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.

|  |  |
| --- | --- |
| VA REQUEST FOR LEASE PROPOSALSNO. XXXXXXXCITY/STATE | Offers due by mm/dd/20yy at [insert time and standard time zone]NAICS: 531120 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. A Pre-Bid conference is scheduled to be held at [insert address] at [insert time and standard time zone]. |
| This Request for Lease Proposals ("RLP") sets forth instructions and requirements for proposals for a Lease described in the RLP documents. Proposals conforming to the RLP requirements will be evaluated in accordance with the Method of Award set forth herein to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions herein. *The information collection requirements contained in this Solicitation/Contract, that are not required by the regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.* | GLOBAL RLP**GSA FORM R100**  |

****

**INSTRUCTIONS FOR CREATING LEASE AND Request for Lease Proposals (RLP) DOCUMENTS**

All instructions for creating these DOCUMENTs are typed in blue “HIDDEN” text. you should work with The hidden text showing, EXCEPT when the finished document is being printed.

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

TO reveal hidden text in the document—

1. **click** on the MSWord logo at the top of the computer screen (fAR LEFT).
2. **click** on “Word options” at the bottom of the screen.
3. **click** on “display” in the left-hand column of the screen.
4. IN THE RIGHT-hand COLUMN, UNDER “Always show these formatting marks on the screen,”—if there is no checkmark in the “hidden text” box—**click** on the “hidden text” box. **NOTE:** A checkmark will appear in the Box.
5. **Click** on “OK.” to close out the word options screen.

**TO turn off hidden text:** follow instructions (1) THRU (5), ABOVE. When you **click** on the “hidden text” box, the checkmark will disappear and the hidden text will not show on screen or in printed versions of the document.

**TO INPUT DATA:** If a paragraph has bold RED **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**.” 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**

1. 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.
* 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.

TABLE OF CONTENTS

[GLOBAL RLP 1](#_Toc499107270)

[SECTION 1 STATEMENT OF REQUIREMENTS 1](#_Toc499107271)

[1.01 GENERAL INFORMATION (SEP 2015) 1](#_Toc499107272)

[1.02 AMOUNT and type of space, lease term, AND OCCUPANCY DATE (OCT 2016) 1](#_Toc499107273)

[1.03 area of consideration (JUN 2012) 2](#_Toc499107274)

[1.04 unique requirements (OCT 2016) 2](#_Toc499107275)

[1.05 NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION (DEC 2015) 3](#_Toc499107276)

[1.06 LIST OF RLP DOCUMENTS (OCT 2016) 4](#_Toc499107277)

[1.07 AMENDMENTS TO THE RLP (JUN 2012) 5](#_Toc499107278)

[1.08 LEASE DESCRIPTION (OCT 2016) 5](#_Toc499107279)

[1.09 RELATIONSHIP OF RLP BUILDING MINIMUM REQUIREMENTS AND LEASE OBLIGATIONS (OCT 2016) 6](#_Toc499107280)

[1.10 pricing of SECURITY requirements (OCT 2016) 6](#_Toc499107281)

[1.11 SECURITY LEVEL DETERMINATION FOR FACILITY HOUSING OTHER FEDERAL TENANTS (APR 2011) 7](#_Toc499107282)

[1.12 INSPECTION—RIGHT OF ENTRY (JUN 2012) 7](#_Toc499107283)

[1.13 AUTHORIZED REPRESENTATIVES (JUN 2012) 7](#_Toc499107284)

[1.14 BROKER COMMISSION 8](#_Toc499107285)

[1.15 north american industry classification system (NAICS) CODE and small business size standard (oCT 2017) 8](#_Toc499107286)

[1.16 DUNS Number (oCT 2017) 8](#_Toc499107287)

[SECTION 2 ELIGIBILITY AND PREFERENCES FOR AWARD 9](#_Toc499107288)

[2.01 Efficiency of Layout (Aug 2011) 9](#_Toc499107289)

[2.02 FLOOD PLAINS (OCT 2017) 9](#_Toc499107290)

[2.03 SEISMIC SAFETY – moderate seismicity (OCT 2017) 9](#_Toc499107291)

[2.04 SEISMIC SAFETY – high seismicity (OCT 2017) 10](#_Toc499107292)

[2.05 HISTORIC PREFERENCE (SEP 2013) 11](#_Toc499107293)

[2.06 ASBESTOS (JUN 2012) 12](#_Toc499107294)

[2.07 ACCESSIBILITY (SEP 2013) 12](#_Toc499107295)

[2.08 FIRE protection AND LIFE SAFETY (SEP 2013) 13](#_Toc499107296)

[2.09 ENERGY INDEPENDENCE AND SECURITY ACT (OCT 2016) 13](#_Toc499107297)

[2.10 environmental considerations (SEP 2013) 14](#_Toc499107298)

[2.11 DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP (SEP 2014) 14](#_Toc499107299)

[2.12 NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP (OCT 2016) 15](#_Toc499107300)

[SECTION 3 HOW TO OFFER 17](#_Toc499107301)

[3.01 GENERAL INSTRUCTIONS (JUN 2012) 17](#_Toc499107302)

[3.02 RECEIPT OF Lease Proposals (SEP 2013) 17](#_Toc499107303)

[3.03 Pricing terms (OCT 2017) 18](#_Toc499107304)

[3.04 Budget Scorekeeping; Operating Lease TREATMENT (APR 2011) 19](#_Toc499107305)

[3.05 PROSPECTUS LEASE (OCT 2016) 19](#_Toc499107306)

[3.06 ADDITIONAL SUBMITTALS (OCT 2016) 19](#_Toc499107307)

[3.07 TENANT IMPROVEMENTS INCLUDED IN OFFER (SEP 2015) 22](#_Toc499107308)

[3.08 turnkey pricing with design intent drawings prior to award (OCT 2017) 23](#_Toc499107309)

[3.09 security improvements included in offer (OCT 2016) 23](#_Toc499107310)

[3.10 Green building rating certification for tenant interiors (OCT 2016) 23](#_Toc499107311)

[3.11 OPERATING COSTS REQUIREMENTS INCLUDED IN OFFER (JUN 2012) 24](#_Toc499107312)

[3.12 UTILITIES SEPARATE FROM RENTAL / BUILDING OPERATING PLAN (JUN 2012) 24](#_Toc499107313)

[SECTION 4 METHOD OF AWARD 25](#_Toc499107314)

[4.01 NEGOTIATIONS (JUN 2012) 25](#_Toc499107315)

[4.02 HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (SEP 2015) 25](#_Toc499107316)

[4.03 AWARD BASED ON PRICE 25](#_Toc499107317)

[4.04 PRESENT VALUE PRICE EVALUATION (OCT 2016) 30](#_Toc499107318)

[4.05 AWARD (OCT 2017) 31](#_Toc499107319)

[SECTION 5 ADDITIONAL TERMS AND CONDITIONS 33](#_Toc499107320)

[5.01 OFF-SITE IMPROVEMENTS 33](#_Toc499107321)

[5.02 DUE DILIGENCE 33](#_Toc499107322)

[5.03 APPLICABLE LAW 33](#_Toc499107323)

[5.04 PARTNERING 33](#_Toc499107324)

[5.05 TEAMING ARRANGEMENT 33](#_Toc499107325)

**THE GLOBAL RLP and lease TEMPLATEs (GSA Form R100 and L100) REPLACE THE FOLLOWING lease model documents:**

* **GSA Forms R101b and L201b (STREAMLINED MODEL)**
* **GSA Forms R101c and l201c (STANDARD MODEL)**
* **GSA Forms 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.**

ACTION REQUIRED: TYPE IN RLP NO. AND DATE. edit footers to include rlp no.

|  |  |
| --- | --- |
| **REQUEST FOR LEASE PROPOSALS NO. XXXXXXX** | **[DATE]****GLOBAL RLP GSA FORM R100 (OCT 2016)** |
|  STATEMENT OF REQUIREMENTS |

## GENERAL INFORMATION (SEP 2015)

action required: THERE ARE TWO VERSION OF SUB-PARAGRAPH A.

version 1: CHOOSE THIS FIRST VERSION OF SUB-PARAGRAPH A FOR COMPETITIVE ACTIONS OR SOLE SOURCE ACTIONS WHERE IT HAS BEEN DETERMINED TO BE IN THE BEST INTEREST TO CONVEY THE APPEARANCE OF COMPETITION.

