION.

NOTE: CHOICE MUST BE CONSISTENT WITHIN THE RLP AND LEASE DOCUMENTS.

3.49 GREEN BUILDING RATING CERTIFICATION FOR TENANT INTERIORS (OCT 2023)

ACTION REQUIRED: SELECT THE APPROPRIATE PARAGRAPH. DELETE ALTERNATE VERSION.

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VERSION 1: USE IF LEED® FOR INTERIOR DESIGN AND CONSTRUCTION IS SELECTED

- A. The tenant Space must meet the requirements of Leadership in Energy and Environmental Design for Interior Design and Construction (LEED®-ID+C) at the Certified level, at a minimum. The Lessor, at the Lessor's expense, shall obtain certification from the U.S. Green Building Council (USGBC) for LEED® within 9 months of occupancy. For requirements to achieve certification, Lessor must refer to latest version at the time of submittal of the LEED®-ID+C Reference Guide ([at HTTP://WWW.USGBC.ORG/](http://www.usgbc.org/)). At completion of all documentation and receipt of final certification, the Lessor must provide the Government an electronic copy of all documentation submitted to the USGBC. Acceptable file format is Adobe PDF from the LEED®-Online workspace. In addition, the Lessor will provide the Government viewing access to the LEED®-Online workspace as applicable during design and through the term of the Lease.
- B. Prior to the end of the first 9 months of occupancy, if the Lessor fails to achieve LEED®-ID+C certification, the Government may assist the Lessor in implementing a corrective action program to achieve LEED®-ID+C certification and deduct its costs (including administrative costs) from the rent.
- C. Any Building shell modifications necessary for the Space to meet the requirements of LEED®-ID+C certification, shall be noted and incorporated into the construction documents and shall be included as part of the Building shell costs. The Lessor must coordinate TI and shell requirements as necessary to meet the certification.

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VERSION 2: USE IF GREEN GLOBES® FOR SUSTAINABLE INTERIORS IS SELECTED

- A. The tenant Space must meet the requirements of Green Globes® for Sustainable Interiors (Green Globes® SI) at the One Green Globes level, at a minimum. The Lessor, at the Lessor's expense, shall obtain certification from the Green Building Initiative (GBI) for Green Globes® within 9 months of occupancy. For requirements to achieve certification, Lessor must refer to the latest version at the time of submittal of the Green Globes® SI Technical Reference Manual ([at HTTP://WWW.THEGBI.ORG/](http://www.thegbi.org/)). At completion of all documentation and receipt of final certification, the Lessor must provide the Government an electronic copy of all documentation submitted to the GBI. Acceptable file format is Adobe PDF copied to disk from the Green Globes® online surveys. In addition, the Lessor will provide the Government viewing access to the Green Globes® online surveys as applicable during design and through the term of the Lease.
- B. Prior to the end of the first 9 months of occupancy, if the Lessor fails to achieve Green Globes® certification, the Government may assist the Lessor in implementing a corrective action program to achieve Green Globes® certification and deduct its costs (including administrative costs) from the rent.
- C. Any Building shell modifications necessary for the Space to meet the requirements of Green Globes® SI certification, shall be noted and incorporated into the construction documents and shall be included as part of the Building shell costs. The Lessor must coordinate TI and shell requirements as necessary to meet the certification.

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VERSION 3: USE IF LIVING BUILDING CHALLENGE™ FOR BUILDING INTERIORS IS SELECTED.

- A. The tenant Space must meet the requirements of Living Building Challenge™ for Building Interiors (LBC Interiors™). The Lessor, at the Lessor's expense, shall obtain certification from the Living Building Challenge™ (LBC™) within 9 months of occupancy. For requirements to achieve

certification, Lessor must refer to the latest version at the time of submittal of the LBC Interiors™ certification standard (at [HTTP://LIVING-FUTURE.ORG/](http://LIVING-FUTURE.ORG/)). At completion of all documentation and receipt of final certification, the Lessor must provide the Government an electronic copy of all documentation submitted to the LBC™. Acceptable file format is Adobe PDF. In addition, the Lessor will provide the Government viewing access to the LBC™ online surveys as applicable during design and through the term of the Lease.

- B. Prior to the end of the first 9 months of occupancy, if the Lessor fails to achieve LBC Interiors™ certification, the Government may assist the Lessor in implementing a corrective action program to achieve LBC Interiors™ certification and deduct its costs (including administrative costs) from the rent.
- C. Any Building shell modifications necessary for the Space to meet the requirements of LBC Interiors™ certification shall be noted and incorporated into the construction documents and shall be included as part of the Building shell costs. The Lessor must coordinate TI and shell requirements as necessary to meet the certification.

3.50 INDOOR AIR QUALITY DURING CONSTRUCTION (OCT 2021)

- A. The Lessor shall provide to the Government safety data sheets (SDS) or other appropriate documents upon request, but prior to installation or use for the following products, including but not limited to, adhesives, caulking, sealants, insulating materials, fireproofing or fire stopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finishes for wood surfaces, janitorial cleaning products, and pest control products.
- B. The LCO may eliminate from consideration products with significant quantities of toxic, flammable, corrosive, or carcinogenic material and products with potential for harmful chemical emissions. Materials used often or in large quantities will receive the greatest amount of review.
- C. Where demolition or construction work occurs adjacent to occupied Space, the Lessor shall erect appropriate barriers (noise, dust, odor, etc.) and take necessary steps to minimize interference with the occupants. This includes maintaining acceptable temperature, humidity, and ventilation in the occupied areas during window removal, window replacement, or similar types of work.
- D. HVAC during Construction: If air handlers are used during construction, the Lessor shall provide filtration media with a MERV of 8 at each return air grill, as determined by ANSI/ASHRAE Standard 52.2, Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.
- E. Flush-Out Procedure.

- 1. For leases 10,000 RSF or greater:
 - a. HVAC flush-out shall commence after construction ends and the Building has been completely cleaned. All interior finishes, such as millwork, doors, paint, carpet, acoustic tiles, and movable furnishings (e.g., workstations, partitions), must be installed, and major VOC punch list items must be finished.
 - b. Prior to occupancy, Lessor shall install new filtration media and perform a building flush-out by supplying a total air volume of 14,000 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%.
 - c. If the LCO determines that occupancy is required before flush-out can be completed, the Space may be occupied only after delivery of a minimum of 3,500 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%. Once the Space is occupied, it must be ventilated at a minimum rate of 0.30 cubic foot per minute (cfm) per square foot of outdoor air or greater. During each day of the flush-out period, ventilation must begin at least three hours before occupancy and continue during occupancy. These conditions must be maintained until a total of 14,000 cubic feet per square foot of outdoor air (4 270 liters of outdoor air per square meter) has been delivered to the space.
 - d. The Lessor shall provide a signed statement explaining how all HVAC systems serving the leased Space will achieve the desired ventilation of the Space during the flush-out period.
- 2. For leases less than 10,000 RSF, the Lessor shall sufficiently flush-out or ventilate the area(s) following construction and prior to occupancy in order to remove any detectable odors or visible dust related to the work.

ACTION REQUIRED: INCLUDE THE FOLLOWING REQUIREMENT IF THE LEASE TERM IS 10 YEARS OR MORE, AND AT LEAST ONE OF THE FOLLOWING REQUIREMENTS APPLY: NEW LEASE CONSTRUCTION, SPECIALIZED SPACE (SUCH AS LAB, ARCHIVE, CLINIC, ETC.), OR LEASE SIZE TOTALS 25,000 RSF OR MORE. OTHERWISE, DELETE.

3.51 SYSTEMS COMMISSIONING (OCT 2023)

- A. The Lessor shall incorporate commissioning requirements to verify that the installation and performance of energy consuming systems meet the Government's project requirements. These systems include, at a minimum, heating, ventilating, air conditioning and refrigeration (HVAC&R) systems and associated controls, lighting controls, and domestic hot water systems. The commissioning shall cover work associated with TIs or alterations. Recommissioning is required to ensure that the systems are operating properly during the Lease term if Building systems are impacted by alterations. In the event the Government exercises a renewal option, recommissioning is required within 60 days after the exercising of the option.

- B. The Lessor shall submit a written commissioning plan prior to completion of CDs. In instances involving minimal improvements not requiring DIDs, the plan is due within 60 days prior to Space acceptance. The plan shall include:
1. A schedule of systems commissioning (revised as needed during all construction phases of the project, with such revisions provided to the LCO immediately); and
 2. A description of how commissioning requirements will be met and confirmed.
- C. The Lessor shall submit a final commissioning report once tenant improvements are completed. The report shall include results and supporting documentation for each section of the commissioning plan. The final report shall be provided to the LCO or designated representative within 60 days after substantial completion.

ACTION REQUIRED:

AT RLP ISSUANCE STAGE

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

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

OTHERWISE, DELETE.

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

AT AWARD STAGE WHEN DRAFTING FINAL LEASE

MAY BE DELETED IF N/A FOR SUCCESSFUL OFFEROR.

3.52 DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS – LEASE (OCT 2023)

ACTION REQUIRED: INSERT EXHIBIT NUMBER FOR OFFEROR'S SCHEDULE OF CORRECTIVE ACTIONS.

- A. Environmental Due Diligence. Lessor is responsible for performing all necessary "response" actions (as that term is defined at 42 U.S.C. § 9601(25) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)) with regard to all "recognized environmental conditions," as that term is defined in ASTM Standard E1527-21, as such standard may be revised from time to time. This obligation extends to any contamination of the Property where such contamination is not attributable to the Government. Lessor must provide the Government with a summary report demonstrating completion of all required response actions prior to Substantial Completion. Any remediation performed by or on behalf of Lessor must be undertaken in strict compliance with all applicable federal, state and local laws and regulations.
- B. National Environmental Policy Act. The National Environmental Policy Act regulations provide for analyzing proposed major federal actions to determine if there are ways to mitigate the impact of the proposed actions to avoid, minimize, rectify, reduce, or compensate for environmental impacts associated with such actions. Where the Government has determined that any or all of these mitigation measures should be or must be adopted to lessen the impact of these proposed actions, Lessor must incorporate all mitigation measures identified and adopted by the Government in the design and construction drawings and specifications. All costs and expenses for development of design alternatives, mitigation measures and review submittals for work to be performed under the Lease are the sole responsibility of Lessor.

ACTION REQUIRED:

AT RLP ISSUANCE STAGE

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

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

AT AWARD STAGE WHEN DRAFTING FINAL LEASE

MAY BE DELETED IF N/A FOR SUCCESSFUL OFFEROR.

3.53 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - LEASE (SEP 2014)

- A. Where a Memorandum of Agreement or other pre-award agreement concluding the Section 106 consultation includes mitigation, design review or other continuing responsibilities of the Government, Lessor must allow the Government access to the Property to carry out compliance activities. Compliance may require excavation for artifact recovery, recordation and interpretation. For Tenant Improvements and other tenant-driven alterations within an existing historic building, new construction or exterior alterations that could affect historic properties, compliance also may require on-going design review. In these instances, Lessor will be required to retain, at its sole cost and expense, the services of a preservation architect who meets or exceeds the *Secretary of the Interior's Professional Qualifications Standards for Historic Architecture*, as amended and annotated and previously published in the Code of Federal Regulations, 36 C.F.R. part 61, and the *GSA Qualifications Standards for Preservation Architects*. These standards are available at: [HTTP://WWW.GSA.GOV/HISTORICPRESERVATION](http://www.gsa.gov/historicpreservation)>Project Management Tools> Qualification Requirements for Preservation Architects. The preservation architect will be responsible for developing preservation design solutions and project documentation required for review by the Government, the State Historic Preservation Officer (SHPO), the Tribal Historic Preservation Officer (THPO), if applicable, and other consulting parties in accordance with Section 106. For Tenant Improvements and other tenant-driven alterations within an existing historic building, the preservation architect must develop context-sensitive design options consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Where new construction or exterior alterations, or both, are located within a historic district, may be visible from historic properties or may affect archeological resources, compliance may require tailoring

the design of the improvements to be compatible with the surrounding area. Design review may require multiple revised submissions, depending on the complexity of the project and potential for adverse effects to historic properties. GSA is responsible for corresponding with the SHPO, the THPO, if applicable, and any other consulting party.

- B. Compliance requirements under Section 106 apply to all historic property alterations and new construction, regardless of the magnitude, complexity or cost of the proposed scope of work.
- C. The costs for development of design alternatives and review submittals for work required under the Lease are the sole responsibility of Lessor. In addition, building shell costs relating to such design alternatives are the sole responsibility of Lessor and must be included in the shell rent. Such costs may be offset by federal, state or local preservation tax benefits. Lessor is encouraged to seek independent financial and legal advice concerning the availability of these tax benefits.

SECTION 4 DESIGN, CONSTRUCTION, AND POST AWARD ACTIVITIES

ACTION REQUIRED: SELECT THE APPROPRIATE VERSION OF THE PARAGRAPH. DELETE THE ALTERNATIVE.

ACTION REQUIRED: FILL IN REQUIRED DATES OR WORKING DAYS.

NOTE: SCHEDULE BELOW SHOULD BE REALISTIC, ESPECIALLY WITH RESPECT TO GOVERNMENT OBLIGATIONS. AND/OR USE OF SWING SPACE, IF REQUIRED. DO NOT ASSUME OVERLY OPTIMISTIC SCHEDULES AS THIS MAY LEAD TO DELAY CLAIMS.

4.01 SCHEDULE FOR COMPLETION OF SPACE (OCT 2024)

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**VERSION 1 (MINIMAL TI BUILD-OUT) FOR SUCCEEDING OR SUPERSEDING LEASE ACTIONS REQUIRING ONLY MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH).**

Construction activities for the Space shall commence upon Lease award.

Construction of TIs and completion of other required construction work. The Lessor shall complete all work as required in this Lease not later than **XX** Working Days following Lease award.

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VERSION 2 (FULL TI BUILD-OUT - INCLUDES SUB-PARAGRAPHS A THROUGH I) FOR ALL ACTIONS FULL TI BUILD-OUT. NOTE THAT VERSION 2 INCLUDES SUB-PARAGRAPHS A THROUGH I, REQUIRING ADDITIONAL CHOICES

Design and construction activities for the Space shall commence upon Lease award. The Lessor shall schedule the following activities to achieve timely completion of the work required by this Lease.

ACTION REQUIRED: CHOOSE ONE OF 4 DID METHODS BELOW (SUBPARAGRAPHS A, B AND C):

- GOVERNMENT-PROVIDED DID
- POST-AWARD DID WORKSHOP
- LESSOR-PROVIDED DID, OR
- PRE-AWARD DID WORKSHOP METHOD OR NO DID REQUIRED

AND DELETE ALTERNATIVES.

NOTE: AFTER SELECTION AND DELETION OF THE INAPPLICABLE METHODS, CONTINUE THIS PARAGRAPH FROM SUB-PARAGRAPH "D," BELOW. FILL IN THE REQUIRED DATES OR WORKING DAYS.

NOTE: IF PART OF THE AGENCY REQUIREMENT, ADD ADDITIONAL APPROVAL AND ACTIVITIES BEFORE DID GENERATION FOR BLOCKING/SCHEMATIC PLANS.

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METHOD 1: GOVERNMENT-PROVIDED DID METHOD

A. Government-Provided Design Intent Drawings (DIDs). The Government shall prepare and provide to the Lessor the Government's approved DIDs based upon the base Building documents provided by the Lessor as required in the paragraph titled "Documents Incorporated in the Lease" paragraph of this Lease.

B. DIDs. For the purposes of this Lease, DIDs are defined as layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set shall include the following elements:

1. Level 1.
 - a. Cover Sheet;
 - b. Demolition Plan (if applicable);
 - c. Construction (Partition) Plan;
 - d. Power/Communication (Electrical) Plan;
 - e. Furniture Plan (generic); and
 - f. Finish Plan.

OPTIONAL: LEVEL 2 DIDS

NOTE: ONLY INCLUDE IF AGENCY REQUIRES AND COMMITS TO PROVIDING THIS LEVEL OF DETAIL.

2. Level 2 DIDs. In addition to Level 1 DIDs, the DID set will also include the following Level 2 elements:
 - a. Reflected Ceiling Plan;
 - b. Interior Elevations;
 - c. Interior Sections;
 - d. Partition Type/ Section Plan; and
 - e. Door/Hardware Schedule

C. INTENTIONALLY DELETED

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METHOD 2: POST-AWARD DID WORKSHOP METHOD

- A. Design Intent Drawing (DID) Workshop. In conjunction with the Government, the Lessor shall commit as part of shell costs to a **X**-day DID workshop tentatively scheduled to begin **month/day/year or X Working Days after award** at the office of the Lessor's architect or an alternate location agreed to by the Government. This session may be held in person or virtually, at the discretion of the Government. The architect will provide full design services so that the DIDs can be completed during this conference.
- B. DIDs. For the purposes of this Lease, DIDs are defined as layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set must include the following elements:
1. Level 1 (included in shell rent).
 - a. Cover Sheet;
 - b. Demolition Plan (if applicable);
 - c. Construction (Partition) Plan;
 - d. Power/Communication (Electrical) Plan;
 - e. Furniture Plan (generic); and
 - f. Finish Plan.

OPTIONAL: LEVEL 2 DIDS. ONLY USE WHEN AGENCY REQUIRES THIS LEVEL OF DETAIL BEFORE PROCEEDING TO CDS. LEVEL 2 DIDS ARE NOT REQUIRED FOR ALL PROJECT TYPES. HOWEVER, IT MAY BE PRUDENT TO REQUIRE LEVEL 2 DIDS WHEN ONE OR MORE OF THE FOLLOWING OCCUR: CLIENT REQUEST WITH JUSTIFICATION, COMPLEX OR VERY DETAILED REQUIREMENTS, OR PROJECTS WITH EXTENSIVE SECURITY REQUIREMENTS.