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. The Government’s intent is to award off of initial offers.

version 2: CHOOSE THIS second VERSION OF SUB-PARAGRAPH A FOR non-competitive succeeding or superseding lease actionS at the current location.

A. 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. The Government’s intent is to award off of initial offers.

==============================================================================================

B. Included in the RLP documents is a lease form (GSA Form L100) setting forth the preferred lease term and other terms and conditions of the Lease contemplated by this RLP and a VA 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. Offerors are to provide the required rent and other price data for each requested lease term scenario. The Lease paragraph titled “Definitions and General Terms” shall apply to the terms of this RLP.

C. Do not attempt to complete the lease form (GSA Form L100). Upon selection for award, VA will transcribe the successful Offeror’s final offered rent and other price data included on the GSA Form 1364 into the lease form, and transmit the completed Lease, including the awarded lease term and 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.

## AMOUNT and type of space, lease term, AND OCCUPANCY DATE (OCT 2016)

action required: there are 2 versions of sub-paragraph A.

version 1: choose this version for competitive actions or sole source actions for a new or new/replacing lease.

action required: Realty specialist and contracting officer to determine based on prospectus level. co may want to consider a threshold minimum and maximum for an office space procurement.

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

version 2: choose this version for apparent sole source succeeding/superseding lease actions involving the current space.

action required: leasing specialist to input the required (current) ABOA SF.

A. The Government is seeking **XX,XXX** of ANSI**/**BOMA Office 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 SUB-PARAGRAPH E. mandatory sub-PARAGRAPH when VENDING FACILITIES WILL BE PROVIDED UNDER THE RANDOLPH-SHEPPARD ACT.

VERSION 1: This sub-PARAGRAPH is required in the rlp whenever the requirement 1) involves 100 or more occupants; or, 2) at least 15,000 RSF of space.

A Minimum of 250 ABOA SF must be offered to the blind. Contact the regional Concessions group for amount of space to be entered.

Exception information can be found at 20 USC § 107a(d) [34 CFR 395.31(f)]

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.

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: This sub-PARAGRAPH is required in the rlp whenever the requirement 1) involves less than 100 occupants; AND, 2) under 15,000 RSF of space.

E. 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 up to 20 years, inclusive of all options. The Offeror must submit price proposals for each of the following scenarios:

* Alternative A) 15-year firm term;
* Alternative B) 15-year firm term, with five 1-year option; and
* Alternative C) 20-year term.

The CO reserves the right to award a contract based on any alternate lease term listed above, and may select the number of option years, in the best interest of the Government. For instance, the CO could elect to award a 20-year firm term, a 15-year firm term, or a 15-year firm term with two 1-year options. All the terms and conditions contained herein shall prevail throughout the term of the lease, including all renewal options. The Offeror is advised that it must submit pricing for all alternates listed above in order to be considered responsive. An Offeror submitting different or fewer pricing alternates may be rejected as non-responsive by the Contracting Officer.

**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. CHOOSE ALTERNATIVE 1 FOR SUCCEEDING LEASES. CHOOSE ALTERNATIVE 2 FOR NEW/REPLACING ACTIONS.

ALTERNATIVE 1

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

ALTERNATIVE 2

G. The Lease Term Commencement Date will be around {INSERT Season/Year], or upon acceptance of 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.

## area of consideration (JUN 2012)

The Government requests Space in an area bounded as follows:

North: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

South: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

East: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

West: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**action required** – optional paragraph

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. Conracting officer and project manager should use whatever was posted in the expression of interest, at a minimum. please keep in mind these are placeholders and are subject to change.

## unique requirements (OCT 2016)

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

The site offered must meet the following minimum characteristics:

1. Offered space must be located on no more than two (2) contiguous floors and all space on each floor must be contiguous. If space offered is on two floors, a minimum of one passenger elevator and one freight elevator must be provided.
2. Bifurcated sites, inclusive of parking, are not permissible.
3. The following space configurations will not be considered:  Space with atriums or other areas interrupting contiguous space, extremely long or narrow runs of space (more than twice as long as wide), irregularly shaped space configurations or other unusual building features adversely affecting usage.
4. Column size cannot exceed two (2) feet square and space between columns and/or walls cannot be less than twenty (20’) feet.
5. Offered space cannot be in the FEMA 100-year flood plain.
6. Offered space must be zoned for VA’s intended use.
7. Offered space will not be considered if located in close proximity to property with incompatible uses, including but not limited to the following uses: liquor establishments, treatment centers, correctional facilities, where firearms are sold/discharged, railroad tracks, or within flight paths.
8. Space will not be considered where apartment space or other living quarters are located within the same building.
9. Offered space must be located within 5 miles to amenities including but not limited to restaurants, hotels, pharmacy, and shopping.
10. Offered space must be located within 5 miles or less to a hospital or stand-alone emergency room center and a fire department.
11. Offered space must be within walking distance to public transportation. A commuter rail, light rail, or bus stop shall be located within the immediate vicinity of the building.

Offered space must be within 1 mile of a major intersection to provide multiple routes of travel.

1. Loading dock and freight elevator required. Parking lot must be able to accommodate deliveries by trucks with trailers.
2. Structured parking under the space is not permissible.
3. Offered space must meet Federal and Local Government requirements for fire safety, physical security, accessibility, seismic, and sustainability standards per the terms of the solicitation for offers or request for proposals.
4. A fully serviced lease may be required.
5. Offered space must be compatible for VA’s intended use.

action required:

Choose SUB-PARAGRAPH A, sub-paragraph B, both A and B, or delete altogether, depending upon the characteristics of the delineated area.

delete for sole source succeeding or superseding lease actions remaining at the current location.

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.

leasE CONTRACTING OFFICER/LEASING spECIALIST MUST FILL IN THE parking VARIABLE, below, WITH A reasonable amount, in conformance with local market PRACTICE.

## NEIGHBORHOOD, PARKING, LOCATION AMENITIES, AND PUBLIC TRANSPORTATION (DEC 2015)

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

B. 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.please delete if procuring medical space. these are more applicable to office space, or at least tailor these requirements.

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) |
| Civic and Community Facilities | Adult or senior care (licensed), Child care (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), Family entertainment venue (theater, sports), 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.

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.