NOTE: LEVEL 2 DIDS ARE NOT FUNDED IN SHELL RENT. SINCE TENANT MAY NOT KNOW WHETHER THEY WANT LEVEL 2 DIDS AT TIME OF RLP ISSUANCE, LCO WILL HAVE TO NEGOTIATE PRICING FOR THESE POST-AWARD (EITHER INCREASING A/E FEE, OR AS A SEPARATE LUMP SUM REIMBURSABLE ITEM).

2. Level 2 DIDs (reimbursable). After Lease Award, the Government may request the Lessor to submit a separate price proposal to provide Level 2 DIDs in addition to the Level 1 DIDs which are already priced as part of the shell rent. If requested, Level 2 DIDs must include the following Level 2 elements:
 - a. Reflected Ceiling Plan;
 - b. Interior Elevations;
 - c. Interior Sections;
 - d. Partition Type/ Section Plan; and
 - e. Door/Hardware Schedule

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 this 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.

- C. The Government's review and approval of the DIDs is limited to conformance to the specific requirements of the Lease and the client agency build-out requirements as they apply to the Space. The Government will provide formal approval of DIDs in writing **XX** Working Days from the conclusion of the DID workshop.

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METHOD 3: LESSOR-PROVIDED DID METHOD

- A. Lessor-Provided Design Intent Drawings (DIDs). The Lessor must submit to GSA, as part of the shell cost, complete DIDs conforming to the requirements of this Lease and other Government-supplied information related to the tenant agency's interior build-out requirements not later than **XX** Working Days following the Lease Award Date, provided that the Government supplies such information and direction as reasonably required for Lessor to timely complete DIDs. The Government (GSA and the tenant agency) shall attend two meetings at the Lessor's request for the purpose of providing information and direction in the development of DIDs. These meetings may be held either in person or virtually, at the discretion of the Government. The Lessor should anticipate at least two submissions of DIDs before receiving approval.
- B. DIDs. For the purposes of this Lease, DIDs are defined as layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set must include the following elements:
1. Level 1 (included in Shell rent).
 - a. Cover Sheet;
 - b. Demolition Plan (if applicable);
 - c. Construction (Partition) Plan;
 - d. Power/Communication (Electrical) Plan;

- e. Furniture Plan (generic); and
- f. Finish Plan.

OPTIONAL: LEVEL 2 DIDS. ONLY USE WHEN AGENCY REQUIRES THIS LEVEL OF DETAIL BEFORE PROCEEDING TO CDS. LEVEL 2 DIDS ARE NOT REQUIRED FOR ALL PROJECT TYPES. HOWEVER, IT MAY BE PRUDENT TO REQUIRE LEVEL 2 DIDS WHEN ONE OR MORE OF THE FOLLOWING OCCUR: CLIENT REQUEST WITH JUSTIFICATION, COMPLEX OR VERY DETAILED REQUIREMENTS, OR PROJECTS WITH EXTENSIVE SECURITY REQUIREMENTS.

NOTE: LEVEL 2 DIDS ARE NOT FUNDED IN SHELL RENT. SINCE TENANT MAY NOT KNOW WHETHER THEY WANT LEVEL 2 DIDS AT TIME OF RLP ISSUANCE, LCO WILL HAVE TO NEGOTIATE PRICING FOR THESE POST-AWARD (EITHER INCREASING A/E FEE, OR AS A SEPARATE LUMP SUM REIMBURSABLE ITEM).

2. Level 2 DIDs (reimbursable). After Lease Award, the Government may request the Lessor to submit a separate price proposal to provide Level 2 DIDs in addition to the Level 1 DIDs which are already priced as part of the shell rent. If requested, Level 2 DIDs must reflect resolution of Level 1 DID comments and include the following Level 2 elements:
 - a. Reflected Ceiling Plan;
 - b. Interior Elevations;
 - c. Interior Sections;
 - d. Partition Type/ Section Plan; and
 - e. Door/Hardware Schedule
- C. Government review and approval of Lessor-provided DIDs. The Government must notify the Lessor of DID approval not later than **XX** Working Days following submission of DIDs conforming to the requirements of this Lease as supplied by the Government. Should the DIDs not conform to these requirements, the Government must notify the Lessor of such non-conformances within the same period; however, the Lessor shall be responsible for any delay to approval of DIDs occasioned by such non-conformance. The Government's review and approval of the DIDs is limited to conformance to the specific requirements of the Lease as they apply to the Space.

At the sole discretion of the Government, the Lessor may be required to submit a budget proposal based on the TIs and associated work as shown on the DIDs. This budget proposal shall be completed, as part of the shell cost, within **XX** Working Days of the Government's request.

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METHOD 4: PRE-AWARD DID WORKSHOP METHOD OR NO DIDS REQUIRED

- A. INTENTIONALLY DELETED
- B. INTENTIONALLY DELETED
- C. INTENTIONALLY DELETED

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ACTION REQUIRED: THERE ARE TWO VERSIONS OF SUB-PARAGRAPH GROUPINGS. SELECT AS APPROPRIATE. DELETE THE ALTERNATIVE.

VERSION 1: TI ALLOWANCE PRICING; INCLUDES SUB-PARAGRAPHS D, E, AND F

NOTE: FOR PROJECTS INVOLVING NEW CONSTRUCTION OR A HIGHLY COMPLEX BUILDOUT, CONSULT WITH TECHNICAL TEAM TO CONFIRM WHETHER A PHASED CD DELIVERY SCHEDULE (E.G., 50%, 95%, 100%) IS MORE APPROPRIATE AND REVISE ACCORDINGLY.

- D. The Lessor's preparation and submission of construction documents (CDs). The Lessor as part of the TI and BSAC must complete CDs conforming to the approved DIDs not later than **XX** Working Days following the approval of DIDs. The pricing for this work is included under the A/E fees established under Section 1 of the Lease. If during the preparation of CDs the Lessor becomes aware that any material requirement indicated in the approved DIDs cannot be reasonably achieved, the Lessor shall promptly notify GSA, and shall not proceed with completion of CDs until direction is received from the LCO. The LCO shall provide direction within **XX** Working Days of such notice, but the Government shall not be responsible for delays to completion of CDs occasioned by such circumstances. For the purpose of this paragraph, a "material requirement" shall mean any requirement necessary for the Government's intended use of the Space as provided for in, or reasonably inferable from, the Lease and the approved DIDs (e.g., number of workstations and required adjacencies).
- E. Government review of CDs. The Government shall have **XX** Working Days to review CDs before Lessor proceeds to prepare a TI price proposal for the work described in the CDs. At any time during this period of review, the Government shall have the right to require the Lessor to modify the CDs to enforce conformance to Lease requirements and the approved DIDs.
- F. The Lessor's preparation and submission of the TI price proposal. The Lessor shall prepare and submit a complete TI price proposal in accordance with this Lease within **XX** Working Days following the end of the Government CD review period.

VERSION 2: TI TURNKEY PRICING; INCLUDES SUB-PARAGRAPHS D AND E

- D. The Lessor's preparation and submission of construction documents (CDs). The Lessor as part of the TI and BSAC must complete CDs conforming to the approved DIDs not later than **XX** Working Days following the approval of DIDs. If during the preparation of CDs the Lessor becomes aware that any material requirement indicated in the approved DIDs cannot be reasonably achieved, the Lessor shall promptly notify GSA, and shall not proceed with completion of CDs until direction is received from the LCO. The LCO shall provide direction within **XX** Working Days of such notice, but the Government shall not be responsible for delays to completion of CDs occasioned by such circumstances. For the purpose of this paragraph, a "material requirement" shall mean any requirement necessary for the Government's intended use of the Space as provided for in, or reasonably inferable from, the Lease and the approved DIDs (e.g., number of workstations and required adjacencies).

- E. Government review of CDs. The Government shall have **XX** Working Days to review CDs prior to issuing a Notice to Proceed (NTP). At any time during this period of review, the Government shall have the right to require the Lessor to modify the CDs to enforce conformance to Lease requirements and the approved DIDs.
- F. INTENTIONALLY DELETED

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ACTION REQUIRED: REGARDLESS OF THE TI PRICING METHOD, INCLUDE SUB-PARAGRAPH G FOR FSL II, III AND IV (BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD). OTHERWISE, DELETE FOR FSL I OR TURNKEY BSAC PRICING.

- G. The Lessor's preparation and submission of the BSAC price proposal. The Lessor shall prepare and submit a complete BSAC price proposal in accordance with this Lease within **XX** Working Days following the end of the Government CD review period.

ACTION REQUIRED:

KEEP SUB-PARAGRAPH H FOR LEASES INVOLVING TI ALLOWANCE PRICING OR WITH A SECURITY LEVEL FSL II, III AND IV (BSAC PRICING BASED ON PLACEHOLDER DOLLAR ESTIMATE; ACTUAL PRICING AFTER AWARD). DELETE IF BOTH TI AND BSAC ARE PRICED AS TURNKEY.

- H. Negotiation of TI and BSAC price proposals and issuance of notice to proceed (NTP). The Government shall issue NTP within **XX** Working Days following the submission of the TI and BSAC price proposals, unless these have been priced as turnkey, provided that price proposals conform to the requirements of the Lease and the parties negotiate a fair and reasonable price.
- I. Construction of TIs and completion of other required construction work. The Lessor shall complete all work required to prepare the Premises as required in this Lease ready for use not later than **XX** Working days following issuance of NTP. Coordination and installation of Government furniture, fixtures and equipment that may impact the issuance of the Certificate of Occupancy shall be included in the schedule **set forth in the paragraph entitled "Construction Schedule and Initial Construction Meeting."**

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#### 4.02 CONSTRUCTION DOCUMENTS (OCT 2023)

The Lessor's CDs shall include, and not be limited to, all mechanical, electrical, plumbing, fire protection, life safety, lighting, structural, security, and architectural improvements scheduled for inclusion into the Space. CDs may also include signage, audio/visual, IT, furniture, and other specialties. CDs shall be annotated with all applicable specifications. CDs shall also clearly identify TIs already in place and the work to be done by the Lessor or others. Notwithstanding the Government's review of the CDs, the Lessor is solely responsible and liable for their technical accuracy and compliance with all applicable Lease requirements.

**ACTION REQUIRED:** INCLUDE FOR TI ALLOWANCE PRICING. DELETE FOR TI TURNKEY PRICING

#### 4.03 TENANT IMPROVEMENTS PRICE PROPOSAL (OCT 2023)

- A. The Lessor's TI price proposal shall be supported by sufficient cost or pricing data to enable the Government to evaluate the reasonableness of the proposal, or documentation that the Proposal is based upon competitive proposals (as described below) obtained from entities not affiliated with the Lessor. Any work shown on the CDs that is required to be included in the Building shell rent or priced as BSAC as described in the paragraph entitled "Building Specific Amortized Capital (BSAC) Price Proposal" shall be clearly identified and excluded from the TI price proposal. After negotiation and acceptance of the TI price, GSA shall issue a NTP to the Lessor.
- B. Under the provisions of FAR Subpart 15.4, the Lessor shall submit a TI price proposal with information that is adequate for the Government to evaluate the reasonableness of the price or determining cost realism for the TIs within the time frame specified in this section. The TI price proposal shall use the fee rates specified in the "Tenant Improvement and BSAC Fee Schedule" paragraph of this Lease. The Lessor shall exclude from the TI price proposal all costs for fixtures and/or other TIs already in place, provided the Government has accepted same. However, the Lessor will be reimbursed for costs to repair or improve the fixture(s) and/or any other improvements already in place. The Lessor must provide certified cost or pricing data for TI proposals exceeding the threshold in FAR 15.403-4, to establish a fair and reasonable price. For TI proposals that do not exceed the threshold in FAR 15.403-4, the Lessor shall submit adequate documentation to support the reasonableness of the price proposal as determined by the LCO.
- C. The TIs scope of work includes the Lease, the DIDs, the CDs, and written specifications. In cases of discrepancies, the Lessor shall immediately notify the LCO for resolution. All differences will be resolved by the LCO in accordance with the terms and conditions of the Lease.
- D. In lieu of requiring the submission of detailed cost or pricing data as described above, the Government (in accordance with FAR 15.403) is willing to negotiate a price based upon the results of a competitive proposal process. A minimum of two qualified general contractors (GCs) shall be invited by the Lessor to participate in the competitive proposal process. Each participant shall compete independently in the process. In the absence of sufficient competition from the GCs, a minimum of two qualified subcontractors from each trade of the Tenant Improvement Cost Summary (TICS) Table (described below) shall be invited to participate in the competitive proposal process.
- E. Each TI proposal shall be (1) submitted by the proposed general contractors (or subcontractors) using the TICS Table in CSI Masterformat (filling out all sheets, including each division tab, as necessary); (2) reviewed by the Lessor prior to submission to the Government to ensure compliance with the scope of work (specified above) and the proper allocation of shell and TI costs; and (3) reviewed by the Government. General contractors shall submit the supporting bids from the major subcontractors along with additional backup to the TICS Table in a format acceptable to the Government.
- F. Unless specifically designated in this Lease as a TI or BSAC cost, all construction costs shall be deemed to be included in the Shell Rent. Any

costs in the GC's proposal for Building shell items shall be clearly identified on the TICS Table separately from the TI costs.

- G. The Government reserves the right to determine if bids meet the scope of work, that the price is reasonable, and that the Lessor's proposed subcontractors are qualified to perform the work. The Government reserves the right to reject all bids at its sole discretion. The Government reserves the right to attend or be represented at all negotiation sessions between the Lessor and potential subcontractors.
- H. The Lessor shall demonstrate to the Government that best efforts have been made to obtain the most competitive prices possible, and the Lessor shall accept responsibility for all prices through direct contracts with all subcontractors. The LCO shall issue to the Lessor a NTP with the TIs upon the Government's sole determination that the Lessor's proposal is acceptable. The Lessor shall complete the work within the time frame specified in this section of the Lease.

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

**ACTION REQUIRED. LEASING SPECIALIST MUST ENTER THE BSAC FIGURE IN THE PARAGRAPH "BUILDING SPECIFIC AMORTIZED CAPITAL" UNDER SECTION 1 PRIOR TO ISSUING LEASE DOCUMENT WITH THE RLP. MUST MATCH THE AMOUNT USED UNDER THE RLP. INSERT THE AMORTIZATION RATE AT LEASE AWARD.**

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

#### **4.04 BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC) PRICE PROPOSAL (OCT 2023)**

The Lessor's BSAC price proposal shall be supported by sufficient cost or pricing data to enable the Government to evaluate the reasonableness of the proposal, or documentation that the Proposal is based upon competitive proposals. The pricing shall be submitted using the Security Unit Price List (SecUP). The BSAC price proposal shall use the fee rates specified in the "Tenant Improvement and BSAC Fee Schedule" paragraph of this Lease. After negotiation and acceptance of the BSAC price, GSA shall issue a NTP to the Lessor.

**ACTION REQUIRED: INCLUDE FOR ALL LEASE ACTIONS EXCEPT SUCCEEDING OR SUPERSEDING LEASE REQUIRING ONLY MINIMAL TI (E.G. PAINT AND CARPET REFRESH).**

#### **4.05 GREEN LEASE SUBMITTALS (OCT 2023)**

The Lessor shall submit to the LCO or designated representative:

- A. Product data sheets upon request for floor coverings, paints and wall coverings, ceiling materials, all adhesives, wood products, suite and interior doors, subdividing partitions, wall base, door hardware finishes, window coverings, millwork substrate and millwork finishes, lighting and lighting controls, and insulation to be used within the leased Space. This information must be submitted NO LATER THAN the submission of the DIDs, if applicable.
- B. SDS or other appropriate documents upon request for products listed in the Lease. All SDS shall comply with Occupational Safety and Health Administration (OSHA) requirements for the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The Lessor and its agents shall comply with all recommended measures in the SDS to protect the health and safety of personnel.
- C. Reuse plan, in accordance with the "Existing Fit-out, Salvaged, or Re-used Building Material" paragraph in the Lease, if applicable.
- D. If the Lessor is unable to comply with the environmentally preferable requirements stated throughout the Lease, he/she must submit a waiver request for each material within the TI pricing submittal. The waiver request shall be based on the following exceptions:
  - 1. Product cannot be acquired competitively within a reasonable performance schedule.
  - 2. Product cannot be acquired that meets reasonable performance requirements.
  - 3. Product cannot be acquired at a reasonable price.
  - 4. An exception is provided by statute.

The price shall be deemed unreasonable when the total life cycle costs are significantly higher for the sustainable product versus the non-sustainable product. Life cycle costs are determined by combining the initial costs of a product with any additional costs or revenues generated from that product during its entire life.

- E. Radon test results as may be required by the "Radon in Air" and "Radon in Water" paragraphs in the Lease.
- F. Submittal(s) requirements as may be required by the "Construction Waste Management" paragraph in the Lease.
- G. Recycling service plan as may be required by the "Recycling" paragraph in the Lease.
- H. Signed statement as may be required by the "Indoor Air Quality During Construction" paragraph in the Lease.
- I. Submittal(s) as may be required by the "Systems Commissioning" paragraph in the Lease.

**ACTION REQUIRED: THE FOLLOWING SUB-PARAGRAPH APPLIES WHEN EITHER:**

- (1) A NEWLY CONSTRUCTED BUILDING OF 10,000 RSF AND ABOVE IS THE ONLY SOLUTION THAT WILL MEET THE CLIENT AGENCY'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING; OR  
(2) AN AGENCY REQUESTS A GREEN BUILDING CERTIFICATION FOR TENANT INTERIORS.  
OTHERWISE, DELETE.

**NOTE: SUB-PARAGRAPH MUST BE ADDED BACK IN VIA RLP AMENDMENT IF, AT ANY POINT PRIOR TO FPR, THE GOVERNMENT ONLY HAS OFFERS FOR NEW CONSTRUCTION.**

**SELECT THE APPROPRIATE VERSION OF SUB-PARAGRAPH J. CHOICE MUST BE CONSISTENT WITHIN THE RLP AND LEASE DOCUMENTS.**

J. **VERSION 1: FOR LEED® IS.** At completion of LEED®, documentation and receipt of final certification, along with an electronic copy of all supporting documentation for certification.

J. **VERSION 2: FOR GREEN GLOBES®.** At completion of Green Globes® documentation and receipt of final certification, along with an electronic copy of all supporting documentation for certification.

J. **VERSION 3: FOR LIVING BUILDING CHALLENGE™ FOR BUILDING INTERIORS.** At completion of Living Building Challenge™ documentation and receipt of final certification, along with an electronic copy of all supporting documentation for certification.

K. If renewable source power is purchased, documentation within 9 months of occupancy.

**ACTION REQUIRED: USE THE NEXT 3 PARAGRAPHS FOR ALL LEASE ACTIONS REQUIRING MODERATE TO FULL TI BUILD-OUT. MAY BE DELETED FOR SUCCEEDING OR SUPERSEDING LEASES REQUIRING ONLY MINIMAL TI (E.G. PAINT AND CARPET REFRESH).**

**4.06 CONSTRUCTION SCHEDULE AND INITIAL CONSTRUCTION MEETING (OCT 2024)**

The Lessor shall furnish a detailed construction schedule (such as Critical Path Method) to the Government within **XX** Working Days of issuance of the NTP. Such schedule shall also indicate the dates available for Government contractors to install telephone/data lines or equipment, if needed. Within **XX** Working Days of NTP, the Lessor shall initiate a construction meeting. This meeting may be held in person or virtually, at the discretion of the Government. The Lessor will have subcontractor representatives including its architects, engineers, general contractor and subcontractors' representatives in attendance. The Lessor shall keep meeting minutes of discussion topics and attendance **and shall distribute to all parties within XX Working Days of the meeting.**

**ACTION REQUIRED: INSERT THE INTERVAL OF PROGRESS REPORTS AND MEETINGS BASED ON DISCUSSIONS WITH THE CLIENT.**

**4.07 PROGRESS REPORTS (OCT 2023)**

After start of construction, the Lessor shall submit to the LCO or designated representative written progress reports at intervals of **XX** Working Days. Each report shall include information as to the percentage of the work completed by phase and trade; along with labeled photographs, a statement as to expected completion and occupancy dates; changes introduced into the work; and general remarks on such items as material shortages, strikes, weather, etc., that may affect timely completion. In addition, at the Government's discretion, the Lessor shall conduct meetings every two weeks to brief Government personnel and/or contractors regarding the progress of design and construction of the Space. These meetings may be held in person or virtually, at the discretion of the Government. The Lessor shall be responsible for taking and distributing minutes of these meetings.

**4.08 CONSTRUCTION INSPECTIONS (OCT 2023)**

- A. The LCO or the LCO's designated technical representative may periodically inspect construction work to review compliance with Lease requirements and approved DIDs, if applicable.
- B. Periodic reviews, witnessing of tests, and inspections by the Government shall not constitute approval of the Lessor's apparent progress toward meeting the Government's objectives but are intended to discover any information which the LCO may be able to call to the Lessor's attention to prevent costly misdirection of effort. The Lessor shall remain responsible for designing, constructing, operating, and maintaining the Building in full accordance with the requirements of the Lease. At the discretion of the LCO, minutes from the progress meetings may satisfy the requirement for written progress reports.

**ACTION REQUIRED: INCLUDE FOR ALL LEASE ACTIONS EXCEPT SUCCEEDING OR SUPERSEDING LEASES.**

**4.09 ACCESS BY THE GOVERNMENT PRIOR TO ACCEPTANCE (OCT 2022)**

The Government shall have the right to access any space within the Building during construction for the purposes of performing inspections or installing Government furnished equipment. The Government shall coordinate the activity of Government contractors with the Lessor to minimize conflicts with and disruption to other subcontractors on site. Access shall not be unreasonably denied to authorized Government officials including, but not limited to, Government contractors, subcontractors, or consultants acting on behalf of the Government on this project.



**NOTE: IF LOCAL JURISDICTION REQUIRES SYSTEMS FURNITURE INSTALLATION PRIOR TO THE FINAL C OF O, A TEMPORARY C OF O MAY BE ACCEPTABLE.**

**NOTE: A VALID BUILDING CERTIFICATE OF OCCUPANCY (C OF O) ISSUED BY THE LOCAL JURISDICTION PER RLP PARAGRAPH "ADDITIONAL SUBMITTALS" CAN SATISFY THE C OF O REQUIREMENT SET FORTH BELOW FOR SUCCEEDING, SUPERSEDING OR STAY IN PLACE NEW REPLACING LEASES WHERE THERE IS NO BUILD OUT.**

#### **4.10 ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (OCT 2021)**

- A. Ten (10) Working Days prior to the completion of the Space, the Lessor shall issue written notice to the Government to schedule the inspection of the Space for acceptance. The Government shall accept the Space only if the construction of Building shell and TIs conforming to this Lease and the approved DIDs, if applicable, is substantially complete, a Certificate of Occupancy (C of O) has been issued as set forth below, and the Building improvements necessary for acceptance as described in the paragraph "Building Improvements" are completed.
- B. The Space shall be considered substantially complete only if the Space may be used for its intended purpose, and completion of remaining work will not interfere unreasonably with the Government's enjoyment of the Space. Acceptance shall be final and binding upon the Government with respect to conformance of the completed TIs to the approved DIDs, with the exception of items identified on a punch list generated as a result of the inspection, concealed conditions, latent defects, or fraud, but shall not relieve the Lessor of any other Lease requirements.
- C. The Lessor shall provide a valid C of O, issued by the local jurisdiction, for the intended use of the Government. If the local jurisdiction does not issue C of O's or if the C of O is not available, the Lessor may satisfy this condition by providing a report prepared by a licensed fire protection engineer that indicates the Space and Building are compliant with all applicable local codes and ordinances and all fire protection and life safety-related requirements of this Lease.
- D. The Government will not be required to accept space prior to the schedule outlined in this Lease.
- E. If applicable, upon acceptance of the Space, the Government will issue lump sum payment to the Lessor after substantial completion, in accordance with invoicing procedures outlined under any lease amendment(s) authorizing such lump sum payment. The Government shall not issue this payment in increments or as partial payments.

**ACTION REQUIRED: DELETE FOR SUCCEEDING OR SUPERSEDING LEASE ACTIONS WHERE THE SPACE WILL NOT BE RE-MEASURED.**

#### **4.11 LEASE TERM COMMENCEMENT DATE AND RENT RECONCILIATION (OCT 2021)**

At acceptance, the Space shall be measured in accordance with the standards set forth in this Lease to determine the total ABOA SF in the Space. The rent for the Space will be adjusted based upon the measured ABOA square footage as outlined under the Payment clause of the General Clauses. At acceptance, the Lease term shall commence. The Lease Term Commencement Date, final measurement of the Space, reconciliation of the annual rent, and amount of Commission Credit, if any, shall be memorialized by Lease Amendment.

**ACTION REQUIRED: FILL IN NUMBER OF CALENDAR DAYS [30 DAYS IS RECOMMENDED FOR MOST ACTIONS; 60 DAYS IS RECOMMENDED FOR LARGER LEASES INVOLVING A HIGHLY-COMPLEX BUILD-OUT.]**

#### **4.12 AS-BUILT DRAWINGS (OCT 2021)**

Not later than **XX** days after the acceptance of the Space, the Lessor, at Lessor's expense, shall furnish to the Government a complete set of Computer Aided Design (CAD) files of as-built floor plans showing the Space under Lease, as well as corridors, stairways, and core areas. As-built drawings shall include those for Civil, Architectural, Mechanical, Electrical, and Plumbing features, including, but not limited to, those for IT, Communications, Security, and Fire Protection. The plans shall have been generated by a CAD program which is compatible with the latest release of AutoCAD. The required file extension is ".DWG." Clean and purged files shall be submitted in a digital format. They shall be labeled with Building name, address, list of drawing(s), date of the drawing(s), and Lessor's architect and architect's phone number.

**NOTE: OPTIONAL. A LIQUIDATED DAMAGES CALCULATION SPREADSHEET IS IN G-REX, WHICH MAY BE USED. OTHER METHODS OF CALCULATION APPROVED BY A REGIONAL COUNSEL MAY ALSO BE USED.**

**NOTE: USE OF LIQUIDATED DAMAGES FIGURE MAY PREVENT THE GOVERNMENT'S IMPOSITION OF ACTUAL DAMAGES INCURRED.**

#### **4.13 GSAR 552.270-15 LIQUIDATED DAMAGES (DEVIATION) (SEP 2022)**

In case of failure on the part of the Lessor to complete the work within the time fixed in the lease, the Lessor shall pay the Government as fixed and agreed liquidated damages, **\$XX** for each and every calendar day that the delivery is delayed beyond the date specified for delivery of all the space ready for occupancy by the Government. This remedy is not exclusive and is in addition to any other remedies which may be available under this lease or at law. This liquidated sum is not meant as a penalty, but as an approximation of actual damages that would be suffered by the Government because of the Lessor's delay.

**ACTION REQUIRED: WHEN ISSUING AS PART OF THE INITIAL RLP PACKAGE:  
DELETE FOR AREAS OF LOW AND VERY LOW SEISMICITY (GREEN AREAS ON MAP).  
INCLUDE AREAS OF MODERATE, HIGH, AND VERY HIGH SEISMICITY (YELLOW AND RED AREAS ON MAP).**

**ACTION REQUIRED: WHEN DRAFTING THE FINAL LEASE:  
INCLUDE IF THE OFFER INCLUDED COMMITMENTS TO PERFORM SEISMIC RETROFITS.  
DELETE IF OFFER DOES NOT INCLUDE COMMITMENTS TO PERFORM SEISMIC RETROFITS.**

#### **4.14 SEISMIC RETROFIT (OCT 2020)**

The following requirements apply to Leases requiring seismic retrofit:

- A. The Lessor shall provide a final construction schedule, all final design and construction documents for the seismic retrofit, including structural calculations, drawings, and specifications to the Government for review and approval prior to the start of construction. When required by local building code, a geotechnical report shall be made available to the Government.
- B. The Lessor's registered civil or structural engineer shall perform special inspections to meet the requirements of Chapter 17 of the International Building Code (IBC).
- C. For Leases requiring seismic retrofit, the Space will not be considered substantially complete until a Seismic Form E - Certificate of Seismic Compliance - Retrofitted Building, certifying that the Building meets the Basic Safety Objective of ASCE/SEI 41, executed by a registered civil or structural engineer, has been delivered to the LCO.

#### 4.15 LESSOR'S PROJECT MANAGEMENT RESPONSIBILITIES (OCT 2023)

**ACTION REQUIRED: SELECT APPROPRIATE SUBPARAGRAPH A. DELETE ALTERNATE VERSION.**

##### =====

**VERSION 1: TI ALLOWANCE PRICING**

- A. The Lessor's project management fee shall cover all of the Lessor's project management costs associated with the delivery of Tenant Improvements and BSAC, if applicable, including, but not limited to:
  - 1. Legal fees
  - 2. Travel costs
  - 3. Insurance, e.g., performance bonds, builder's risk, general liability, etc.
  - 4. Home office overhead and other indirect costs
  - 5. Carrying costs, exclusive of the TI and BSAC amortization rate. Carrying costs are those costs of capital incurred for the delivery of TI and BSAC, for the period starting from Lessor's outlay of funds, until the Lease Term Commencement Date.
  - 6. Municipal, county, or state fees (not related to sales tax or construction permits associated with TI and BSAC buildout)
  - 7. TI and BSAC proposal preparation costs
  - 8. Lessor's labor costs related to the management of the TI and BSAC build-out. This includes, but is not limited to, progress reports, schedule management, meeting attendance, distribution of construction meeting minutes, on-site job supervision.

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**VERSION 2: TI TURNKEY PRICING**

- A. The Lessor's TI and BSAC rent, if applicable shall cover all of the Lessor's project management costs associated with the delivery of Tenant Improvements, including, but not limited to:
  - 1. Legal fees
  - 2. Travel costs
  - 3. Insurance, e.g., performance bonds, builder's risk, general liability, etc.
  - 4. Home office overhead and other indirect costs
  - 5. Carrying costs, exclusive of the TI and BSAC amortization rate. Carrying costs are those costs of capital incurred for the delivery of TI and BSAC, for the period starting from Lessor's outlay of funds, until the Lease Term Commencement Date.
  - 6. Municipal, county, or state fees, including sales tax and construction permits associated with TI and BSAC buildout.
  - 7. TI and BSAC proposal preparation costs
  - 8. Lessor's labor costs related to the management of the TI and BSAC build-out. This includes, but is not limited to, progress reports, schedule management, meeting attendance, distribution of construction meeting minutes, on-site job supervision.

- B. At a minimum, the Lessor shall be responsible for performing the following services:
  - 1. Provide assistance and expertise to the Government project team in the form of coordination, management, and administration of the design and construction process;
  - 2. Monitor performance of the general contractor and other subcontractors, control schedules, and oversee financial accounts;
  - 3. Conduct and document design and construction project meetings;

4. Perform administrative tasks, including documentation, record keeping (issuing meeting minutes), and payment validation in addition to submittal and change order processing;
5. Maintain Request for Information (RFI), submittal, and change order logs; and
6. Provide technical expertise (e.g., testing, estimating, resolving claims, or responding to inquiries).

#### **4.16 GOVERNMENT PROJECT MANAGEMENT SYSTEM (OCT 2023)**

The Government may require the Lessor to use the Government's project management system for post-award and post-occupancy activities. This includes, but is not limited to, managing design submittals (DIDs, CD, as-builts), schedule submissions, pricing proposals, requests for information (RFI), that are directed toward the Government, and Green Lease Submittals, such as reuse plans, commissioning plans, and product data sheets. Licensing costs and access to the system are the responsibility of the Government.

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## SECTION 5      TENANT IMPROVEMENT COMPONENTS

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### 5.01    TENANT IMPROVEMENT REQUIREMENTS (OCT 2016)

The TIs shall be designed, constructed, and maintained in accordance with the standards set forth in this Lease. For pricing, only those requirements designated within this Section 5, or designated as TIs within the attached agency requirements and Security Requirements, shall be deemed to be TI costs.

**ACTION REQUIRED: USE FOR SUCCEEDING OR SUPERSEDING LEASE ACTIONS REQUIRING MINIMAL TI BUILD-OUT (E.G. PAINT AND CARPET REFRESH). OTHERWISE, DELETE.**

### 5.02    TENANT IMPROVEMENT SPECIFICATIONS (SEP 2015)

With respect to the following bulleted paragraphs, the Government accepts the tenant improvements in their existing condition. Notwithstanding this acceptance, the requirements under these paragraphs shall pertain to future repair or replacement due to maintenance or alterations performed throughout the term of the Lease.

- A.    DOORS: INTERIOR
- B.    DOORS: HARDWARE
- C.    PARTITIONS; SUBDIVIDING
- D.    HEATING AND AIR CONDITIONING
- E.    ELECTRICAL: DISTRIBUTION
- F.    LIGHTING: INTERIOR AND PARKING – TI

**ACTION REQUIRED: USE IF CLIENT CONFIRMS AS PART OF THEIR REQUIREMENTS. OTHERWISE, DELETE.  
DELETE IF USING DID WORKSHOP DID DELIVERY METHOD UNDER SECTION 4, WHICH ALREADY PROVIDES FOR FINISH SELECTIONS.**

### 5.03    FINISH SELECTIONS (SEP 2015)

The Lessor must consult with the Government prior to developing 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 this Lease. All required finish option samples must be provided at no additional cost to the Government within 10 Working Days after initial submission of DIDs, if applicable. GSA must deliver necessary finish selections to the Lessor within 10 Working Days after receipt of samples. The finish options must be approved by GSA prior to installation. The Lessor may not make any substitutions after the finish option is selected.

**ACTION REQUIRED: MAY BE DELETED FOR SUCCEEDING OR SUPERSEDING LEASES; OTHERWISE, MANDATORY.**

### 5.04    WINDOW COVERINGS (OCT 2023)

- A.    Window Blinds. All exterior windows shall be equipped with window blinds in new or like new condition, which shall be provided as part of the TIs. The blinds may be aluminum or plastic vertical blinds, horizontal blinds with aluminum slats of one-inch width or less, solar fabric roller shades, or an equivalent product pre-approved by the Government. The window blinds shall have non-corroding mechanisms and synthetic tapes. Color selection will be made by the Government.

**ACTION REQUIRED: OPTIONAL SUB-PARAGRAPH IF CLIENT CONFIRMS AS PART OF THEIR REQUIREMENTS. IF NOT, DELETE THIS SUB-PARAGRAPH.**

- B.    Draperies. If draperies are required, they shall be part of the TIs and the following minimum specifications shall apply:

1.    Fabrics shall be lined with either white or off-white plain lining fabric suited to the drapery fabric weight. Draperies shall be floor, apron, or sill length, as specified by the Government, and shall be wide enough to cover window and trim. Draperies shall be hung with drapery hooks on well-anchored heavy duty traverse rods. Traverse rods shall draw from the center, right, or left side.
2.    Construction. Any draperies to be newly installed shall be made as follows:
  - a.    Fullness of 100 percent, including overlap, side hems, and necessary returns;
  - b.    Double headings of 4 inches turned over a 4-inch permanently finished stiffener;
  - c.    Doubled side hems of 1-1/2 inches; 4-inch doubled and blind stitched bottom hems;
  - d.    Three-fold pinch pleats;
  - e.    Safety stitched intermediate seams;
  - f.    Matched patterns;
  - g.    Tacked corners; and,
  - h.    No raw edges or exposed seams.
3.    Use of existing draperies must be approved by the Government.