D. 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.

D. 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 NBC 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.

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)

E. Quality of Space and Site: Q

The Offeror shall design and construct a building to suit the Government’s requirements. The Offeror shall provide the site, site improvements, building, interior spaces and finishes, Lessor-furnished equipment, and special construction in accordance with this RLP and the Lease, all applicable Federal requirements, local building codes and ordinances, and applicable utility company requirements.The Offeror shall ensure the site, site improvements, building, interior construction, and equipment comply with general design criteria as enumerated in this RLP and the Lease, including codes and standards, fire and life safety requirements, environmental requirements, accessibility standards, OSHA requirements, and energy efficiency and sustainable design. For all design and construction requirements, the Lessor shall provide the more stringent of (a) the requirements included in this RLP, (b) local codes and requirements promulgated by the AHJ, or (c) minimum requirements for Joint Commissioning.

## LIST OF RLP DOCUMENTS (OCT 2016)

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

| **Document Name** | **No. of Pages** | **Exhibit** |
| --- | --- | --- |
| Lease No. GS-XXP-LXXXXXXX (Form L100) |  |  |
| Agency’s Requirements – Program of Requirements/Layout |  |  |
| Security Requirements for Level **II** |  |  |
| GSA Form 3516, Solicitation Provisions |  |  |
| GSA Form 3517B, General Clauses/VA’s Modified 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) |  |  |
| DOL Wage Determination  |  |  |
| Past Performance Survey Form |  |  |
| Reference Check Questionnaire Form  |  |  |
| Modified General Clauses |  |  |
| Seismic Offer Forms (For Seismic Levels YELLOW and RED only) |  |  |
| Certification of Building Energy Performance |  |  |
| VA 6500 Handbook |  |  |
|  |  |
| Contractor Confidentiality Certificate |  |  |
| Appendix A: Program or Design (PFD) Project Room Contents (PRC)  |  |  |
| Appendix B: Design Drawings  |  |  |
| Appendix C: Basis of Design Narrative and Agency Specific Requirements |  |  |
| Appendix D: Healthcare Standards and Codes |  |  |
| Appendix E: IT Requirements  |  |  |
| Appendix F: Environmental Management Plan Appendix G: Outfit, Installation and Turnover (OI&T)  |  |  |

## 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.

## LEASE DESCRIPTION (OCT 2016)

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

B. The Lease contemplated by this RLP includes:

 1. The term of the Lease, and renewal option, if any.

 2. Terms and Conditions of the Lease, including Definitions, Standards, and Formulas applicable to the Lease and this RLP.

 3. Building Shell standards and requirements.

 4. Information concerning the tenant agency's buildout requirements, 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: there are three versions of sub-paragraph d.

version 1: choose the first version for 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.The contracting officer may decide on using TI lump sum

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: choose thE second version for ti TURNKEY pricing; 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.

D. The Lease contemplated by this RLP is a fully serviced, turnkey Lease with rent that covers all Lessor costs, including all shell upgrades, TIs, operating costs, real estate taxes, and security upgrades**.** Rent shall be based upon a proposed rental rate per Rentable Square Foot (RSF), limited by the offered rate and the maximum ABOA SF solicited under this RLP. The Tenant Improvements to be delivered by the Lessor shall be based upon information provided with this RLP and Lease, including Agency Specific Requirements (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: choose the third version for ti turnkey pricing, 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.

D. The Lease contemplated by this RLP is a fully serviced, turnkey Lease with rent that covers all Lessor costs including all shell upgrades, TIs, operating costs, real estate taxes, and security upgrades**.** Rent will be based upon a proposed rental rate per rentable square foot (RSF), limited by the offered rate and the maximum ABOA SF solicited under this RLP. The Tenant Improvements to be delivered by the Lessor shall be based upon information provided with this RLP and Lease, including Agency Specific Requirements (ASR). The Lessor shall design and build the TIs and will be compensated for the TI costs based upon turnkey pricing established under the Lease. Offerors are encouraged to consider the use of existing fit-out and other improvements to minimize waste. However, any existing improvements must be equivalent to Lease requirements for new 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.

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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. During the term of the Lease, rent will be adjusted for changes to the Lessor's operating costs and real estate taxes, pursuant to paragraphs set forth in Section 2 of the Lease.

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

## 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.

## pricing of SECURITY requirements (OCT 2016)

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

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

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

action required: for fsl i only, keep first sentence of sub-paragraph b and delete the remainder of sub-paragraph b, which discusses the security unit price list. for fsl ii, keep all of sub-paragraph b.

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

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

B. The security requirements attached to this Lease includes a general list of countermeasures that may be installed in the leased Space as part of the Building Specific Amortized Capital (BSAC) or as part of a Physical Security lump-sum payment. 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.

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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.

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

action required Numbers 1 through 4 may change depending on the type of procurement, please review with your contracting officer.

## INSPECTION—RIGHT OF ENTRY (JUN 2012)

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

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

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

**ACTION REQUIRED**: insert information for lco and alternate government contact.

## AUTHORIZED REPRESENTATIVES (JUN 2012)

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

**Lease LCO:**

[Name]

[Mailing Address]

[Office Phone]

[Cell Phone]

[Fax]

[Email Address]

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

**Alternate Government Contact:**

[Name]

[Mailing Address]

[Office Phone]

[Cell Phone]

[Fax]

[Email Address]

ACTION REQUIRED: INCLUDE THIS PARAGRAPH ONLY IF THE BROKER CONTRACT WAS USED. otherwise, delete.This may need to be modified depending on how the broker’s payment method is identified. and which broker contract was used.Please review with your contracting officer.

## BROKER COMMISSION

In connection with the provisions of such Broker Commission, and in the event of consummation of a lease agreement between Offeror and VA, Offeror will pay a lease acquisition fee to [BROKER COMPANY] the amount of a percentage equal to [INSERT PERCENT] percent (%) of the total contract value of the lease term to include, but not be limited to, base rent (including fixed rental increases or as annualized), other rental income, operating expenses (base year), real estate taxes (base year), and tenant improvement allowance [IF APPLICABLE]. The total contract value that will be used to determine the [INSERT PERCENT] Broker Commission will be established based on the final lease documents upon lease execution or as amended thereof.

## north american industry classification system (NAICS) CODE and small business size standard (oCT 2017)

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

## DUNS Number (oCT 2017)

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

|  |
| --- |
|  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.

## Efficiency of Layout (Aug 2011)

1. In order to be acceptable for award, the offered Space must provide for an efficient layout as determined by the LCO.
2. To demonstrate potential for efficient layout, VA 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 “100-year” flood-plain designation. Use default unless agency determines this to be a critical action. If a critical action, use 500-year instead.

## FLOOD PLAINS (OCT 2017)

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

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

The following are exempt from the Seismic Standards and all seismic leasing paragraphs, and the attachments can be deleted:

The lease is for less than five (5) years,

The lease is for building structures that are intended only for incidental human occupancy (occupied by People for two hours or less per day),

Detached one- and two-family dwellings located where SDS < 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 Seismic Leasing Requirements Map, which is available at [www.gsa.gov/portal/content/101286](http://www.gsa.gov/portal/content/101286). If it is clearly in the Green, yellow, or red areas, follow the instructions below. If the location is close to a border of two areas, cONTACT the regional SEISMIC engineer for assistance with determining which area the building is located in.

GREEN AREA

if the delineated area lies in an area of low and very low seismicity, the project is exempt from the requirements of RP 8.

action required: DELETE the following paragraphs FROM THE RLP:

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – moderate seismicity

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – HIGH seismicity

DO NOT ATTACH the offer form package, seismic requirements, TO THE RLP/LEASE OFFER PACKAGE.

YELLOW AREA

if the delineated area lies in an area of moderate seismicity, the project is Subject to the requirements of RP 8. The one exception is THAT A building containing less than 10,000 ABOA SF rented by the Government IS exempt. Because the Federal Government, including GSA, agencies with delegated authority, or agencies with statutory authority, may have other ongoing procurements or existing leases in the delineated area, Offerors must represent that, if awarded this lease, the OFFERED building wILL have LESS THAN 10,000 ABOA SF of space leased to the Federal Government. this is covered in the Moderate seismicity paragraph, sub-paragraph B.1.

action required:

include in the rlp:

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – moderate seismicity

DELETE FROM THE RLP:

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – HIGH seismicity

action required: ATTACH the offer form package, seismic requirements, TO THE RLP/LEASE OFFER PACKAGE:

RED AREA

if the delineated area lies in an area of high and very high seismicity, the project is subject to the requirements of RP 8. the one exCEPTION IS THAT A one-story building of steel light frame or wood construction with less than 3,000 ABOA SF of space in the building IS EXEMPT. this is covered in the high seismicity paragraph, SUB-Paragraph B.1.

action required: DELETE the following FROM THE RLP:

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – moderate seismicity

include in the rlp:

SEISMIC SAFETY FOR EXISTING CONSTRUCTION – HIGH seismicity

action required: ATTACH the offer form package, seismic requirements, TO THE RLP/LEASE OFFER PACKAGE:

## SEISMIC SAFETY – moderate seismicity (OCT 2017)

1. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards will not be considered. If none of the offers is in compliance with the Seismic Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.
2. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
3. 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),
4. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
5. 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.
6. 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.
7. 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.
8. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).
9. 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.
10. **Definitions.** For the purpose of this paragraph:
* “ASCE/SEI 31” means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting <http://www.asce.org/publications/>.
* “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/>.
* “Benchmark Building” means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
* Engineer” means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
* “RP 8” means “*Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)*,” issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from <http://www.wbdg.org/ccb/NIST/nist_gcr11_917_12.pdf>
* “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
* “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
* “Tier 1 Evaluation” means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
* “Tier 2 Evaluation” means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
* “Tier 3 Evaluation” means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

## SEISMIC SAFETY – high seismicity (OCT 2017)

1. The Government intends to award a Lease to an Offeror of a Building that is in compliance with the Seismic Standards. If an offer is received which is in compliance with the Seismic Standards and the other requirements of this RLP, then other offers which do not comply with the Seismic Standards must not be considered. If none of the offers is in compliance with the Standards, the LCO will make the award to the Offeror whose offer meets the other requirements of this RLP and provides the best value to the Government, taking into account price, seismic safety and any other award factors specified in this RLP.
2. An offered Building will be considered to be in compliance with the Seismic Standards if it meets one of the following conditions:
3. 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).
4. The offer includes a Seismic Certificate certifying that the Building is a Benchmark Building (Seismic Form A).
5. 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.
6. 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.
7. 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.
8. The offer includes a pre-award commitment to construct a new Building, using local building codes (Seismic Form C, Part 2).
9. The LCO may allow an Offeror to submit a Seismic Certificate after the deadline for final proposal revisions. However, the LCO is not obligated to delay award in order to enable an Offeror to submit a Seismic Certificate.

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

* “ASCE/SEI 31” means the American Society of Civil Engineers standard, Seismic Evaluation of Existing Buildings. You can purchase ASCE/SEI from ASCE at (800) 548-2723 or by visiting <http://www.asce.org/publications/>.
* “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/>.
* “Benchmark Building” means a building that was designed and built, or retrofitted, in accordance with the seismic provisions of the applicable codes specified in Section 1.3.1 of RP 8.
* Engineer” means a professional engineer who is licensed in Civil or Structural Engineering and qualified in the structural design of buildings. They must be licensed in the state where the property is located.
* “RP 8” means “*Standards of Seismic Safety for Existing Federally Owned and Leased Buildings ICSSC Recommended Practice 8 (RP 8)*,” issued by the Interagency Committee on Seismic Safety in Construction as ICSSC RP 8 and the National Institute of Standards and Technology as NIST GCR 11-917-12. RP 8 can be obtained from <http://www.wbdg.org/ccb/NIST/nist_gcr11_917_12.pdf>
* “Seismic Certificate” means a certificate executed and stamped by an Engineer on the appropriate Certificate of Seismic Compliance form included with this RLP together with any required attachments.
* “Seismic Standards” means the requirements of RP 8 Section 2.2 for Life Safety Performance Level in ASCE/SEI 31 or the Basic Safety Objective in ASCE/SEI 41, unless otherwise specified.
* “Tier 1 Evaluation” means an evaluation by an Engineer in accordance with Chapters 2.0 and 3.0 of ASCE/SEI 31. A Tier 1 Evaluation must include the appropriate Structural, Nonstructural and Geologic Site Hazards and Foundation Checklists.
* “Tier 2 Evaluation” means an evaluation by an Engineer in accordance with Chapter 4.0 of ASCE/SEI 31.
* “Tier 3 Evaluation” means an evaluation by an Engineer in accordance with Chapter 5.0 of ASCE/SEI 31.

ACTION REQUIRED: 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

## HISTORIC PREFERENCE (SEP 2013)

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

Historic Properties within Historic Districts.

Non-historic developed sites and non-historic undeveloped sites within Historic Districts.

Historic Properties outside of Historic Districts.

B. Definitions:

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)).

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

Historic Property means any prehistoric or Historic District, site, building, structure, or object included in or been determined eligible for inclusion in the NRHP maintained by the Secretary of the Interior (36 CFR 800.16(l)).

National Register of Historic Places means the National Register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture that the Secretary of the Interior is authorized to expand and maintain under the National Historic Preservation Act (36 CFR 60.1).

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

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

First to suitable Historic Properties within Historic Districts, a 10 percent price preference.

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.

If no suitable, non-historic, developed, or undeveloped site within a Historic District is offered, or the 2.5 percent preference does not result in such property being the lowest price technically acceptable offer, the Government will give a 10 percent price preference to suitable Historic Properties outside of Historic Districts.

Finally, if no suitable Historic Property outside of Historic Districts is offered, no historic price preference will be given to any property offered.

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

1. First, to suitable Historic Properties within Historic Districts, a 10 percent price preference.

2. If no suitable Historic Property within a Historic District is offered or remains in the competition, the Government will give a 2.5 percent price preference to suitable non-historic developed or undeveloped sites within Historic Districts.

3. If no suitable, non-historic developed or undeveloped site within an Historic District is offered or remains in the competition, the Government will give a 10 percent price preference to suitable Historic Properties outside of Historic Districts.

4. Finally, if no suitable Historic Property outside of Historic Districts is offered, no historic price preference will be given to any property offered.

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

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

1. A Historic Property within a Historic District.

2. A non-historic developed or undeveloped site within a Historic District.

3. A Historic Property outside of a Historic District.

## ASBESTOS (JUN 2012)

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

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

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

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

## 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.

## 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.

## ENERGY INDEPENDENCE AND SECURITY ACT (OCT 2016)

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

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

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

1. No Space is offered in a Building with an ENERGY STAR® Label that meets RLP requirements, including locational needs;

2. The agency will remain in a Building it currently occupies;

3. The Lease will be in a Building of historical, architectural, or cultural significance listed or eligible to be listed on the National Register of Historic Places; or

4. The Lease is for 10,000 RSF or less.

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

1. Heating, Ventilating, and Air Conditioning (HVAC) upgrades, including boilers, chillers, and Building Automation System (BAS)‌/Monitoring‌**/‌**Control System (EMCS).