**ACTION REQUIRED: MAY BE DELETED FOR SUCCEEDING OR SUPERSEDING LEASES; OTHERWISE, MANDATORY.**

### 5.05    DOORS: SUITE ENTRY (OCT 2022)

- A.    Suite entry doors shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 84" high (per leaf). Doors shall meet the requirements of being a flush, solid core, 1-3/4-inch thick, wood door with a natural wood veneer face or an equivalent pre-approved by the Government. Hollow core wood doors are not acceptable. They shall be operable by a single effort; and shall meet the requirement of NFPA

101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi-gloss oil-based paint finish that does not result in indoor air quality levels above 0.016 parts per million (ppm) of formaldehyde.

**ACTION REQUIRED: USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

- B. For leases 10,000 RSF or greater, the paint finish must meet applicable, statutory environmentally preferable criteria as outlined in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/).

**5.06 DOORS: INTERIOR (OCT 2022)**

- A. Doors within the Space shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 80" high. Doors shall be flush, solid core, wood with a natural wood veneer face or an equivalent door pre-approved by the LCO. Hollow core wood doors are not acceptable. They shall be operable with a single effort, and shall meet the requirements of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi-gloss oil-based paint and which does not result in indoor air quality levels above 0.016 parts per million (ppm) of formaldehyde.

**ACTION REQUIRED: USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

- B. For leases 10,000 RSF or greater, the paint finish must meet applicable, statutory environmentally preferable criteria as outlined in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/).

**5.07 DOORS: HARDWARE (SEP 2013)**

Doors shall have door handles or door pulls with heavyweight hinges. The Lessor is encouraged to avoid the use of chrome-plated hardware. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. All door entrances leading into the Space from public corridors and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with 5-pin, tumbler cylinder locks and strike plates. All locks shall be master keyed. Furnish at least two master keys for each lock to the Government. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by Government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or pinned mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent tampering of the latch hardware. Doors used for egress only shall not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101 or the International Building Code current as of the Lease Award Date.

**ACTION REQUIRED: OPTIONAL PARAGRAPH.**

**MAY BE DELETED FOR SUCCEEDING OR SUPERSEDING LEASES.**

**5.08 DOORS: IDENTIFICATION (JUN 2012)**

Door identification shall be installed in approved locations adjacent to office entrances as part of the TIs. The form of door identification shall be approved by the Government.

**5.09 PARTITIONS: SUBDIVIDING (OCT 2023)**

- A. Office subdividing partitions shall comply with applicable building codes and local requirements and ordinances and shall be provided as part of the TIs. Partitioning shall be designed to provide a minimum sound transmission class (STC) of 45 with a noise isolation criteria (NIC) of no less than 35. The Government reserves the right to independently test these levels.
- B. Partitioning shall be installed by the Lessor at locations to be determined by the Government as identified in the DIDs, if applicable. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84).
- C. HVAC shall be rebalanced and lighting repositioned, as appropriate, after installation of partitions.
- D. If installed in accordance with the "Automatic Fire Sprinkler System" and "Fire Alarm System" paragraphs, sprinklers and fire alarm notification appliances shall be repositioned as appropriate after installation of partitions to maintain the level of fire protection and life safety.
- E. Partitioning requirements may be satisfied with existing partitions if they meet the Government's standards and layout requirements.

**ACTION REQUIRED: USE SUB-PARAGRAPH F FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

- F. For leases 10,000 RSF or greater, the Lessor shall use materials for newly installed gypsum board meeting applicable environmentally preferable criteria that are recommended in the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/GREEN-PRODUCTS/](https://SFTOOL.GOV/GREENPROCUREMENT/GREEN-PRODUCTS/). The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.

**5.10 WALL FINISHES (OCT 2019)**

If the Government chooses to install a wall covering, the following specifications shall apply:

- A. Commercial grade, weighing not less than 13 ounces per square yard.

**ACTION REQUIRED: USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

- B. For leases 10,000 RSF or greater, wall covering shall be vinyl-free, chlorine-free, plasticizer-free, with recycled or bio-based content. If the Government chooses to install a high-performance paint coating, it shall comply with the VOC limits of the Green Seal Standard GS-11.

### 5.11 PAINTING – TI (OCT 2022)

- A. Prior to acceptance, all surfaces within the Space which are designated by GSA for painting shall be newly finished in colors and type of paint acceptable to the Government.

**ACTION REQUIRED: USE SUB-PARAGRAPH B FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

- B. For leases 10,000 RSF or greater, the Lessor shall provide interior paints, primers, coatings, stains, and sealers that meet applicable, statutory, environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/) and the PAINT SECTION.

### 5.12 FLOOR COVERINGS AND PERIMETERS (OCT 2023)

- A. Broadloom carpet or carpet tiles shall meet the requirements set forth in the specifications below. Floor perimeters at partitions shall have wood, rubber, vinyl, or carpet base. Floor covering shall be installed in accordance with manufacturing instructions to lay smoothly and evenly.
- B. The use of existing carpet may be approved by the Government; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement as stated in the specifications below.
- C. Any alternate flooring shall be pre-approved by the Government.
- D. SPECIFICATIONS FOR CARPET TO BE NEWLY INSTALLED OR REPLACED

**ACTION REQUIRED: USE SUB-PARAGRAPH D.1 FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE,**

1. Product sustainability and environmental requirements. For leases 10,000 RSF or greater, floor covering and perimeter products must meet applicable, statutory, environmentally preferable criteria as outlined under the Green Procurement Compilation. See the sections on CARPET, FLOOR COVERINGS (NON-CARPET), and FLOOR TILES. The Lessor shall use products with Environmental Product Declarations (EPDs) to the maximum extent practicable.
2. Face fiber content. Face yarn must be 100 percent nylon fiber. Loop Pile shall be 100 percent Bulk Continuous Filament (BCF); cut and loop shall be 100 percent BCF for the loop portion and may be BCF or staple for the cut portion; cut pile carpet shall be staple or BCF.
3. Performance requirements for broadloom and modular tile.
  - a. Static. Less than or equal to 3.5 kV when tested by AATCC Test Method 134 (Step Test Option).
  - b. Flammability. Meets CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.
  - c. Flooring Radiant Panel Test. Meets NFPA 253 Class I or II depending upon occupancy and fire code when tested under ASTM E-648 for glue down installation.
  - d. Smoke Density. NBS Smoke Chamber - Less than 450 Flaming Mode when tested under ASTM E-662.

Note. Testing must be performed in a NVLAP accredited laboratory.
4. Texture Appearance Retention Rating (TARR). Carpet must meet TARR rating of at least 3.0 TARR for moderate traffic areas such as private offices, and heavy traffic areas such as training space, conference rooms, courtrooms, etc., and at least 3.5 TARR for severe traffic areas, including open office space, cafeteria, corridors and lobbies. The carpet must be evaluated using ASTM D-5252 Hexapod Drum Test as per the commercial carpet test procedure and the TARR classification determined using ASTM D-7330.
5. Carpet reclamation. Reclamation of existing carpet to be determined with potential vendor. When carpet is replaced, submit certification documentation from the reclamation facility to the LCO.
6. Warranty. Submit a copy of the manufacturer's standard warranty to the LCO within the first 60 days of Government occupancy. The Government is to be a beneficiary of the terms of this warranty.

### 5.13 HEATING AND AIR CONDITIONING (JUN 2012)

Zone Control. Provide individual thermostat control for office Space with control areas not to exceed 1,500 ABOA SF. Interior spaces must be separately zoned. Specialty occupancies (conference rooms, kitchens, etc.) must have active controls capable of sensing Space use and modulating HVAC system in response to Space demand. Areas that routinely have extended hours of operation shall be environmentally controlled through dedicated heating and air conditioning equipment. Special purpose areas (such as photocopy centers, large conference rooms, computer rooms, etc.) with an internal cooling load in excess of 5 tons shall be independently controlled. Provide concealed package air conditioning equipment to meet localized spot cooling of tenant special equipment. Portable space heaters are prohibited.

### 5.14 ELECTRICAL: DISTRIBUTION (SEP 2015)

- A. All electrical, telephone, and data outlets within the Space shall be installed by the Lessor in accordance with the DIDs, if applicable. All electrical outlets shall be installed in accordance with NFPA Standard 70.
- B. All outlets within the Space shall be marked and coded for ease of wire tracing; outlets shall be circuited separately from lighting. All floor outlets shall be flush with the plane of the finished floor. Outlet cover colors shall be coordinated with partition finish selections.

- C. The Lessor shall in all cases safely conceal outlets and associated wiring (for electricity, voice, and data) to the workstation(s) in partitions, ceiling plenums, in recessed floor ducts, under raised flooring, or by use of a method acceptable to the Government.

**ACTION REQUIRED: DELETE FOR SUCCEEDING OR SUPERSEDING LEASES REQUIRING MINIMAL TI (E.G. PAINT AND CARPET REFRESH).**

**5.15 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT (JUN 2012)**

Telecommunications floor or wall outlets shall be provided as part of the TIs. At a minimum, each outlet shall house one 4-pair wire jack for voice and one 4-pair wire jack for data. The Lessor shall ensure that all outlets and associated wiring, copper, coaxial cable, optical fiber, or other transmission medium used to transmit telecommunications (voice, data, video, Internet, or other emerging technologies) service to the workstation shall be safely concealed under raised floors, in floor ducts, walls, columns, or molding. All outlets/junction boxes shall be provided with rings and pull strings to facilitate the installation of cable. Some transmission medium may require special conduit, inner duct, or shielding as specified by the Government.

**ACTION REQUIRED: THE NEXT 3 PARAGRAPHS, "TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS," "DATA DISTRIBUTION" AND "ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE" ARE OPTIONAL PARAGRAPHS.**

**DELETE FOR SUCCEEDING OR SUPERSEDING LEASE REQUIRING MINIMAL TI BUILD-OUT.**

**5.16 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS (AUG 2008)**

Provide sealed conduit to house the agency telecommunications system when required.

**NOTE: TEXT DEFAULTS TO LESSOR-PROVIDED DATA CABLE.**

**5.17 DATA DISTRIBUTION (OCT 2020)**

The Lessor shall purchase and install data cable as part of the tenant improvements. The Lessor shall safely conceal data outlets and the associated wiring used to transmit data to workstations in floor ducts, walls, columns, or below access flooring. When cable consists of multiple runs, the Lessor shall provide ladder type or other acceptable cable trays to prevent cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop. If the Government chooses to purchase and install data cabling, then the Lessor shall provide, as part of the tenant improvements, outlets with rings and pull strings to facilitate the installation of the data cable.

**NOTE: TEXT DEFAULTS TO LESSOR-PROVIDED DATA CABLE.**

**5.18 ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE (OCT 2022)**

- A. The Lessor shall provide as part of the TIs separate data, telephone, and electric junction boxes for the base feed connections to Government provided modular or systems furniture, when such feeds are supplied via wall outlets or floor penetrations. When overhead feeds are used, junction boxes shall be installed for electrical connections. Raceways shall be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The Lessor shall provide all electrical service wiring and connections to the furniture at designated junction points. Each electrical junction shall contain an 8-wire feed consisting of 3 general purpose 120-V circuits with 1 neutral and 1 ground wire, and a 120-V isolated ground circuit with 1 neutral and 1 isolated ground wire. A 20-ampere circuit shall have no more than 8 general purpose receptacles or 4 isolated ground "computer" receptacles.
- B. The Lessor shall purchase and install data and telecommunications cable. Said cable shall be installed and connected to systems furniture by the Lessor/subcontractor with the assistance and/or advice of the Government or computer vendor. The Lessor shall provide wall mounted data and telephone junction boxes. When cable consists of multiple runs, the Lessor shall provide ladder-type or other acceptable cable trays to prevent Government provided cable coming into contact with suspended ceilings or sprinkler piping. Cable trays shall form a loop around the perimeter of the Space such that they are within a 30-foot horizontal distance of any single drop. Said cable trays shall provide access to both telecommunications data closets and telephone closets. If the Government chooses to purchase and install data and telecommunications cabling, then the Lessor shall provide, as part of the TIs, outlets with rings and pull strings to facilitate the installation of the data cable.
- C. The Lessor shall furnish and install suitably sized junction boxes near the "feeding points" of the furniture panels. All "feeding points" shall be shown on Government approved design intent drawings. The Lessor shall temporarily cap off the wiring in the junction boxes until the furniture is installed. The Lessor shall make all connections in the power panel and shall keep the circuit breakers off. The Lessor shall identify each circuit with the breaker number and shall identify the computer hardware to be connected to it. The Lessor shall identify each breaker at the panel and identify the devices that it serves.
- D. The Lessor's electrical subcontractor must connect power poles or base feeds in the junction boxes to the furniture electrical system and test all pre-wired receptacles in the systems furniture. Other Government contractors will be installing the data cable in the furniture panels for the terminal and printer locations, installing the connectors on the terminal/printer ends of the cable, and continuity testing each cable. Work shall be coordinated and performed in conjunction with the furniture, telephone, and data cable installers. Much of this work may occur over a weekend on a schedule that requires flexibility and on-call visits. The Lessor must coordinate the application of Certification of Occupancy with furniture installation.

**5.19 LIGHTING: INTERIOR AND PARKING – TI (SEP 2015)**

- A. Fixtures. Once the design intent drawings are approved, the Lessor shall design and provide interior lighting to comply with requirements under the paragraph, "Lighting: Interior and Parking – Shell." Any additional lighting fixtures and/or components required beyond what would have been provided for an open office plan (shell) are part of the TIs.
- B. Pendant Style Fixtures. If pendant style lighting fixtures are used, the increase between the number of fixtures required in the Building shell and the Space layout is part of the TIs.



- C. Mixed Fixtures. DIDs, if applicable, may require a mixed use of recessed or pendant style fixtures in the Space.
- D. Building Perimeter. There may be additional requirements for lighting in exterior parking areas, vehicle driveways, pedestrian walkways, and Building perimeter in the Security Requirements attached to this Lease.

**5.20 AUTOMATIC FIRE SPRINKLER SYSTEM - TI (OCT 2016)**

Where sprinklers are required in the Space, sprinkler mains and distribution piping in a "protection" layout (open plan) with heads turned down with an escutcheon or trim plate shall be provided as part of Shell rent. Any additional sprinkler fixtures and/or components required in the Space beyond what would have been provided for an open office plan (shell) are part of the TIs.

## SECTION 6 UTILITIES, SERVICES, AND OBLIGATIONS DURING THE LEASE TERM

**ACTION REQUIRED:** TYPE IN TENANT AGENCY HOURS OF OPERATION IN THE PARAGRAPH BELOW. MAY INCLUDE MISSION-RELATED REPEAT/RECURRING EXTENDED SERVICES BEYOND A TYPICAL 10-HOURS PER DAY/ 5 DAYS PER WEEK OPERATION. NOTE THAT SUB-PARAGRAPH A DEFAULTS TO DAYTIME CLEANING AND SHOULD BE MODIFIED IF TENANT AGENCY REQUIRES AFTER HOURS CLEANING.

### 6.01 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS (OCT 2022)

- A. The Government's normal hours of operations are established as **XX** AM to **XX** PM, Monday through Friday, with the exception of Federal holidays. Services, maintenance, and utilities shall be provided during these hours. The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed during normal hours.
- B. The Lessor and the Lessor's representatives, employees and subcontractors shall demonstrate a cooperative, positive, welcoming, respectful, professional and business-like demeanor and shall present a neat, clean, job-appropriate (professional) appearance.

**ACTION REQUIRED:** SELECT THE APPROPRIATE VERSION OF UTILITIES PARAGRAPH. DELETE ALTERNATE VERSION BY REPLACING THE TITLE WITH "INTENTIONALLY DELETED".

**NOTE:** CHECK THAT THE APPROPRIATE UTILITIES PARAGRAPH HAS BEEN USED IN THE RLP SECTION "HOW TO OFFER".

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VERSION 1: USE WHEN LEASE IS FULLY SERVICED (PREFERRED METHOD)

**ACTION REQUIRED:** DELETE FOR NET OF UTILITY LEASES.

### 6.02 UTILITIES (OCT 2024)

- A. The Lessor is responsible for providing all utilities necessary for base Building and tenant operations as part of the rental consideration.

**ACTION REQUIRED:** ACTION REQUIRED: USE ONLY WHEN A NEWLY CONSTRUCTED BUILDING IS THE ONLY SOLUTION THAT WILL MEET THE CUSTOMER'S NEEDS AND EXISTING BUILDINGS ARE NOT COMPETING. OTHERWISE, DELETE.

**NOTE:** PARAGRAPH MUST BE ADDED BACK IN VIA RLP AMENDMENT IF, AT ANY POINT PRIOR TO FPR, THE GOVERNMENT ONLY HAS OFFERS FOR NEW CONSTRUCTION.

- B. The Building operating plan shall conform with the 2021 International Energy Conservation Code (IECC) and the 2019 ASHRAE Standard 90.1. These standards specify energy conservation requirements for mechanical systems, building envelope efficiency, insulation, and lighting. More information on this Department of Energy rule can be found at: [HTTPS://WWW.ENERGY.GOV/](https://www.energy.gov/).
- C. The Lessor is encouraged to purchase at least 50 percent of the Government tenant's electricity from renewable sources.

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VERSION 2: WHEN UTILITIES ARE NOT INCLUDED IN THE RENT

**NOTE:** ADD THE BUILDING OPERATING PLAN TO THE LIST OF REQUIRED SUBMITTALS.

### 6.03 UTILITIES SEPARATE FROM RENTAL/BUILDING OPERATING PLAN (OCT 2020)

- A. If any utilities are excluded from the rental consideration, the Lessor 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 which do not conform to the system performance values, including the "recommended" or "suggested" values of ANSI/ASHRAE Standard 90.1, Energy Standard for Buildings Except Low-Rise Residential Buildings, according to the version that corresponds with how the Building systems were designed to perform, or state or local codes.
- B. The Lessor shall provide and install as part of shell rent, separate meters for utilities. Sub meters are not acceptable. The Lessor shall furnish in writing to the Government, prior to occupancy by the Government, a record of the meter numbers and verification that the meters measure Government usage only. Proration is not permissible. In addition, an automatic control system shall be provided to assure compliance with heating and air conditioning requirements.
- C. The Building operating plan shall be in effect as of the Lease Term Commencement Date and shall include a schedule of startup and shutdown times for operation of each Building system, such as lighting, HVAC, and plumbing.