2. Lighting Improvements.

3. Building Envelope Modifications.

**Note:** Additional information can be found on http:/**/‌**www.gsa.gov**/‌**leasing under “Green Leasing.”

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

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

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

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

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

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

action required: use sub-paragraph K only for sole source succeeding or superseding leases at the current location. otherwise, delete.

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

**ACTION REQUIRED**: 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.

## 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.

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.

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

A. Environmental Due Diligence

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

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

B. National Environmental Policy Act

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

 2. The Government may either request information from the Offerors to help it meet its obligations under NEPA or share information provided in response to this provision with federal, state and local regulatory agencies as part of its compliance responsibilities under NEPA and other applicable federal, state and local environmental laws and regulations. Further consultation with these regulatory agencies may be necessary as part of the NEPA process.

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

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

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

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

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

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

A. The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106). Section 106 requires federal agencies to consider the effects of their actions on historic properties prior to expending any federal funds on the undertaking. The Government is responsible for identifying whether any historic properties exist in, on, under, or near the offered Property that could be affected by the leasing action. Historic properties include both above-grade (*i.e.*, buildings and historic districts) and below-grade

(*i.e.*, archeological sites) resources. The Government is responsible for assessing effects to identified historic properties and for consulting with the State Historic Preservation Officer (SHPO), the Tribal Historic Preservation Officer (THPO), if applicable, any local Historic Preservation or Landmarks Commission, and other interested parties, if applicable, in accordance with the implementing regulations set forth at 36 C.F.R. part 800 (Protection of Historic Properties).

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

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

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

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

**2.13 ELIGIBILITY FOR JOINT VENTURES**

A. JOINT VENTURES

For purposes of this solicitation a Joint Venture (JV) is a Partnership. An Offeror may submit a proposal in the form of a Joint Venture only if the existing Joint Venture has a corresponding DUNS Number in <https://www.SAM.gov> **and all the proposal submission documents are in the name of the existing Joint Venture, not the individual partners of the Joint Venture**. These include, but are not limited to:

* GSA Form 1364
* GSA Form 1217
* Financial Resource Commitment Letters

Offerors who are an existing Joint Venture may submit a proposal under this solicitation subject to the following conditions:

1. The Joint Venture is registered in SAM.GOV and has a corresponding DUNS Number;
2. The Joint Venture meets the definition of a Joint Venture for size determination purposes (FAR 19.101(7)(i));
3. The Joint Venture must meet the requirements of 13 CFR 125.15(b);
4. The Joint Venture fills out and submits the Representations and Certifications in Section K; and,
5. The Offeror must submit a complete copy of the Joint Venture agreement that established the relationship, disclosing the legal identity of each partner of the Joint Venture, the relationship between the partners, the form of ownership of each team member, any limitations on liability or authority for each partner, and a specific statement of what resources each partner provides the teaming arrangement. In addition, the existing Joint Venture must:
	1. Clearly identify the entities which make up the Joint Venture relationship, including disclosure of the primary point of contact for each of the partners;
	2. Disclose the member of the Joint Venture that is designated as the “team lead,” and clearly explain the specific duties/responsibilities of the “team lead” relative to the other members of the team and to the Government;
	3. Describe the specific duties/responsibilities of each partner of the team as they relate to each other and explain the specific duties/responsibilities that each team member will have for purposes of contract performance under this contract; and,
	4. Address the duration of the Joint Venture, including when it became effective, when it expires, and the basis for determination.
6. If the Joint Venture meets the small business size determination (FAR19.101(7)(i)), each Joint Venture partner must be registered in SAM.GOV, have a corresponding DUNS Number, and provide the SAM.GOV print out verifying each entities status for NAICS 531120.
7. A joint venture may be considered a Service-Disabled Veteran-Owned Small Business if:
	1. The Joint Venture is registered and verified in the Vendor Information Pages (VIP) database at [www.vetbiz.gov](http://www.vetbiz.gov). Offerors must provide a copy of the Center for Veterans Enterprises (CVE) Verification letter. The Offeror’s DUNS must correspond to the DUNS in SAM.GOV.
	2. Each other concern is small under the size standard corresponding to the NAICS code assigned to the procurement
	3. The Joint Venture meets the requirements of paragraph 7 of the explanation of Affiliates in 19.101; and
	4. The Joint Venture meets the requirements of 13 CFR 125.15(b)

|  |
| --- |
|  HOW TO OFFER |

##

## GENERAL INSTRUCTIONS (JUN 2012)

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

ACTioN REQUIRED: ENTER APPROPRIATE INFORMATION below, including time and time zone. must match cover page.

## RECEIPT OF Lease Proposals (SEP 2013)

1. Offer must be received at the locations stated below, no later than 4:00 PM, EDT on the date specified on the Cover Page.

|  |  |
| --- | --- |
| **FedEx, UPS, or Hand Delivered:** | **With copies to:** |
|  |  |
| U.S. Department of Veterans Affairs | [INSERT Broker Company] |
| Office of Construction & Facilities Management (CFM) | Attn:  |
| Attn: NAME Contracting Officer | Address |
| 425 “Eye” Street, NW, Room 6W411D | City |
| Washington, DC 20001 |  |

VA currently anticipates award on or before [INSERT Season/Year or remove]. Offers must remain open, and pricing must remain valid, until 90 calendar days following award date.

1. Offers shall be submitted to VA at the above referenced location in two (2) separate Volumes.  Offers shall be properly signed, initialed, converted to a PDF file and indexed with bookmarks, and submitted on compact discs.  Each compact disc shall be marked appropriately: Volume 1-Technical Proposal and Volume 2-Price Proposal.  The technical proposal shall not contain any pricing information. Offerors shall only submit one electronic copy (Compact Discs) of each Volume to the Contracting Officer at the address above.  **NO hard copies, of any kind, will be accepted by VA. Offeror may not submit offers via electronic mail.**
2. In addition to the requested number of submission packages listed above, Offerors will submit six (6) compact discs of Volume 1 – Technical Proposal, one (1) compact disc of Volume 2 – Price Proposal and one original hard copy of each Volume to [INSERT Broker Company] at the above address; the original hard copy shall be properly signed, initialed, indexed and packaged in 3-ring binders marked, Volume 1-Technical Proposal and Volume 2-Price Proposal.  Additionally, one (1) hard copy of drawing and renderings shall be provided to I[BROKER Company]..

Offers shall consist of the following documents, organized as set forth in this subsection and adhering to a reasonable, efficient page limit. To the extent items are missing, not adequately addressed, or page limits are unreasonable in a proposal, the Contracting Officer may determine the proposal to be non-responsive and therefore excluded from the competition, at the sole discretion of the Contracting Officer. Items must be provided in the order set forth below, and each of the bullet points below in all volumes should be treated as a bookmarked chapter with relevant information contained therein

**Volume 1-Technical Proposal:**

* Plans, written narratives, design concept, calculations, mechanical and electrical systems, and energy efficiency of the proposed building;
* All applicable drawings (One (1) hard copy of drawings and renderings shall be provided to broker [insert Broker].);
* Building Operating Plan;
* Detailed Operations and Maintenance Plan narrative;
* Past Performance Survey Form
* Project Management Plan/Schedule;
* GSA Form 3516A, Solicitation Provisions;
* 3517B, General Clauses & Updates;
* System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code;
* To be considered for the small business evaluation criteria, small businesses must have an active registration in the System for Award Management (SAM) System, available at [www.sam.gov](http://www.sam.gov), at the time of initial offer submission. In addition, the small business must be registered with the Small Business Administration (SBA). Provide proof of verification with offer. System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code;
* To be considered as SDVOSB or VOSB, an offeror must be registered and verified in Vendor Information Pages (VIP) database. ([http://www.VetBiz.gov](http://www.vetbiz.gov/)). Provide proof of verification with offer;
* Small Business Subcontracting Plan (requirement for large businesses offerors);
* Documentation of ownership or control of the property and evidence of signature authority of the party(ies) who will sign and lease documents and ability to meet the minimum site requirements;
* Evidence of zoning necessary to accommodate VA’s intended use;Modified General Clauses;
* Proof of Architect/Engineering firm’s state license;
* Proof of General Contracting firm’s state license;
* Fully-executed Teaming Agreements with Architect/Engineering firm and General Contracting firm;
* Any additional applicable technical submittal requirements which are listed in Sections 1.06, 3.05, and 3.06 of the RLP**;**

**Volume 2 - Price Proposal:**

* GSA Form 1364, Proposal to Lease Space;
* GSA Form 1217, Lessor's Annual Cost Statement;;
* Evidence of Historical Preference (See Section 2.05)
* Any other lump sum and/or pricing items from the attached Appendices
1. 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.
2. 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.
3. 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-paragraphs b.1 and b.6, as macro will not change this text. Please reiew with the contractng officer, these will be adjusted depending on how the tenant improvements are handled.

## Pricing terms (OCT 2017)

Offeror shall provide the following pricing information with its offer, along with any pricing associated with the attached Appendices.

1. GSA Form 1217, Lessor’s Annual Cost Statement. Complete all sections of the 1217.
2. 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 annual rate for areas requiring 24/7 HVAC. **Note:** Refer to the Lease document for additional guidance.
8. Adjustment for Vacant Leased Premises. **Note:** Refer to the Lease document for additional guidance.

ACTION REQUIRED: ONLY INCLUDE SUB-PARAGRAPH BELOW CONCERNING BUILD OUT FEES WHEN CHOOSING TI ALLOWANCE PRICING. DELETE FOR TI TURNKEY PRICING.

1. Lessor’s Fees to complete Tenant Improvements. Provide a listing of proposed (i) Lessor’s Project Management fee and (ii) Lessor’s A/E design costs to prepare construction documents, to complete the Tenant Improvements. State the basis for determining each component, (e.g. flat fee, cost per ABOA SF, etc.). State any assumptions used to compute the dollar costs for each fee component.
2. Rent concessions being offered. Indicate either on the GSA Form 1364 Proposal to Lease Space or in separate correspondence.
3. Compensation (expressed as either % or $) to Offeror’s broker and/or representative arising from an agreement between the Offeror and the Offeror’s representative, agent(s), broker(s), property manager, developer, employee, or any other agent or representative in connection with the Lease contemplated herein shall be entered in block 25.b., and if GSA is using a Tenant Representative Broker, compensation (expressed as either % or $) to GSA’s Broker reflecting the agreement between Offeror and GSA’s Broker, shall be entered in block 25.a.

ACTION REQUIRED: include sub-paragraph c for fsl II (FIXED BSAC TURNKEY PRICING BEFORE AWARD). otherwise, delete for fsl I, III and IV.

ACTioN REQUIRED: include sub-paragraph d for ti turnkey pricing with post-award dids. otherwise, delete.

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.

## Budget Scorekeeping; Operating Lease TREATMENT (APR 2011)

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

ACTION REQUIRED: Either Choose one of Two sub-paragraphs A and delete the other, or, if there is no pending or approved prospectus and you believe offers will not exceed the prospectus threshold, you may delete the entire paragraph.

## PROSPECTUS LEASE (OCT 2016)

If this project has a pending or approved prospectus, use the first sub-paragraph A and delete the second

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

If this project does not have a pending or approved prospectus but you believe offer(s) may exceed the prospectus threshold, use the second sub-paragraph A and delete the first.

A. This RLP is subject to the Prospectus threshold set forth in 40 USC § 3307. The Government will award a Lease pursuant to this RLP only if the offered rental rate does not exceed the then current rent threshold.

## ADDITIONAL SUBMITTALS (OCT 2016)

Offeror shall also submit with its offer the following:

1. 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.
2. Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the Space. Such commitments shall be signed by an authorized bank officer, or other legally authorized financing official, and at a minimum shall state: amount of loan, term in years, annual percentage rate, and length of loan commitment.
3. Evidence that the Property is zoned in compliance with local zoning laws, including evidence of variances, if any, approved by the proper local authority, or the Offeror’s plan and schedule to obtain all necessary zoning approvals prior to performance if the same have not been received at the time of submission of offers.

**Note**: Agreements such as ground leases or those to acquire an interest in the propeRTY:

action required use alternative 1 for an existing building procurement. use alternative 2 if acquiring a site for new construction/build to suit.

ALTERNATIVE 1:

1. Evidence of ownership or control of Building.. If the Offeror owns the Property being offered or has a long-term leasehold interest, documentation satisfactory to the LCO evidencing the Offeror's stated interest in the Property and any encumbrances on the Property, shall be submitted.
2. ALTERNATIVE 2: Site Submission Requirements

The following items must be submitted with the Offeror’s proposal.

1. Offeror must submit written evidence that it is authorized by the owner of the site to present the site. In addition, Offeror must provide evidence of site control for longer than the duration of the lease term required in this RLP, including the post-award design and construction phase as well as all renewal options. Documentation that constitutes evidence of control includes, but is not limited to, the following fully-executed documents:
2. An option to purchase;
3. A sales contract;
4. A deed showing fee simple ownership; or
5. An option to lease the site for longer than the lease term plus the post-award design and construction phase and any renewal options.
6. Except for a deed evidencing fee simple ownership, any evidence of owner’s consent or site control submitted by the Offeror must be signed by both the landowner and the Offeror and notarized.
7. Provide a title report dated no fewer than sixty (60) calendar days prior to the due date for initial offers that shows the record owner of the offered site, and all liens, encumbrances, conditions, restrictions, and documents of record that affect the offered site. In addition, provide a certification from the Offeror to VA that the state of title on the offered site is free of covenants, conditions, restrictions, liens, or other items that could prevent or restrict the Offeror fulfilling the terms of the Lease or VA utilizing the property as a health care facility as set forth in the Lease. If any title issues do exist, state the Offeror’s plan for remedying the issues with a completion date no later than lease award.
8. Provide evidence of compliance with local zoning requirements as necessary in order to develop the site for VA’s intended use.

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.

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

ACTION REQUIRED: use for competitive actions. delete for sole source lease actions.

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

ACTION REQUIRED: use for competitive actions. delete for sole source lease actions.