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**ACTION REQUIRED:** ONLY DELETE FOR LEASES THAT ARE NET OF ALL UTILITIES (ELECTRICITY, GAS AND WATER).

**NOTE:** DELETION MUST BE DONE MANUALLY; NOT THROUGH THE GEE MACRO.

### 6.04 GSAR 552.270-99 LESSOR REPORTING OF GREEN BUILDING EFFICIENCY (SEP 2023)

- (a) For leases that are 25,000 rentable square feet (RSF) or greater where the Federal Government occupies 75% or more of the total building, the Lessor shall annually report the building performance information for energy consumption, greenhouse gas emissions, and water usage.

(b) *Reporting Location.* The Lessor shall report the required information in the Environmental Protection Agency (EPA) Portfolio Manager Tool at <https://portfoliomanager.energystar.gov/pm>, or any successor tool. Additional information on the reporting tool can be found at <https://www.gsa.gov/ucr>.

(c) *Reporting Timeline.* All required disclosure information shall be reported for each year of the lease, beginning with the first full calendar year of the lease term. All disclosure data for the previous full calendar year must be reported no later than March 31st of the following year.

(d) *Reporting Elements.*

(1) *Energy Consumption.* The Lessor shall annually report the total amount of monthly energy consumption (e.g., grid electricity, onsite renewable electricity, natural gas, district steam) and other energy (e.g., bulk fuels) consumed by the entire building to the EPA Portfolio Manager Tool at <https://portfoliomanager.energystar.gov/pm>, or any successor tool.

(2) *Greenhouse Gas Emissions.* The EPA Portfolio Manager Tool will use the energy consumption information entered to automatically calculate total, direct, and indirect greenhouse gas (GHG) emissions for the building.

(3) *Water Usage.* The Lessor shall annually report the total amount of water used by the entire building identified by municipal or private source (e.g., well water), including potable and non-potable water to the EPA Portfolio Manager Tool at <https://portfoliomanager.energystar.gov/pm>, or any successor tool.

(4) *Waste Generation.* The Lessor is encouraged, but not required, to report additional information about waste generation, including municipal solid waste (MSW) (e.g., trash, compostable material) and construction waste (e.g., demolition debris), to the EPA Portfolio Manager Tool at <https://portfoliomanager.energystar.gov/pm>, or any successor tool.

#### 6.05 HEATING AND AIR CONDITIONING (OCT 2024)

- A. In all office areas, temperatures shall conform to local commercial equivalent temperature levels and operating practices in order to maximize tenant satisfaction. Thermostats shall be set to maintain temperatures of 72 degrees F (+/- 3 degrees) during the heating season and 75 degrees F (+/- 3 degrees) during the cooling season. These temperatures shall be maintained throughout the leased Premises and service areas, regardless of outside temperatures, during the hours of operation specified in the Lease. The Lessor shall perform any necessary systems start-up required to meet the commercially equivalent temperature levels prior to the first hour of each day's operation. At all times, the dew point shall be maintained below 55 degrees F in occupied spaces, and below 60 degrees F in unoccupied spaces.
- B. During non-working hours, heating temperatures shall be set no higher than 55 degrees F, and air conditioning shall not be provided except as necessary to return Space temperatures to a suitable level for the beginning of working hours. Thermostats shall be secured from manual operation by key or locked cage. A key shall be provided to the Government's designated representative.
- C. Warehouse or garage areas require heating and ventilation only. Cooling of this Space is not required. Temperature of warehouse or garage areas shall be maintained at a minimum of 50 degrees F.
- D. The Lessor shall conduct HVAC system balancing after any HVAC system alterations during the term of the Lease and shall make a reasonable attempt to schedule major construction outside of office hours.
- E. Normal HVAC systems' maintenance shall not disrupt tenant operations.

**ACTION REQUIRED:** CONFIRM WHETHER CLIENT AGENCY REQUIRES DESIGNATED SERVER (LAN) ROOM WITH 24HR COOLING. PRIOR TO ISSUING RLP PACKAGE, INSERT SQUARE FOOTAGE AND BTU OUTPUT. ADJUST HUMIDITY LEVEL AS NEEDED.

- F. **XX** ABOA SF of the Premises shall receive cooling at all times (24 hrs. a day, 365 days a year) for purposes of cooling the designated server room. The BTU output of this room is established as **XX** BTU per hour. The temperature of this room shall be maintained at **XX** degrees F, with humidity control not to exceed 60% relative humidity, regardless of outside temperature or seasonal changes.

**ACTION REQUIRED:** LIST AREAS AND CORRESPONDING SQUARE FOOTAGE FOR THOSE AREAS REQUIRING 24/7 HVAC, IN ADDITION TO SERVER ROOM REQUIREMENTS STATED ABOVE.

- G. In addition to the server room requirements stated above, the following areas shall receive HVAC at all times:

1. \_\_\_\_\_
2. \_\_\_\_\_

**ACTION REQUIRED:** USE THIS WHEN INCLUDING SUB-PARAGRAPH F OR G, UNLESS THE LEASE IS NET OF UTILITIES.

- H. The 24 hour, 365 days a year HVAC service(s) stated above shall be provided by the Lessor as part of the operating rent established under the Lease.

**ACTION REQUIRED:** MANDATORY EXCEPT FOR LEASES NET OF UTILITIES

#### 6.06 OVERTIME HVAC USAGE (OCT 2023)

- A. If there is to be a charge for heating or cooling outside of the Building's normal hours, such services shall be provided at the hourly rates set forth elsewhere in the Lease. Overtime usage services may be ordered by the Government's authorized representative only.

- B. When the cost of service is at or below the micropurchase threshold, as defined under FAR subpart 2.101, the service may be ordered orally. An invoice shall be submitted to the official placing the order for certification and payment. Orders for services exceeding the micropurchase threshold shall be placed by a LCO. An invoice conforming to the requirements of this Lease shall be submitted to the official placing the order for certification and payment.
- C. Failure to submit a proper invoice within 120 days of providing overtime utilities shall constitute a waiver of the Lessor's right to receive any payment for such overtime utilities pursuant to this Lease.

**ACTION REQUIRED: OPTIONAL. TO BE USED ONLY WHEN AGENCY IS REQUIRING PERIODIC (NON-RECURRING) LEASE ABOVE STANDARD SERVICES (LASS) UNRELATED TO HVAC (FOR EXAMPLE, AS NEEDED AFTER HOURS JANITORIAL) WHICH CANNOT BE ROLLED INTO THE OPERATING RENT. OTHERWISE, DELETE.**

**NOTE: LASS REQUIRED ON RECURRING BASIS SHOULD BE ROLLED INTO THE OPERATING RENT INSTEAD. USE IN CONJUNCTION WITH LEASE PARAGRAPH "LEASE ABOVE-STANDARD SERVICES (LASS) RATES – OTHER THAN HVAC."**

#### **6.07 PERIODIC LEASE ABOVE-STANDARD SERVICES (LASS) – OTHER THAN HVAC (OCT 2024)**

- A. Periodic Lease above standard services (LASS) unrelated to HVAC shall be provided at the rates set forth in Section 1 of the Lease. Such services may be ordered by the Government's authorized representative only.
- B. When the cost of periodic LASS is at or below the micropurchase threshold, as defined under FAR subpart 2.101, the service may be ordered orally. An invoice shall be submitted to the official placing the order for certification and payment. Orders for services exceeding the micropurchase threshold shall be placed by a LCO. An invoice conforming to the requirements of this Lease shall be submitted to the official placing the order for certification and payment.
- C. Failure to submit a proper invoice within 120 days of providing periodic LASS shall constitute a waiver of the Lessor's right to receive any payment for such services pursuant to this Lease.

**ACTION REQUIRED: MANDATORY EXCEPT FOR LEASES NET OF JANITORIAL SERVICES**

#### **6.08 JANITORIAL SERVICES (OCT 2021)**

The Lessor shall maintain the Premises and all areas of the Property to which the Government has routine access, including high-touch surfaces (e.g., doorknobs, light switches, handles, handrails, and elevator buttons) in a clean condition and shall provide supplies and equipment for the term of the Lease. The following schedule describes the level of services intended. Performance will be based on the LCO's evaluation of results, not the frequency or method of performance.

- A. Daily. Empty trash receptacles. Sweep entrances, lobbies, and corridors. Spot sweep floors, and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub restrooms. Clean all restroom fixtures and replenish restroom supplies. Dispose of all trash and garbage generated in or about the Building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visibly require dusting. Spray buff resilient floors in main corridors, entrances, and lobbies. Clean elevators and escalators. Remove carpet stains. Police sidewalks, parking areas, and driveways. Sweep loading dock areas and platforms. Clean glass entry doors to the Space. Clean all high-touch surfaces.
- B. Three times a week. Sweep or vacuum stairs.
- C. Weekly. Damp mop and spray buff all resilient floors in restrooms and health units. Sweep sidewalks, parking areas, and driveways (weather permitting).
- D. Every two weeks. Spray buff resilient floors in secondary corridors, entrance, and lobbies. Damp mop and spray buff hard and resilient floors in office Space.
- E. Monthly. Thoroughly dust furniture. Completely sweep and/or vacuum carpets. Sweep storage Space. Spot clean all wall surfaces within 70 inches of the floor.
- F. Every two months. Damp wipe restroom wastepaper receptacles, stall partitions, doors, windowsills, and frames. Shampoo entrance and elevator carpets.
- G. Three times a year. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces. Clean metal and marble surfaces in lobbies. Wet mop or scrub garages.
- H. Twice a year. Wash all interior and exterior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in restrooms. Strip and refinish main corridors and other heavy traffic areas.
- I. Annually. Wash all venetian blinds, and dust 6 months from washing. Vacuum or dust all surfaces in the Building more than 70 inches from the floor, including light fixtures. Vacuum all draperies in place. Strip and refinish floors in offices and secondary lobbies and corridors. Shampoo carpets in corridors and lobbies. Clean balconies, ledges, courts, areaways, and flat roofs.
- J. Every two years. Shampoo carpets in all offices and other non-public areas.
- K. Every five years. Dry clean or wash (as appropriate) all draperies.
- L. As required. Properly maintain plants and lawns. Provide initial supply, installation, and replacement of light bulbs, tubes, ballasts, and starters. Provide and empty exterior ash cans and clean area of any discarded cigarette butts.

- M. Pest control. Control pests as appropriate, using Integrated Pest Management techniques, as specified by the U.S. Environmental Protection Agency at [HTTPS://WWW.EPA.GOV/IPM/INTRODUCTION-INTEGRATED-PEST-MANAGEMENT](https://www.epa.gov/ipm/introduction-integrated-pest-management).

**ACTION REQUIRED: USE FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER AND WHERE THE LEASE REFLECTS 100% OCCUPANCY OF THE BUILDING. OTHERWISE, DELETE.**

**6.09 SELECTION OF CLEANING PRODUCTS (OCT 2022)**

For leases 10,000 RSF or greater where the Government is a sole occupant of the Building, the Lessor shall use cleaning products (including general purpose cleaners, floor cleaners, hand soap, etc.) that meet applicable, statutory, environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/GREEN-PRODUCTS/5/CLEANING-PRODUCTS/0](https://sftool.gov/greenprocurement/green-products/5/cleaning-products/0).

**ACTION REQUIRED: USE FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR GREATER AND WHERE THE LEASE REFLECTS 100% OCCUPANCY OF THE BUILDING. OTHERWISE, DELETE.**

**6.10 SELECTION OF PAPER PRODUCTS (OCT 2022)**

For leases 10,000 RSF or greater where the Government is a sole occupant of the Building, the Lessor shall select paper and paper products (e.g., restroom tissue and paper towels) that meet applicable, statutory, environmentally preferable criteria as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/GREEN-PRODUCTS/5/CLEANING-PRODUCTS/0](https://sftool.gov/greenprocurement/green-products/5/cleaning-products/0).

**ACTION REQUIRED: OPTIONAL PARAGRAPH. DELETE IF NOT REQUIRED. INSERT MARKET STANDARD FOR ACCUMULATION OF SNOW IF DIFFERENT FROM 1.5 INCHES.**

**6.11 SNOW REMOVAL (OCT 2020)**

Lessor shall provide snow removal services for the Government on all days for which this Lease has designated normal hours. Lessor shall clear parking lots if the accumulation of snow exceeds two inches. Lessor shall clear sidewalks, walkways and other entrances before accumulation exceeds 1.5 inches. The snow removal shall take place no later than 5:00 AM, without exception. Should accumulation continue throughout the day, the Lessor shall provide such additional snow removal services to prevent accumulation greater than the maximums specified in this paragraph. In addition to snow removal, the Lessor shall keep walkways, sidewalks and parking lots free of ice during the normal hours. The Lessor shall remove excess buildup of sand and/or ice melt to minimize slipping hazards. If the Building entrance(s) has a northern exposure, then Lessor shall take additional measures (e.g., more frequent snow removal or application of ice-melting agents, warning signs, etc.) to protect the safety of pedestrians.

**6.12 MAINTENANCE AND TESTING OF SYSTEMS (OCT 2022)**

- A. The Lessor is responsible for the total maintenance and repair of the leased Premises. Such maintenance and repairs include the site and private access roads. All equipment and systems shall be maintained to provide reliable, energy efficient service without unusual interruption, disturbing noises, exposure to fire or safety hazards, uncomfortable drafts, excessive air velocities, or unusual emissions of dirt. The Lessor's maintenance responsibility includes initial supply and replacement of all supplies, materials, and equipment necessary for such maintenance. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with current applicable codes, and inspection certificates shall be displayed as appropriate. Upon request, copies of all records in this regard shall be forwarded to the Government's designated representative.
- B. At the Lessor's expense, the Government reserves the right to require documentation of proper operations, inspection, testing, and maintenance of fire protection systems, such as, but not limited to, fire alarm, fire sprinkler, standpipes, fire pump, emergency lighting, illuminated exit signs, emergency generator, prior to occupancy to ensure proper operation. These tests shall be witnessed by the Government's designated representative.

**ACTION REQUIRED: CONFIRM WITH AGENCY WHETHER CYCLICAL REPAINTING OR RE-CARPETING OF THE TENANT SPACE IS REQUIRED AND SPECIFY NUMBER OF YEARS.**

**NOTE: IT IS NOT RECOMMENDED THAT THE TIME FOR RE-CARPETING OR REPAINTING CORRESPOND TO THE EXPIRATION DATE OF THE LEASE.**

**6.13 MAINTENANCE OF PROVIDED FINISHES (OCT 2016)**

- A. Paint, wall coverings. Lessor shall maintain all wall coverings and high-performance paint coatings in "like new" condition for the life of the Lease. All painted surfaces shall be repainted at the Lessor's expense, including the moving and returning of furnishings, any time during the occupancy by the Government if the paint is peeling or permanently stained, except where damaged due to the negligence of the Government. All work shall be done after normal working hours as defined elsewhere in this Lease. In addition to the foregoing requirement,

1. Lessor shall repaint common areas at least every three years.

**ACTION REQUIRED: OPTIONAL SUB-PARAGRAPH. ONLY INCLUDE IF CLIENT CONFIRMS THE NEED FOR CYCLICAL REPAINTING.**

2. Lessor shall perform cyclical repainting of the Space every **X** years of occupancy. This cost, including the moving and returning of furnishings, as well as disassembly and reassembly of systems furniture per manufacturer's warranty, shall be at the Lessor's expense.

- B. Carpet and flooring.

1. Except when damaged by the Government, the Lessor shall repair or replace flooring at any time during the Lease term when:
  - a. Backing or underlayment is exposed;
  - b. There are noticeable variations in surface color or texture;
  - c. It has curls, upturned edges, or other noticeable variations in texture;

- d. Tiles are loose; or,
- e. Tears or tripping hazards are present.

**ACTION REQUIRED: OPTIONAL SUB-PARAGRAPH. ONLY INCLUDE IF CLIENT CONFIRMS THE NEED FOR CYCLICAL CARPET REPLACEMENT.**

**NOTE: DELETE CYCLICAL CARPET REPLACEMENT FOR LEASES WITH A FIRM TERM OF LESS THAN 10 YEARS.**

- 2. Notwithstanding the foregoing, as part of the rental consideration, the Lessor shall replace all carpet and base coving in the Space every **X** years, with a product which meets the requirements in the "Floor Coverings and Perimeters" paragraph in this Lease.
- 3. Repair or replacement shall include the moving and returning of furnishings, including disassembly and reassembly of systems furniture per manufacturer's warranty, if necessary. Work shall be performed after the normal hours established elsewhere in this Lease.

#### **6.14 ASBESTOS ABATEMENT (OCT 2021)**

If asbestos abatement work is to be performed in the Space after occupancy, the Lessor shall submit to the Government documentation that the abatement was done in accordance with OSHA, EPA, DOT, state, and local regulations and that final clearance is achieved.

#### **6.15 ONSITE LESSOR MANAGEMENT (APR 2011)**

The Lessor shall provide an onsite Building superintendent or a locally designated representative available to promptly respond to deficiencies, and immediately address all emergency situations.