1. 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.
2. The Offeror must have an active registration in the System for Award Management (SAM), via the Internet at <https://www.acquisition.gov>, prior to final proposal revisions. This registration service is free of charge.
3. The Offeror must submit the Fire Protection and Life Safety (FPLS) Information in I.1, unless the Building meets either exemption in I.2 or I.3 below.
4. FPLS Submittal Information
5. Completed GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B, as applicable).
6. 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).
7. 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).
8. A valid Building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the Building C of O is not available or the local jurisdiction does not issue a Building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered Space regarding compliance with all applicable local Fire Protection and Life Safety-related codes and ordinances must be provided.
9. 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 VA the Fire Protection and Life Safety (FPLS) Submittal Information listed in I.1.a through I.1.d above.
10. 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 VA the FPLS Submittal Information listed in I.1 above.
11. The legal description of the Property and tax ID number associated with the Property, copies of prior year tax notices and prior year tax bills, as well as any other information (such as a fact sheet, 5” wide x 3” high or larger color photograph, site plan, location map, and tax parcel map) in case of multiple tax parcels for an offered Building, and any other information that may affect the assessed value, in order for the Government to perform a complete and adequate analysis of the offered Property. The Offeror is to provide a detailed overview and documentation of any Tax Abatements on the Property as outlined in the “Real Estate Tax Adjustment” paragraph of the Lease.

**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.

1. 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.

1. The architectural plans for modernization, if the offered Building is not a modern office Building.
2. An asbestos management plan, if the offered Building contains asbestos-containing materials.
3. First generation plans scaled at a minimum of 1/8" = 1'‑0" (preferred) shall be submitted for review and consideration and meet N.1 through N.5 noted below.
4. 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.
5. All plans submitted for consideration shall have been generated by a Computer Aided Design (CAD) program which is compatible with the latest release of AutoCAD. The required file extension is .DWG. Clean and purged files shall be submitted on CD‑ROM. Plans shall include a proposed corridor pattern for typical floors and/or partial floors. The CAD file showing the offered Space should show the Poly-Line utilized to determine the square footage on a separate and unique layer. All submissions shall be accompanied with a written matrix indicating the layering standard to verify that all information is recoverable. All architectural features of the Space shall be accurately shown.
6. Photostatic copies are not acceptable. All architectural features of the Space shall be accurately shown. If conversion or renovation of the Building is planned, alterations to meet this RLP shall be indicated.
7. 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.
8. VA will review all plans submitted to determine if an acceptable level of safety is provided. In addition, VA 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.
9. 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.

1. 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.
2. No later than the due date for final proposal revisions, the Offeror must submit to the LCO:
3. Evidence of an Energy Star® label obtained within the 12 months prior to the due date of final proposal revisions,
4. 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.
5. 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.
6. 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®.
7. 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 (LEED®-NC) silver level or GREEN GLOBES® FOR NEW CONSTRUCTION Two Green Globes level.

THERE ARE 2 VERSIONS OF SUB-PARAGRAPH S. choice must be consistent within rlp and lease documents.

**VERSION 1**: CHOOSE THIS VERSION IF LEED® FOR NEW CONSTRUCTION IS SELECTED.

1. 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 USGBC LEED® Accredited Professionals (APs) as team members, including their roles throughout the project.

**VERSION 2**: CHOOSE THIS VERSION IF GREEN GLOBES® (GG®-NC) FOR NEW CONSTRUCTION IS SELECTED.

T. 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, To be included when client Agencies Request Use of LEED® for Interior design and construction (LEED®-Id+c), or GREEN GLOBES® FOR sustainable interiors (Green globes® SI).

**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 (LEED®-iD+C) at the certified level, at minimum, or GREEN GLOBES® FOR SUSTAINABLE INTERIORS (GG®-SI) at the One Green Globes level, at minimum.

**Note**: delete both versions if not applicable.

THERE ARE 2 VERSIONS OF SUB-PARAGRAPH T. choice must be CONSISTENT within rlp and lease documents.

**VERSION 1**: CHOOSE THIS VERSION IF LEED® FOR INTERIOR DESIGN & CONSTRUCTION IS SELECTED.

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

**UUUVERSION 2**: CHOOSE THIS VERSION IF GREEN GLOBES ® FOR SUSTAINABLE INTERIORS IS SELECTED.

**U**. U. The Offeror must provide a Green Globes® for Sustainable Interiors 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.

1. Evidence of seismic safety compliance as required in Section 2 of this RLP.
2. INCLUDE THE FOLLOWING PARAGRAPH, IN CONSULTATION WITH THE REGIONAL ENVIRONMENTAL QUALITY ADVISOR OR THE REGIONAL NEPA EXPERT. APPLICABLE SITUATIONS INCLUDE:
* OFFERS INVOLVING NEW CONSTRUCTION OR GROUND DISTURBING ACTIVITY (THIS REFERS TO EXCAVATION AND DOES NOT INCLUDE BUILDING MAINTENANCE ACTIVITIES SUCH AS LANDSCAPING).
* SUBSTANTIAL CHANGE IN BUILDING USE THAT WOULD AFFECT NEIGHBORHOOD TRAFFIC PATTERNS.
* PRIOR USE OF SPACE WAS NOT GENERAL PURPOSE OFFICE-TYPE OCCUPANCY AND THERE WAS A POTENTIAL FOR THE PRESENCE OF HAZARDOUS SUBSTANCES.

OTHERWISE, DELETE.

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

1. Information required under paragraph entitled “DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP.”
2. Information required under paragraph entitled “NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP.”

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

1. 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.” VA 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, VA at its sole discretion will make the decision whether to accept the deviation.
2. 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.
3. Information required under paragraph entitled “UTILITIES SEPARATE FROM RENTAL / BUILDING OPERATING PLAN.”

## TENANT IMPROVEMENTS INCLUDED IN OFFER (SEP 2015)

ACTION REQUIRED: Choose one of the four VERSIONS OF sub-paragraphs “A” and delete the otherS. The first two options reflects ti allowance pricing. the second two options reflect ti turnkey pricing.

allowance options (versions 1 and 2):

version 1: USE THIS first version of SUB-PARAGRAPH A FOR MOST INSTANCES INVOLVING TI ALLOWANCE PRICING.

A. TENANT IMPROVEMENT ALLOWANCE PRICING:

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.

version 2: Use the second version of sub-paragraph A only in a competitive lease action where the current lessor is expected to submit an offer and the agency requires a significantly lower level of 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 AN OCCUPANCY AGREEMENT prior to the issuance of the RLP. If this is the case, the different TI Rates to be used must be disclosed to all Offerors and clearly noted in this RLP. once agreed to, the agency cannot ask for the remainder of their original TI entitlement.

For further clarification of this option, please consult pricing Policy.

A. TENANT IMPROVEMENT ALLOWANCE PRICING:

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.

turnkey options (versions 3 and 4):

version 3: USE THIS third version of SUB-PARAGRAPH A FOR TURNKEY TI PRICING in a succeeding or superseding lease requiring minimal ti (e.g. paint and/or carpet refresh)

A. 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 THIS fourth version of SUB-PARAGRAPH A FOR TI PRICING that will be paid lump sum.

A. 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.

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.

Agency participation—the tenant agency must agree at the beginning of the procurement to devote necessary resources for review and approval of pre-award DIDs during a concentrated time frame.

## turnkey pricing with design intent drawings prior to award (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 (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) III OR IV, WHICH REQUIRES OFFERORS TO DETERMINE BSAC RENT BASED UPON AN ESTIMATED DOLLAR AMOUNT SUPPLIED BY THE GOVERNMENT. otherwise, DELETE FOR FSL I AND II.

action required: there are 2 versions of sub-paragraph A

note: amortized ti and bsac may not exceed the high end of the market. if the inclusion of the bsac AMOUNT is anticipated to push the 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.