#### **6.16 IDENTITY VERIFICATION OF PERSONNEL (OCT 2022)**

- A. The Government reserves the right to verify identities of personnel with routine and/or unaccompanied access to the Government's Space, including both pre and post occupancy periods. The Lessor shall comply with GSA personal identity verification requirements, identified in GSA Order 2181.1 GSA HSPD-12 Personal Identity Verification and Credentialing Handbook. The Lessor can find the policy and additional information at [HTTP://WWW.GSA.GOV/HSPD12](http://www.gsa.gov/hspd12). This policy requires the Government to conduct background investigations and make HSPD-12 compliant suitability determinations for all persons with routine or unaccompanied access to Government leased Space. By definition, this includes at a minimum each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased Space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's Space.
- B. Application Process: The background investigation will be done using the Government's prescribed process. The Lessor must provide information on each of their contractor/personnel meeting the above criteria to the Government, whereupon each identified contractor/personnel will be notified with instructions for completing the identity verification application within a given time frame. The application process will include completing supplemental information forms that must be inputted into the identity verification system in order for the application to be considered complete. Additionally, the Lessor must ensure prompt completion of the fingerprint process for their contractor/personnel. Email notifications will be sent with instructions on the steps to be taken to schedule an appointment for fingerprinting at an approved regional location along with instructions on how to complete the background investigation application.
- C. The Lessor must ensure the Lease Contracting Officer (or the Lease Contracting Officer's designated representative) has all of the requested documentation timely to ensure the completion of the investigation.
- D. Based on the information furnished, the Government will conduct background investigations. The Lease Contracting Officer will advise the Lessor in writing if a person fails the investigation, and, effective immediately, that person will no longer be allowed to work or be assigned to work in the Government's Space.
- E. Throughout the life of the Lease, the Lessor shall provide the same data for any new employees, contractors, or subcontractors who will be assigned to the Government's Space in accordance with the above criteria. All Lessor's contractor(s) and subcontractor(s) shall follow the requirements of background investigation in accordance with GSA HSPD-12 policy.
- F. The Lessor is accountable for not allowing contractors to start work without the successful completion of the appropriate background investigation as required by GSA policy.
- G. Access Card Retrieval/Return: Upon an Entry on Duty notification, the Government will issue a Personal Identity Verification (PIV) credential that is sometimes referred to as a GSA Access card. Lessors are responsible for all PIV credential issued to their contractors/personnel pursuant to this Lease. Lessors are specifically responsible for ensuring that all GSA PIV access cards are returned to the Lease Contracting Officer or their designee whenever their employees or a contractor no longer require access to the Space (such as When no longer needed for contract performance, upon completion of the Contractor employee's employment, and upon contract completion or termination). Additionally, the Lessor must notify the Lease Contracting Officer or their designee whenever a GSA PIV Access card is lost or stolen in which event the Lessor may be responsible for reimbursing the Government for replacement credentials at the current cost per PIV HSPD12 credential. Unreturned PIV Access cards will be considered as lost or stolen cards.
- H. The Government reserves the right to conduct additional background checks on Lessor personnel and contractors with routine access to Government leased Space throughout the term of the Lease to determine who may have access to the Premises.
- I. The Lease Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

- J. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.

#### **6.17 SCHEDULE OF PERIODIC SERVICES (OCT 2020)**

Upon acceptance of the Space, the Lessor shall provide the LCO with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.

**ACTION REQUIRED: USE FOR ACTIONS EXPECTED TO TOTAL 10,000 RSF OR MORE AND WHERE THE GOVERNMENT OCCUPIES 100% OF THE BUILDING. OTHERWISE, DELETE.**

#### **6.18 LANDSCAPING (OCT 2022)**

- A. For leases 10,000 RSF or greater where the Government is the sole occupant of the building, the Lessor shall use landscaping products that meet applicable, statutory, environmentally preferable criteria related to recycled content as outlined under the Green Procurement Compilation at [HTTPS://SFTOOL.GOV/GREENPROCUREMENT/](https://SFTOOL.GOV/GREENPROCUREMENT/) and the LANDSCAPING PRODUCTS SECTION.
- B. Landscape management practices shall prevent pollution by:
1. Employing practices which avoid or minimize the need for herbicides, fertilizers and pesticides; and
  2. Composting/recycling all yard waste.
- C. For leases 10,000 RSF or greater where the Government is the sole occupant of the building, where technically feasible, cost-effective, and permitted by local laws and regulations, the Lessor shall utilize alternative sources of water for outdoor use, such as harvested water, treated wastewater, air handler condensate capture, gray water, or reclaimed water.

**ACTION REQUIRED: INSERT SUB-PARAGRAPH D IF ANTICIPATING OFFERS FOR NEW CONSTRUCTION EXPECTED TO TOTAL 10,000 RSF OR GREATER. OTHERWISE, DELETE.**

- D. For leases 10,000 RSF or greater where the Government is the sole occupant of the building, if the Lessor satisfies performance of this Lease by new construction, and where conditions permit, the site shall be landscaped for low maintenance and water conservation with plants that are either native or well-adapted to local growing conditions.

**ACTION REQUIRED: OPTIONAL PARAGRAPH. DELETE IF NOT NEEDED.**

#### **6.19 LANDSCAPE MAINTENANCE (APR 2011)**

Landscape maintenance shall be performed during the growing season at not less than a weekly cycle and shall consist of watering, weeding, mowing, and policing the area to keep it free of debris. Pruning and fertilization shall be done on an as-needed basis. In addition, dead, dying, or damaged plants shall be replaced.

**NOTE: THIS PARAGRAPH APPLIES TO RECYCLING DURING OCCUPANCY. THESE REQUIREMENTS ARE NOT INTENDED TO APPLY DURING CONSTRUCTION OR INITIAL OCCUPANCY BUILD-OUT.**

#### **6.20 RECYCLING AND COMPOSTING (OCT 2023)**

- A. For Leases 10,000 rentable SF or greater, with a Lease term greater than six months, the Lessor shall establish a recycling program for (at a minimum) paper, corrugated cardboard, glass, plastics, and metals where local markets for recovered materials exist.
- B. Where state or local law, code, or ordinance requires recycling programs for the Premises, Lessor shall comply with such state and/or local law, code, or ordinance.
- C. When implementing any recycling program, the Lessor shall provide an easily accessible, appropriately sized area (2 SF per 1,000 SF of Building gross floor area) that serves the Space for the collection and storage of materials for recycling. Telecom rooms are not acceptable as recycling space. During the Lease term, the Lessor agrees, upon request, to provide the Government with additional information concerning recycling programs maintained in the Building and in the Space.
- D. For leases 10,000 rentable SF or greater, the Lessor shall submit a Building recycling service plan with floor plans annotating recycling area(s) as part of DIDs, if applicable, to be reflected on the CD submission.
- E. The Lessor is encouraged to establish a composting program for food waste and organics where local markets for commercial organic materials exist.

#### **6.21 RANDOLPH-SHEPPARD COMPLIANCE (SEP 2013)**

During the term of the Lease, the Lessor may not establish vending facilities within the leased Space that will compete with any Randolph-Sheppard vending facilities.



**ACTION REQUIRED. MANDATORY FOR:**

ISC SECURITY LEVEL III WITH 100 PERCENT GOVERNMENT OCCUPANCY AND ALL ISC SECURITY LEVEL IV.

WILL BE CONSIDERED FOR OTHER GSA-LEASED FACILITIES WHEN REQUESTED IN WRITING BY THE FUNDS CERTIFYING OFFICIAL OF THE CLIENT AGENCY, IN ACCORDANCE WITH THE GUIDANCE IN GSA ORDER PBS 3490.3, "SECURITY FOR SENSITIVE BUILDING INFORMATION RELATED TO FEDERAL BUILDINGS, GROUNDS, OR PROPERTY."

**6.22 SAFEGUARDING AND DISSEMINATION OF CONTROLLED UNCLASSIFIED INFORMATION (CUI) BUILDING INFORMATION (OCT 2022)**

This clause applies to all recipients of CUI building information (which falls within the CUI Physical Security category), including offerors, bidders, awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

Marking CUI. Contractors must submit any contractor-generated documents that contain building information to GSA for review and identification of any CUI building information that may be included. In addition, any documents GSA identifies as containing CUI building information must be marked in accordance with the Order and the Marking Controlled Unclassified Information Handbook (the current version may be found at [HTTPS://WWW.ARCHIVES.GOV/FILES/CUI/20161206-CUI-MARKING-HANDBOOK-V1-1.PDF](https://www.archives.gov/files/cui/20161206-CUI-MARKING-HANDBOOK-V1-1.PDF)) before the original or any copies are disseminated to any other parties. If CUI content is identified, the CO may direct the contractor, as specified elsewhere in this contract, to imprint or affix CUI document markings (CUI) to the original documents and all copies, before any dissemination, or authorized GSA employees may mark the documents.

1. Authorized recipients.

- a. Building information designated as CUI must be protected with access strictly controlled and limited to those individuals having a Lawful Government Purpose to access such information, as defined in 32 C.F.R. § 2002.4(bb). Those with such a Lawful Government Purpose may include Federal, state and local government entities, and non-governmental entities engaged in the conduct of business on behalf of or with GSA. Non-governmental entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, utilities, and others submitting an offer or bid to GSA, or performing work under a GSA contract or subcontract. Recipient contractors must be registered as "active" in the System for Award Management (SAM) database at [www.sam.gov](http://www.sam.gov), and have a Lawful Government Purpose to access such information. If a subcontractor is not registered in the SAM database and has a Lawful Government Purpose to possess CUI building information in furtherance of the contract, the subcontractor must provide to the contractor its DUNS number or its tax ID number and a copy of its business license. The contractor must keep this information related to the subcontractor for the duration of the contract and subcontract.
- b. All GSA personnel and contractors must be provided CUI building information when needed for the performance of official Federal, state, and local government functions, such as for code compliance reviews and the issuance of building permits. Public safety entities such as fire and utility departments may have a Lawful Government Purpose to access CUI building information on a case-by-case basis. This clause must not prevent or encumber the necessary dissemination of CUI building information to public safety entities.

2. Dissemination of CUI building information:

- a. By electronic transmission. Electronic transmission of CUI information outside of the GSA network must use session encryption (or alternatively, file encryption) consistent with National Institute of Standards and Technology (NIST) SP 800-171. Encryption must be through an approved NIST algorithm with a valid certification, such as Advanced Encryption Standard or Triple Data Encryption Standard, in accordance with Federal Information Processing Standards Publication 140-2, Security Requirements for Cryptographic Modules, as required by GSA policy.
- b. By nonelectronic form or on portable electronic data storage devices. Portable electronic data storage devices include CDs, DVDs, and USB drives. Nonelectronic forms of CUI building information include paper documents, photographs, and film, among other formats.
  - i. By mail. Contractors must only use methods of shipping that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt. CUI markings must not appear on the exterior of packages.
  - ii. In person. Contractors must provide CUI building information only to authorized recipients with a Lawful Government Purpose to access such information. Further information on authorized recipients is found in section 1 of this clause.

3. Record keeping. Contractors must maintain a list of all entities to which CUI is disseminated, in accordance with sections 2 and 3 of this clause. This list must include, at a minimum: (1) the name of the state, Federal, or local government entity, utility, or firm to which CUI has been disseminated; (2) the name of the individual at the entity or firm who is responsible for protecting the CUI building information, with access strictly controlled and limited to those individuals having a Lawful Government Purpose to access such information; (3) contact information for the named individual; and (4) a description of the CUI building information provided. Once "as built" drawings are submitted, the contractor must collect all lists maintained in accordance with this clause, including those maintained by any subcontractors and suppliers, and submit them to the CO. For Federal buildings, final payment may be withheld until the lists are received.
4. Safeguarding CUI documents. CUI building information (both electronic and paper formats) must be stored within controlled environments that prevent unauthorized access. GSA contractors and subcontractors must not take CUI building information outside of GSA or their own facilities or network, except as necessary for the performance of that contract. Access to the information must be limited to those with a Lawful Government Purpose for access.
5. Destroying CUI building information. When no longer needed, CUI building information must either be returned to the CO or destroyed in accordance with guidelines in NIST Special Publication 800-88, Guidelines for Media Sanitization.
6. Notice of disposal. The contractor must notify the CO that all CUI building information has been returned or destroyed by the contractor and its subcontractors or suppliers in accordance with paragraphs 4 and 5 of this clause, with the exception of the contractor's record copy. This

notice must be submitted to the CO at the completion of the contract to receive final payment. For leases, this notice must be submitted to the CO at the completion of the lease term.

7. CUI security incidents. All improper disclosures or receipt of CUI building information must be immediately reported to the CO and the GSA Incident Response Team Center at [gsa-ir@gsa.gov](mailto:gsa-ir@gsa.gov). If the contract provides for progress payments, the CO may withhold approval of progress payments until the contractor provides a corrective action plan explaining how the contractor will prevent future improper disclosures of CUI building information. Progress payments may also be withheld for failure to comply with any provision in this clause until the contractor provides a corrective action plan explaining how the contractor will rectify any noncompliance and comply with the clause in the future.
8. Subcontracts. The contractor and subcontractors must insert the substance of this clause in all subcontracts.

#### 6.23 INDOOR AIR QUALITY (OCT 2024)

- A. The Lessor shall control airborne contaminants at the source and/or operate the Space in such a manner that indoor air quality action limits identified in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits, and generally accepted consensus standards are not exceeded.
- B. The Lessor shall avoid the use of products containing toxic, hazardous, carcinogenic, flammable, or corrosive ingredients as determined from the product label or manufacturer's safety data sheet. The Lessor shall use available odor-free or low odor products when applying paints, glues, lubricants, and similar wet products. When such equivalent products are not available, lessor shall use the alternate products outside normal working hours. Except in an emergency, the Lessor shall provide at least 72 hours advance notice to the Government before applying chemicals or products with noticeable odors in occupied Spaces and shall adequately ventilate those Spaces during and after application.
- C. The Lessor shall serve as first responder to any occupant complaints about indoor air quality (IAQ). The Lessor shall promptly investigate such complaints and implement the necessary controls to address each complaint. Investigations shall include testing as needed by a board-certified industrial hygienist, to ascertain the source and severity of the complaint. The hygienist shall inspect and evaluate the Space and air zones serving the Space; inspection shall take place as soon as possible but no later than 15 calendar days following the identification of a potential IAQ issue. Notwithstanding the above, when a board-certified industrial hygienist is not available to perform this inspection, the Lessor may, upon written request and the Government's approval, employ an environmental professional with documented experience performing IAQ assessments. The Lessor shall provide written results of any testing along with recommendations to GSA.
- D. The Government reserves the right to conduct independent IAQ assessments and detailed studies in Space that it occupies, as well as in space serving the Space (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Lessor shall assist the Government in its assessments and detailed studies by:
  1. Making available information on Building operations and Lessor activities;
  2. Providing access to Space for assessment and testing, if required; and
  3. Implementing corrective measures required by the LCO. The Lessor shall take corrective action to correct any tests or measurements that do not meet GSA policy action limits in the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8), OSHA regulatory limits, and generally accepted consensus standards.
- E. The Lessor shall provide to the Government safety data sheets (SDS) upon request for the following products prior to their use during the term of the Lease: adhesives, caulking, sealants, insulating materials, fireproofing or firestopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, janitorial cleaning products, pesticides, rodenticides, and herbicides. The Government reserves the right to review such products used by the Lessor within the Space, common building areas, ventilation systems and zones serving the Space, and the area above suspended ceilings and engineering space in the same ventilation zone as the Space.
- F. The Lessor shall use high efficiency (HEPA) filtration vacuums for cleaning.
- G. Air handling units shall have the highest-level MERV filtration that is compatible with the HVAC system and does not significantly diminish airflow. Upon request, the Lessor shall provide to the Government a list of the highest-level of MERV filtration that each air handling unit is designed to handle.
- H. The Lessor is encouraged to comply with best practices outlined in Appendix D- Indoor Air Quality in GSA Leased Facilities (Best Practices) within the PBS Desk Guide for Indoor Air Quality Management (Companion to GSA Order PBS 1000.8).

#### 6.24 RADON IN AIR (OCT 2023)

- A. The radon concentration in the air of the Space shall be less than 4 picoCuries per liter (pCi/L) for childcare and 25 pCi/L for all other space, herein called "GSA action levels." For further information on radon, go to [HTTP://WWW.EPA.GOV/RADON](http://www.epa.gov/radon).

**ACTION REQUIRED: ONLY INCLUDE SUBPARAGRAPHS B, C & D WHEN SPACE PLANNED FOR OCCUPANCY BY THE GOVERNMENT IS LOCATED AT OR BELOW GRADE LEVEL. OTHERWISE, DELETE.**

- B. Testing Procedures. For the purposes of this paragraph, the following testing procedures shall be used when space planned for occupancy by the Government is located at or below grade level:
  1. Standard Test. Place alpha track detectors throughout the required area for 91 or more days so that each covers no more than 2,000 ABOA SF. Use only devices and laboratories listed in the National Radon Proficiency Program (NRPP), National Radon Safety Board (NRSB) or as required by local jurisdictions that have a program for evaluating and approving devices. Submit the results and supporting

data (sample location, device type, duration, radon measurements, laboratory proficiency certification number, and the signature of a responsible laboratory official) within 30 days after the measurement.

2. Short Test. Place alpha track detectors for at least 14 days, or charcoal canisters for 2 days to 3 days, throughout the required area so that each covers no more than 2,000 ABOA SF, starting not later than 7 days after award. Use only devices and laboratories listed in the National Radon Proficiency Program (NRPP), National Radon Safety Board (NRSB) or as required by local jurisdictions that have a program for evaluating and approving devices. Submit the results and supporting data within 30 days after the measurement. In addition, complete the standard test not later than 150 days after Government occupancy.

C. Initial Testing.

1. The Lessor shall:
  - a. Test for radon any portion of Space planned for occupancy by the Government at or below grade level;
  - b. Report the results to the LCO upon award; and
  - c. Promptly carry out a corrective action program for any radon concentration which equals or exceeds the GSA action levels.
2. Testing sequence. The Lessor shall measure radon by the standard test in sub-paragraph B.1, completing the test not later than 150 days after award, unless the LCO decides that there is not enough time to complete the test before Government occupancy, in which case the Lessor shall perform the short test in sub-paragraph B.2, in addition to the standard test.
3. If the Space offered for Lease to the Government is in a Building under construction or proposed for construction, the Lessor, if possible, shall perform the standard test during buildout before Government occupancy of the Space. If the LCO decides that it is not possible to complete the standard test before occupancy, the Lessor shall complete the short test before occupancy and the standard test not later than 150 days after occupancy.

D. Additional Testing.

1. After a major disturbance (e.g., earthquake, road construction, seismic shift, etc.) or a construction or renovation project that could impact radon gas levels in the building (e.g., building foundation, subsurface plumbing, basement structure, or negative changes to the building air pressure, etc.), the Lessor shall:
  - a. Re-Test for radon that portion of Space occupied by the Government at or below grade level;
  - b. Report the results to the LCO; and
  - c. Promptly carry out a corrective action program for any radon concentration which equals or exceeds the GSA action levels.
2. Testing Sequence. The Lessor shall measure radon by the standard test outlined in paragraph B.1, completing the test not later than 150 days after the event outlined in D.1.

E. Corrective Action Program.

1. Program Initiation and Procedures.
  - a. If either the Government or the Lessor detects radon at or above the GSA action levels at any time before Government occupancy, the Lessor shall carry out a corrective action program which reduces the concentration to below the GSA action levels before Government occupancy.
  - b. If either the Government or the Lessor detects a radon concentration at or above the GSA action levels at any time after Government occupancy, the Lessor shall promptly carry out a corrective action program which reduces the concentration to below the GSA action levels.
  - c. If either the Government or the Lessor detects a radon concentration at or above the GSA action levels at any time after Government occupancy, the Lessor shall promptly restrict the use of the affected area and shall provide comparable temporary space for the tenants, as agreed to by the Government, until the Lessor carries out a prompt corrective action program which reduces the concentration to below the GSA action levels and certifies the Space for re-occupancy.
  - d. The Lessor shall provide the Government with prior written notice of any proposed corrective action or tenant relocation. The Lessor shall promptly revise the corrective action program upon any change in Building condition or operation which would affect the program or increase the radon concentration to or above the GSA action levels.
2. The Lessor shall perform the standard test in sub-paragraph B to assess the effectiveness of a corrective action program. The Lessor may also perform the short test in sub-paragraph B to determine whether the Space may be occupied but shall begin the standard test concurrently with the short test.
3. All measures to accommodate delay of occupancy, corrective action, tenant relocation, tenant re-occupancy, or follow-up measurement, shall be provided by the Lessor at no additional cost to the Government.

4. If the Lessor fails to exercise due diligence or is otherwise unable to reduce the radon concentration promptly to below the GSA action levels, the Government may implement a corrective action program and deduct its costs from the rent.

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**NOTE: MANDATORY IF WATER IS FROM NON-PUBLIC SOURCES (E.G. WELL WATER). OTHERWISE, DELETE.**

**6.25 RADON IN WATER (JUN 2012)**

- A. If the water source is not from a public utility, the Lessor shall demonstrate that water provided to the Premises is in compliance with EPA requirements and shall submit certification to the LCO prior to the Government occupying the Space.
- B. If the EPA action level is reached or exceeded, the Lessor shall institute appropriate abatement methods which reduce the radon levels to below this action.

**6.26 HAZARDOUS MATERIALS (OCT 2023)**

- A. The leased Space shall be free of hazardous materials, hazardous substances, and hazardous wastes, as defined by and according to applicable Federal, state, and local environmental regulations. Should there be reason to suspect otherwise, the Government reserves the right, at Lessor's expense, to require documentation or testing to confirm that the Space is free of all hazardous materials, substances, and wastes.
- B. Lessor shall, to the extent of its knowledge, notify the Government of the introduction of any hazardous materials, substances, and wastes onto the Property by Lessor or others, including but not limited to, co-tenants occupying Space in the Building.
- C. Lessors are encouraged to prioritize products used in the build-out of Space that do not contain Per- and Polyfluoroalkyl Substances (PFAS). To view the current list of EPA standards and ecolabels that either restrict or eliminate the use of PFAS in certified products, visit [HTTPS://WWW.EPA.GOV/GREENERPRODUCTS/](https://www.epa.gov/greenerproducts/)

**6.27 MOLD AND WATER INTRUSION (OCT 2023)**

- A. Actionable Condition. An actionable condition is defined as either:
1. Visible mold or airborne mold of types and concentrations in excess of that found in the local outdoor air or non-problematic control areas elsewhere in the same building, whichever is lower, or
  2. Water-Damaged Building materials which could potentially create conditions for mold or microbial amplification.
- B. The Lessor shall provide Space to the Government that is free from ongoing water leaks or moisture infiltration. The Space and ventilation zones serving the Space shall also be free of actionable conditions, as defined by subparagraph A.
- C. Within 48 hours following a water intrusion event, such as a flood, plumbing leak, heavy rain, etc., whereby the Government Space or air zones serving the Space may have become moisture damaged, the Lessor shall repair any leakage sources and remediate the moisture damage per the EPA: Mold in Schools and Commercial Buildings (EPA 402-K-01-001, September 2008) and the current version of ANSI/IICRC: S500 Standard for Professional Water Damage Restoration using a qualified professional. Specific remediation methods shall be based on the water class and category defined by ANSI/IICRC. Whenever moisture damage or infiltration persists such that: mold is visible, mold odors are present, or occupants register complaints about mold, the Lessor shall employ a board-certified industrial hygienist to inspect and evaluate the Space and air zones serving the Space for actionable conditions; inspection shall take place as soon as possible but no later than 15 calendar days following identification of a potential mold issue as described above. Notwithstanding the above, when a board-certified industrial hygienist is not available to perform this inspection, the Lessor may, upon written request and the Government's approval, employ an environmental consultant experienced in water intrusion and mold assessments. The Lessor shall promptly furnish water intrusion and the mold assessment report to the Government. The Lessor shall safely remediate all actionable conditions identified by the consultant using a qualified remediation contractor following the methods identified in EPA's Mold Remediation in Schools and Commercial Buildings (EPA 402-K-01-001, September 2008 or the current version of ANSI/IICRC S520-2015: Standard for Professional Mold Remediation) and all applicable state laws pertaining to mold remediation practices. The Lessor shall provide GSA with a detailed work plan from the remediation contractor on how they plan to address the actionable conditions and include qualifications of the remediation contractor. Remediation shall be completed within a time frame acceptable to the Lease Contracting Officer which shall be no later than 90 calendar days following confirmation of the presence of an actionable condition. The Lessor shall employ a qualified industrial hygienist, independent of the remediation contractor to verify that remediation has been completed per the industry standards listed above and that the space is safe for re-occupancy.
- D. The presence of an actionable condition in the Premises may be treated as a Casualty, as determined by the Government, in accordance with the Fire and Other Casualty clause contained in the General Clauses of this Lease. In addition to the provisions of the Fire and Other Casualty clause of this Lease, should a portion of the Premises be determined by the Government to be un-tenantable due to an act of negligence by the Lessor or his agents, the Lessor shall provide reasonably acceptable alternative Space at the Lessor's expense, including the cost of moving, and any required alterations.

**6.28 OCCUPANT EMERGENCY PLANS (OCT 2020)**

The Lessor is required to cooperate, participate and comply with the development and implementation of the Government's Occupant Emergency Plan (OEP) and a supplemental Shelter-in Place (SIP) Plan. Periodically, the Government may request that the Lessor assist in reviewing and revising its OEP and SIP. The Plan, among other things, will include evacuation procedures and an annual emergency evacuation drill, emergency shutdown of air intake procedures, and emergency notification procedures for the Lessor's Building engineer or manager, Building security, local emergency personnel, and Government agency personnel.

**ACTION REQUIRED: OPTIONAL PARAGRAPH. INSERT IF USING "FLAGPOLE" PARAGRAPH UNDER SECTION 3. OTHERWISE, DELETE.**  
**6.29 FLAG DISPLAY (OCT 2016)**

If the Lessor has supplied a flagpole on the Property as a requirement of this Lease, the Lessor shall be responsible for flag display on all workdays and Federal holidays. The Lessor may illuminate the flag in lieu of raising and lowering the flag daily. The Lessor shall register with the Federal Protective Service (FPS) MegaCenter in order to receive notifications regarding when flags shall be flown at half-staff, as determined by Executive Order.

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## SECTION 7      ADDITIONAL TERMS AND CONDITIONS

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**ACTION REQUIRED:** INSERT FACILITY SECURITY LEVEL (FSL) BELOW AND ATTACH APPROPRIATE SECURITY STANDARDS FROM NATIONAL OFFICE OF LEASING GOOGLE SITE.

FOR ACTIONS 10,000 RSF OR LESS, DO NOT CONTACT FPS BUT INSTEAD USE FSL I UNLESS CLIENT AGENCY REQUESTS A HIGHER LEVEL. IF THE AGENCY REQUIRES A HIGHER FSL, THE RESPONSIBLE PBS ASSOCIATE SHOULD REACH OUT TO FPS TO CONFIRM THAT THIS HIGHER FSL IS APPROPRIATE.

### 7.01      SECURITY REQUIREMENTS (OCT 2021)

The Lessor agrees to the requirements of Facility Security Level **X** attached to this Lease.

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

**NOTE:** DO NOT LIST DELETED PARAGRAPHS (DELETED PARAGRAPHS ARE IDENTIFIED USING A DIFFERENT PROTOCOL). FOR FURTHER GUIDANCE, SEE "INSTRUCTIONS FOR CREATING LEASE AND REQUEST FOR LEASE PROPOSALS (RLP) DOCUMENTS" WHICH CAN BE FOUND AFTER THE TABLE OF CONTENTS.

### 7.02      MODIFIED LEASE PARAGRAPHS (OCT 2016)

The following paragraphs have been modified in this Lease:

\_\_\_\_\_  
\_\_\_\_\_

**ACTION REQUIRED:** MANDATORY FOR PROSPECTUS-LEVEL PROJECTS. OTHERWISE, DELETE.

### 7.03      NO FEDERALLY ELECTED OFFICIALS TO BENEFIT (OCT 2023)

- A. No person holding a Federally elected office may directly or indirectly, regardless of whether such person took office before or after execution of the Lease, participate in or benefit from the Lease or any part thereof.
- B. The foregoing prohibition shall not apply if the Lease is entered into with a publicly held corporation or publicly held entity for the general benefit of such corporation or entity.
- C. Any violation of this clause shall render the Lease void, and the Government shall have no obligation to the Lessor in consequence thereof following the date the Lease is deemed void.
- D. In the event the Lease is voided pursuant to this clause, the Lessor shall be and remain liable to the Government for any and all costs associated with relocating and housing Government occupants from the leased premises to replacement premises. Such costs shall include, but not be limited to:
  - 1. Moving and other physical relocation costs,
  - 2. Furniture, fixtures and equipment costs related to occupancy of replacement premises,
  - 3. Replication of tenant build-out costs at replacement premises,
  - 4. Excess rental costs at replacement premises for the remainder of the firm term of the terminated Lease, and
  - 5. All other direct and consequential damages and costs associated with the Government relocating occupants from the leased premises to replacement premises, whether Federally owned or leased.
- E. Nothing in this clause shall be deemed or interpreted to waive, modify, alter or limit any provision of existing law, including 41 U.S.C. § 6306 and 18 U.S.C. §§ 431-433.
- F. Lessor's obligation to be and remain liable for the costs and damages specified in this clause shall survive any voiding of the Lease pursuant to this clause or any provision of existing law.

**ACTION REQUIRED:** MANDATORY FOR 1) PROSPECTUS LEASES; OR, 2) ACTIONS EXCEEDING 40,000 ABOA SF. THIS ALLOWS DATA TO BE CAPTURED DURING OCCUPANCY TO INFORM FUTURE SPACE UTILIZATION DECISIONS.

### 7.04      DAILY OCCUPANCY DATA (OCT 2021)

If the Lessor has a means to capture system-generated daily occupancy data identifying the number of people accessing the government occupied space for the period of time specified (e.g., turnstiles, building access system, badges, sensors, Wi-Fi) the Government reserves the right to request daily occupancy data at the Lessor's expense. The data shall cover a 12-month consecutive period of occupancy, and the Government is limited to a total of two (2) separate data requests over the lease term. The LCO (or representative designated by the LCO) shall provide at least 30 calendar days' prior notice to the Lessor for the daily occupancy data period to commence. The Lessor shall provide the daily occupancy data within 30 calendar days



after the end of the 12-month consecutive period. Data shall be submitted using either a CSV or Excel file. Data elements shall include, but are not limited to: date, occupancy count, and the tenant agency's name, if the Building contains multiple Government tenant agencies. Data should not include Personally Identifiable Information (PII), e.g., name. If available, additional information may be provided, e.g., date, time of entry, unique card identification number or another anonymous unique identifier, floor accessed, type of occupant - Government employee or contractor, visitor indication, building staff.

**ACTION REQUIRED:** TO BE INCLUDED IN CONJUNCTION WITH CORRESPONDING RLP PARAGRAPH ENTITLED "SWING SPACE – RLP" WHEN THE CURRENTLY OCCUPIED GOVERNMENT SPACE IS A POTENTIAL HOUSING SOLUTION FOR THE NEW PROCUREMENT AND ANTICIPATED RENOVATIONS ARE EXPECTED TO DISRUPT TENANT OPERATIONS.

**ACTION REQUIRED:** INDICATE SPECIFICS, SF, NUMBER OF MOVES, ETC. BASED ON FINAL NEGOTIATED AGREEMENT.

**NOTE:** THIS LANGUAGE MAY NEED TO BE ALTERED BASED ON THE CIRCUMSTANCES OF THE PROCUREMENT. CHANGES MUST BE REVIEWED BY REGIONAL COUNSEL FOR LEGAL SUFFICIENCY PRIOR TO FINALIZING. LS/LCO MUST CONFIRM SWING SPACE REQUIREMENTS WITH TENANT AGENCY AND INCORPORATE AS APPROPRIATE.

**NOTE:** ATTACH AS EXHIBITS AGENCY SWING SPACE REQUIREMENTS AND DOCUMENTS PROVIDED BY THE INCUMBENT DURING OFFER STAGE, E.G., SWING SPACE PLAN AND SCHEDULE, FLOOR PLAN INDICATING BLOCKS OF SPACE, NARRATIVE.

#### 7.05 SWING SPACE – LEASE (OCT 2022)

- A. The swing space plan and schedule are provided as Exhibit **XX**. The Government shall occupy **XXXXX** ABOA SF (**XXXXX** RSF) on **XX** floor at **[Address, City, State]** ("**[Building Name]**") as a temporary relocation of Government employees (including contractor personnel) during the completion of the tenant improvement work. Lessor shall be responsible for providing, constructing, and paying for swing space identified on Exhibit **XX**. Lessor shall be responsible for maintaining minimum standards for all space that remains occupied during the renovation, including, but not limited to, access to common areas, compliance with fire protection and life safety and air quality standards outlined within this Lease. Swing space shall comply with existing standards consistent with the existing space and be fully functional inclusive of fixtures, equipment, and telecommunications and data infrastructure. Fully functional shall include, at Lessor's sole cost, any additional costs associated with Government's service providers for tele-data or other required communication links between the swing space and Government-occupied space.
- B. The Government must remain operational during its standard operating hours of Section **X.XX** of this Lease, throughout the course of any renovation within its current space and swing space.
- C. Post-award, the Lessor must submit an updated swing space plan and schedule to the Government for review and approval. At a minimum, the updated swing space plan shall include detailed drawings depicting the various phases and an updated schedule detailing schedule of move. The Government estimates to have approximately **XX** **{NUMBER OF AGENCY EMPLOYEES}** employees/contractors during the renovation phasing period. This updated swing space plan and schedule must be submitted at the same time as the initial submission of **ACTION REQUIRED: CHOOSE DESIGN INTENT DRAWINGS IF THE LEASE REQUIRES THE LESSOR TO COMPLETE DID'S. OTHERWISE, CHOOSE CONSTRUCTION DOCUMENTS. {DESIGN INTENT DRAWINGS} {CONSTRUCTION DOCUMENTS}**. **ACTION REQUIRED: ONLY INCLUDE IF AN APPROVED SPACE LAYOUT WAS NOT PROVIDED AS PART OF THE INCUMBENT'S OFFER.**
- D. The swing space shall have a space layout which allows the Government to function efficiently during renovation of final Space, as determined by the LCO.
- E. Unless otherwise specified herein, the swing space shall comply with all standards and specifications as outlined within the Lease **XX-XXX-XXXXX**. **ACTION REQUIRED: INPUT CURRENTLY EFFECTIVE LEASE NUMBER**, and the Lessor shall continue to provide all services and utilities as outlined under this Lease. Access to common areas, including, but not limited to lobbies, elevators, stairways and restrooms must be maintained at all times.
- F. Ten (10) Working Days prior to the completion of the swing space, the Lessor shall issue written notice to the Government to schedule the inspection of the swing space for acceptance. The Government shall accept the swing space once it is substantially complete, and a Certificate of Occupancy (C of O) has been issued.
- G. The Government shall pay rent during renovation in accordance with Lease **XX-XXX-XXXXX**. **ACTION REQUIRED: INPUT CURRENTLY EFFECTIVE LEASE NUMBER**. and shall not pay additional rent for the swing space.
1. Except as otherwise noted, all costs associated with implementing the swing space plan shall be at the Lessor's expense, including, but not limited to, the following swing space costs:
    - a. The cost to build-out the swing space including, but not limited to, electrical wiring, data cable, security system installation, and partitioning;
    - b. The cost to move office furniture and equipment;
    - c. The cost to balance the HVAC system;
    - d. The cost to store and move all furniture or equipment that cannot be housed in swing space; and
    - e. All permitting and certificate of occupancy costs, if applicable.
  2. The Government shall be responsible for the cost of moving each employee (including contractor personnel) **one time only**, from the swing space(s) to the final Space. The Lessor shall be responsible for the cost of all moves in excess of one move per employee.



## Office of Leasing RLP/Lease Edits Tracker - Oct 2024 Updates

| Global RLP (R100)                     |                                                                                                                                                                                                                                          |  | SLAT (replaced simplified) (R100A)                                         | Small (Form R103)                                                                            | Warehouse (R101WH)                                                                        |            |      |                                                                            |               |               |  |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------|------|----------------------------------------------------------------------------|---------------|---------------|--|
| MACROS                                | Item addressed                                                                                                                                                                                                                           |  | MACROS                                                                     |                                                                                              |                                                                                           | On-Airport | AAAP | FEMA Disaster (R103D - Oral RLP)                                           | FEMA Disaster | GSA Form 3626 |  |
| 1.06 A table row, 3.06 AA and 4.10 A. | OGP Feedback - Update 552.270-33 Clause title to read "High-Security" with hyphen. NOTE no reference in RLP or Lease templates to 552.270-35, this is in 3516 the Solicitation Provisions                                                |  | NA - model for FSL I or II and GSAR clause is for FSL III or above         | NA - model for FSL I or II and GSAR clause is for FSL III or above                           | 1.06 A Table row, 3.06 Y, 4.11 A. 5                                                       |            |      | NA                                                                         |               |               |  |
| 2.02 Blue Text                        | New Blue Text for action needed for new construction actions - per updated Floodplain management desk guide - FFRMS projects require a different floodplain measurement standard.                                                        |  | 2.02 Blue Text                                                             | 2.02 Blue Text                                                                               | 2.02 Blue Text                                                                            |            |      | NA - 2.01                                                                  |               |               |  |
| 2.03 Blue Text                        | Updated link to RP8 map. (Main webpage & PDF map)                                                                                                                                                                                        |  | 2.03 Blue Text                                                             | 3.02 Blue Text                                                                               | 2.03 Blue Text                                                                            |            |      | NA                                                                         |               |               |  |
| 2.05                                  | OGP to issued a Class Deviation (CD) for slight variation on Historic Preference Paragraph - GSAR 552.270-2. NOTE - this was signed 7/26/2024 CD-2024-06. Leasing Historic Preference Provision                                          |  | REMOVE 2.05 (SMALL) - Small version & Replace with Global per OGP feedback | REPLACE 3.04 (SMALL) with 3.04 GLOBAL - Small version & Replace with Global per OGP feedback | 2.05                                                                                      |            |      | REMOVE 3.02 (SMALL) - Small version & Replace with Global per OGP feedback |               |               |  |
| 2.06 A.                               | Grammatical update: first sub-paragraph A read "Government requires space..." changed to "The Government..."                                                                                                                             |  | NA                                                                         | NA                                                                                           | 2.06 A.                                                                                   |            |      | NA                                                                         |               |               |  |
| 3.02 A. 3                             | Changes to RSAP text per team feedback                                                                                                                                                                                                   |  | 3.02 C (SLAT)                                                              | NA - 4.01 (SMALL), see Leasing Tools Decision Matrix                                         | NA - 3.02 (SMALL)                                                                         |            |      | NA - 4.01                                                                  |               |               |  |
| 3.06 O 3. Blue Text                   | Additional plan submission requirements that may be needed (like based on various factors                                                                                                                                                |  | NA                                                                         | NA                                                                                           | NA                                                                                        |            |      | NA                                                                         |               |               |  |
| 3.06 V Blue Text                      | Update title to NEPA Program Manager                                                                                                                                                                                                     |  | 2.07 Blue Text                                                             | BLUE TEXT at Beginning                                                                       | 3.06 (WAREHOUSE) T. Blue Text                                                             |            |      | NA                                                                         |               |               |  |
| 4.09 C. 7. e.                         | Revisions to A/E fees and Lessor PM fees to alleviate confusion on how the PVA is run and OH applied to calcs. NOTE PVA spreadsheet matches text and will be revised so that psf and lump sum A/E fees are calculated the same way as %. |  | 4.04 7 C. e                                                                | NA                                                                                           | 4.09 (WAREHOUSE) SE, Cubic Foot PVA) D. 7. e. & 4.10 (Warehouse, Square Foot PVA) D. 7. e |            |      | NA                                                                         |               |               |  |
|                                       |                                                                                                                                                                                                                                          |  |                                                                            |                                                                                              |                                                                                           |            |      |                                                                            |               |               |  |

## Office of Leasing RLP/Lease Edits Tracker - Oct 2024 Updates

| Global Lease (L100)                     |                                                                                                                                                                                                                                                                                 |  | SLAT (replaced simplified) (L100A)                                              | Small (Supplemental Lease Requirement)                                        | Warehouse (L201WH)                                                            | On-Airport (L201D)                                                                                                                                                             | AAAP | FEMA Disaster - Office (Supplemental Office Lease Requirements)               | FEMA Disaster - Land (Supplemental Land Lease Requirements)                   | GSA Form 3626 |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------|
| MACROS                                  | Item addressed                                                                                                                                                                                                                                                                  |  | MACROS                                                                          |                                                                               |                                                                               |                                                                                                                                                                                |      |                                                                               |                                                                               |               |
| 1.01 A. Blue Text                       | Remove sentence about OA Tool rounding CAF.                                                                                                                                                                                                                                     |  | 1.01 A. Blue Text                                                               | NA                                                                            | 1.01 Blue Text                                                                | 1.01 Blue Text                                                                                                                                                                 |      | NA                                                                            | NA                                                                            |               |
| 1.01 C                                  | Blue & black text - Clarify for succeeding/superseding leases with minor/no TI or (like accepting space as-is) Lessor still needs to comply with standards, like HVAC, fire & life safety.                                                                                      |  | 1.01 C Blue & Black Text                                                        | NA                                                                            | NA - 1.01 (WAREHOUSE)                                                         | 1.01, Adopt Global model in On-Airport and for sub-paragraph C or write "intentionally deleted". This maintains global language consistency and C will not apply for airports. |      | NA                                                                            | NA                                                                            |               |
| 1.09 Blue & Black Text                  | Text updates for all 3 options of A/E fees (\$ psf, \$ flat fee or %) - indicating % is most commonly used in blue text. Flat fee and per sf are one time for TI Build-out (TIA+BSAC) - NOT charged for TI and then again for BSAC.                                             |  | 1.05 Blue & Black Text                                                          | NA                                                                            | 1.13                                                                          | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| 1.12 B                                  | Remove "GSA Real Estate Tax Portal" name as organization looking to rename it the Tax Tool, however just having reference to " <a href="https://leasing.gsa.gov">leasing.gsa.gov</a> or a successor portal" provides sufficient info and prevents future updates.               |  | 1.12                                                                            | NA                                                                            | 1.16 B                                                                        | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| 1.16 Blue text                          | Added blue text for "can" to "should" so this is clear that regular/recurring OT HVAC should be in the Operating Cost.                                                                                                                                                          |  | 1.15 Blue Text                                                                  | NA - 5.04 (SMALL)                                                             | 1.20 Blue Text                                                                | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| NEW 1.17 Blue & black text              | NEW paragraph to address periodic Lease Above Standard Services (LASS), other than OT HVAC, when this is required for an agency.                                                                                                                                                |  | NEW 1.16, Put in SLAT since there is an OT HVAC paragraph                       | NA, Do not put in other model templates that do not have an OT HVAC paragraph | NA, Do not put in other model templates that do not have an OT HVAC paragraph | NA, Do not put in other model templates that do not have an OT HVAC paragraph                                                                                                  |      | NA, Do not put in other model templates that do not have an OT HVAC paragraph | NA, Do not put in other model templates that do not have an OT HVAC paragraph |               |
| 2.06 F.                                 | OGP Feedback - Update 552.270-33 Clause title to read "High-Security" with hyphen. NOTE no reference in RLP or Lease templates to 552.270-35, this is in 3516 the Solicitation Provisions                                                                                       |  | NA 2.06 (Small) - model for FSL I or II and GSAR clause is for FSL III or above | NA - model for FSL I or II and GSAR clause is for FSL III or above            | 2.06 F.                                                                       | NA                                                                                                                                                                             |      | NA - model does not have BSAC build out and FSL not attached                  | NA - model does not have BSAC build out and FSL not attached                  |               |
| 3.01                                    | Correct incorporation of EO for minimum wage and sick leave, came to light in recent discussions with construction lease labor standard GSAR rule, these EOs only apply to the Davis-Bacon work. No longer need to have a separate sub-paragraph B for these EO FAR references. |  | NA                                                                              | NA                                                                            | 3.01                                                                          | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| 3.03 A                                  | Remove hyphen in refurbished. Legal feedback to AAAP team.                                                                                                                                                                                                                      |  | 3.02 (SLAT)                                                                     | NA - 2.02 (SMALL)                                                             | 3.03 A                                                                        | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| 3.03 C. BLUE TEXT and new sub-paragraph | Moved first sentence of sub-paragraph B to a new paragraph C to better align with sub-paragraph topics. Added blue text this is for leases 10k RSF or greater, can be deleted for actions less than 10k rsf.                                                                    |  | NA 3.02 (SLAT)                                                                  | NA - 2.02 (SMALL)                                                             | 3.03 C New                                                                    | NA                                                                                                                                                                             |      | NA                                                                            | NA                                                                            |               |
| 3.14 A. 4                               | Removed this sentence in A. 4 under the EISA/Energy Star paragraph (since not an EISA requirement) and put in 6.02 C. "The lessor is also encouraged to purchase at least 50 percent of the Government tenant's electricity from renewable sources."                            |  | 3.12 A. 4 Deleted                                                               | NA - 2.10 (SMALL)                                                             | 3.14                                                                          | 3.05 A. 4                                                                                                                                                                      |      | NA                                                                            | NA                                                                            |               |

Office of Leasing RLP/Lease Edits Tracker - Oct 2024 Updates

|                  |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                   |                                                                                                                                                                                                                                              |  |                                                                                   |                                                                                   |  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--|
| 3.19             | Accessibility - to reference <a href="#">36 CFR 1190</a> , per <a href="#">new rule</a> updating guidelines for public right-of-way.                                                                                                                         | 3.15                                                                                                                                                                                                                       | 2.13                                                                                                                                                                                                                            | 3.18                                                                              | 3.06                                                                                                                                                                                                                                         |  | 2.06                                                                              | NA                                                                                |  |
| 3.40 I Blue Text | Correct sub-paragraph reference from H to I                                                                                                                                                                                                                  | NA 3.30 (SLAT)                                                                                                                                                                                                             | NA - 2.24 (SMALL)                                                                                                                                                                                                               | NA                                                                                | NA - 3.09 (On-Airport)                                                                                                                                                                                                                       |  | NA - 2.09 (FEMA)                                                                  | NA                                                                                |  |
| 4.01 I.          | Updated text to reference "the construction schedule set forth in paragraph CONSTRUCTION SCHEDULE AND INITIAL CONSTRUCTION MEETING."                                                                                                                         | 4.01 I (SLAT)                                                                                                                                                                                                              | NA - 3.01 (SMALL)                                                                                                                                                                                                               | 4.01 (WAREHOUSE) J.                                                               | NA                                                                                                                                                                                                                                           |  | NA                                                                                | NA                                                                                |  |
| 4.06             | Construction Schedule and Initial Construction Meeting. After "The lessor shall keep meeting minutes of discussion topics and attendance" add "...and distribute to all parties within X days of the meeting. (Regional feedback.)"                          | NA, 4.04 (SLAT)                                                                                                                                                                                                            | NA                                                                                                                                                                                                                              | 4.06                                                                              | NA                                                                                                                                                                                                                                           |  | NA                                                                                | NA                                                                                |  |
| 4.10 Blue Text   | Add Blue Text that RLP submittal of Building CoFO is sufficient for stay in place situations where there is no build out (Succeeding/Superseding/New Replacing)                                                                                              | 4.09 Blue Text                                                                                                                                                                                                             | 3.03 (SMALL) Blue Text                                                                                                                                                                                                          | 4.10 Blue Text                                                                    | NA                                                                                                                                                                                                                                           |  | NA                                                                                | NA                                                                                |  |
| 6.02 C. NEW      | Removed this sentence in <b>A. 4</b> under the EISA/Energy Star paragraph (since note an EISA requirement) and put in 6.02 C. "The lessor is also encouraged to purchase at least 50 percent of the Government tenant's electricity from renewable sources." | 6.02 (SMALL) - NA, Delete sentence from EISA paragraph in 3.12 in this model, however to NOT put this sentence in the utilities paragraph (since it is encouraged) and keep the SMALL utilities version in the SLAT Lease. | NA - 5.02 (SMALL) - NA, Delete sentence from EISA paragraph in 3.12 in this model, however to NOT put this sentence in the utilities paragraph (since it is encouraged) and keep the SMALL utilities version in the SLAT Lease. | 6.02 C NEW, 7/29 - Team discussion to adopt Global edits.                         | NA, Delete sentence from EISA paragraph in 3.05 in this model, however to NOT put this sentence in the utilities paragraph 4.01 (since it is encouraged) and keep the On-Airport paragraph for Services, Utilities, and Maintenance version. |  | NA - 3.01 (SMALL)                                                                 | NA                                                                                |  |
| 6.05 B & C       | Change "" Fahrenheit" to "degrees F" - consistent with other temperature language in other paragraphs and in subparagraph A                                                                                                                                  | 6.04 B & C                                                                                                                                                                                                                 | 5.03 (SMALL)                                                                                                                                                                                                                    | 6.05 (WAREHOUSE SE) B & C                                                         | NA - 3.09 (On-Airport)                                                                                                                                                                                                                       |  | 5.02 (SMALL)                                                                      | NA                                                                                |  |
| NEW 6.07         | NEW paragraph to address periodic Lease Above Standard Services (LASS), other than OT HVAC, when this is required for an agency.                                                                                                                             | NEW 6.06 , Put in SLAT since there is an OT HVAC paragraph                                                                                                                                                                 | NA - 5.02 (SMALL), Do not put in other model templates that do not have an OT HVAC paragraph                                                                                                                                    | NA, Do not put in other model templates that do not have an OT HVAC paragraph     | NA, Do not put in other model templates that do not have an OT HVAC paragraph                                                                                                                                                                |  | NA, Do not put in other model templates that do not have an OT HVAC paragraph     | NA, Do not put in other model templates that do not have an OT HVAC paragraph     |  |
| 6.20 BLUE TEXT   | Add instructional blue text that this paragraph applies during occupancy - not intended for recycling during construction.                                                                                                                                   | 6.15 (SLAT) Blue Text                                                                                                                                                                                                      | NA                                                                                                                                                                                                                              | 6.19 (WAREHOUSE SE) Blue Text                                                     | NA - 4.04 (On-Airport)                                                                                                                                                                                                                       |  | NA                                                                                | NA                                                                                |  |
| 6.23 C.          | Edits to elaborate on testing for IAQ complaints                                                                                                                                                                                                             | 6.17 C                                                                                                                                                                                                                     | 5.09 C                                                                                                                                                                                                                          | 6.22 C.                                                                           | 4.07 C.                                                                                                                                                                                                                                      |  | 5.05                                                                              | NA                                                                                |  |
| 7.05             | DELETE Provisional Acceptance This was added in 2021 per LA-21-01 that established non-traditional physical on-site tours in response to COVID. LA-23-03 issued last summer canceled LA-21-01, so this lease paragraph is being deleted.                     | 7.03 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs                                                                                                                                          | 6.04 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs                                                                                                                                               | 7.04 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs | 5.01 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs                                                                                                                                                            |  | 6.09 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs | 6.11 Provisional Acceptance (FEB 2021) - DELETED, renumbered following paragraphs |  |

## Office of Leasing RLP/Lease Edits Tracker - Oct 2024 Updates

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Office of Leasing RLP/Lease Edits Tracker - Oct 2024 Updates

| FEMA                                                        | Item addressed                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |                                                                                                |                                                |  |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|------------------------------------------------------------------------------------------------|------------------------------------------------|--|
| Oral RLP<br>NEW 2.02                                        | Reference FAR 52.204-7, SAM Alternate 1 incorporated as alternate allows for entity registration within 30 days, for emergency procurements.                                                                                                                                                                                             |  |  |  |  |  |  |  | Oral RLP - 2.02 (NEW) - Paragraph is dated Oct 2018 because that is the date of the FAR Clause |                                                |  |
| Land & Office<br>Leases -<br>Footer, pg 1                   | Per OGP email 11/6/2023: Incorporate OMB Control No. 3090-0086 in templates - FEMA Land Lease, FEMA Office Lease, and Small Lease                                                                                                                                                                                                        |  |  |  |  |  |  |  | Footer, page 1                                                                                 | Footer, page 1                                 |  |
| Office Lease<br>5.07                                        | Update for Mold to address water intrusion component, replace 'actionable mold' to 'actionable conditions' and other corresponding changes in paragraph.                                                                                                                                                                                 |  |  |  |  |  |  |  | 5.07                                                                                           | NA                                             |  |
| Office & Land Leases<br>- Remove<br>552.270-33<br>reference | Office - 6.05 was deleted<br>Land - 6.08 was deleted<br>FEMA Office Lease 6.05 - 552.270-33 General Clause listed but this a solicitation provision, so remove. Add to oral RLP - Section 2 (52.204-7). Don't need GSA version b/c FAR version has that if it's an emergency, contractor can register within 30 days - alternate (b)(1). |  |  |  |  |  |  |  | 6.05 DELETED - renumbered following paragraphs                                                 | 6.08 DELETED - renumbered following paragraphs |  |