## security improvements included in offer (OCT 2016)

version 1: USE THIS first version of SUB-PARAGRAPH A when requiring all offerors to use same bsac amount in preparing their offer.

ACTION REQUIRED: LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. FOR FSL III, INSERT $25.00 PER ABOA SF. FOR FSL IV, INSERT $35.00 PER ABOA SF. these numbers are estimated based on the fsl.

A. BUILDING SPECIFIC AMORTIZED CAPITAL PRICING

The Building Specific Amortized Capital (BSAC) amount is \_\_\_\_\_\_\_\_ per ABOA SF. The BSAC shall be used for the build-out of security-related improvements in the Building in accordance with the Government-approved design intent drawings, 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 the second version of sub-paragraph A only in a competitive lease action where the current lessor is expected to submit an offer and the agency requires a significantly lower level of BSAC than what would be required at a new location. ThE REDUCED BSAC must be agreed to and confirmed with the agency IN AN OCCUPANCY AGREEMENT prior to the issuance of the RLP. If this is the case, the different BSAC RAtes to be used must be disclosed to all Offerors and clearly noted in this RLP. once established, the amortized BSAC amount cannot be increased.

For further clarification of this option, please consult pricing Policy.

ACTION REQUIRED: LEASING SPECIALIST MUST ENTER THE BSAC AMOUNT PRIOR TO ISSUING THE RLP. For current location, enter estimated bsac amount. for other locations: INSERT $25.00 PER ABOA SF for fsl iii and INSERT $35.00 PER ABOA SF for fsl iv. these numbers are estimated based on the fsl.

A. BUILDING SPECIFIC AMORTIZED CAPITAL PRICING:

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

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

ACTION REQUIRED: USE this paragraph 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.

## Green building rating certification for tenant interiors (OCT 2016)

1. THERE ARE 2 VERSIONS OF this paragraph. choice must be consistent within rlp and lease documents.

**VERSION 1**: CHOOSE THIS VERSION 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 (LEED®-ID+C) 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**: CHOOSE THIS VERSION If green globes® for sustainable interiors IS SELECTED.

1. The project TIs shall incorporate any necessary design parameters for the Space to meet Green Globes® for Sustainable Interiors (GG®-SI) 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.

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.

## 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.

## 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.

|  |
| --- |
|  METHOD OF AWARD |

**ACTION REQUIRED**: THERE ARE 2 VERSIONS OF THIS PARAGRAPH. choose the APPROPRIATE NEGOTIATIONS paragraph below.

## NEGOTIATIONS (JUN 2012)

VERSION 1: use thIS first version for competitive actions.

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

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

VERSION 2: USE THIS 2ND VERSION FOR SOLE SOURCE ACTIONS.

Negotiations may be conducted on behalf of the Government by the VA LCO or designated representative. When negotiations are conducted, VA 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.

## HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (SEP 2015)

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

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

ACTION REQUIRED:

use this paragraph if contract award will be based on price alone. if used, DELETE THE BELOW PArAGRAPHs: “OTHER AWARD FACTORS,” “Factor Descriptions,” “Factor Minimum Standards,” Factor Submittal Requirements,” and “Documentation Requirements.”

delete for sole source lease actions.Use alternative 1 if using lowest price technically acceptable procurement. use alternative 2 if a best value procurement. Please delete the alternative not used.

alternative 1:

## AWARD BASED ON PRICE

1. 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.
2. If after completion of the Price Evaluation, award is proposed to a non-small business Offeror, and there exists as part of the procurement another technically acceptable proposal submitted by a responsible Offeror that is a qualified HUBZone small business concern (SBC) which has not waived its entitlement to a price evaluation preference, the evaluated price of the non-small business Offeror's proposal shall be increased by ten (10) percent, solely for the purpose of determining whether award should be made to the HUBZone SBC Offeror. In such a case, the proposals of the apparently successful non-small business Offeror and the HUBZone SBC Offeror shall be considered in light of the applied price preference, and award made to the lower priced offer. The LCO shall document his/her application of the price preference and further consideration of the offers under this subparagraph.
3. 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: This is subject to modification and should only be considered a placeholder. these will be devloped on a case by case basis, and should come dirctly from your source selection plan.

ALTERNATIVE 2:

**4.03 AWARD BASED ON BEST VAUE**

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

1. In accordance with FAR Part 15.101, competitively negotiated best value trade off source selection procedures will be used to evaluate proposals, and award will be made to the responsible Offeror offering the best value to the Government after evaluation of both the total evaluated contract price and non-priced technical factors.
2. The Government intends to evaluate proposals and award a contract without discussions with the Offeror (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror’s initial proposal should contain the Offeror’s best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
3. All technical non-price factors when combined are **[significantly more important than price] [approximately equal in importance to price] [significantly less important than price]**, but, as proposals become more equal in their technical merit, the evaluated price becomes comparatively more important. The Government may make trade-offs between price and technical merit when determining if the increased technical merit is worth the increased price. The Contracting Officer will evaluate all aspects of the proposal to assess the Offeror’s ability to perform the contract successfully. The evaluation will be conducted on the factors specified in this RLP.

TECHNICAL EVALUATION FACTORS

Action Required: Input Technical Factors Agreed upon with the medical facility, if best value

The technical factors are listed in descending order of importance and listed below. There are no sub-factors. Minimum submission requirements are listed in Section 3.03 above.

FACTOR 1: FACILITY

* 1. EVALUATION

This factor considers all functional, programmatic, and spatial relationships shown in the Offeror’s floor plan and how well the Offeror has accommodated VA’s conceptual design and space program. This factor also considers how effectively the Offeror has implemented VA’s aesthetic concept.

* 1. SUBMISSION INSTRUCTIONS

The Government has included a conceptual design of the facility in Appendix [\_\_]. The Offeror shall expound on the Government’s conceptual design to present a facility with shape and dimensions, and access and adjacencies, that implement the space program and all functional requirements of the facility. The Offeror should address functional as well as aesthetic components of the facility in sufficient detail so that the Government may conduct a comprehensive evaluation of the healing and working environments being proposed.

FACTOR 2: SITE

1. EVALUATION

This factor considers the inherent characteristics, functionality, and quality of development of the site offered. VA will evaluate the quality of the site based on how the Offeror’s development of the site accommodates VA’s conceptual design, building footprint, and physical security requirements. This includes suitable ingresses and egresses to and from the main (public) roadway(s), emergency vehicle access, staff entrances, and loading dock and service entrances. Parking lots and walkways are accessible, and traffic patterns efficiently manage the flow of vehicles while ensuring pedestrian safety. Stormwater management and landscaping best practices are addressed and compliant with local code and any covenants or use restrictions on the site. The offered site has attributes such as [proximity to amenities, good visibility, proximity to an emergency department, etc.]. Any enhancements offered are functionally useful to patients, visitors, and/or staff.

FACTOR 3: PAST PERFORMANCE

1. EVALUATION

Past performance will be evaluated in compliance with FAR Part 15.305(a)(2) in a holistic manner, considering multiple aspects of the Offeror’s previous projects. The Offeror has worked on projects of size and scope that provide the Government with a level of comfort that the Offeror is capable of performing under the lease contract in a timely manner and within budget. The Offeror has effectively managed its project teams and the project itself to ensure customer satisfaction and project success. The facilities produced by the Offeror are of high quality as may be evidenced by awards or accolades. Additionally, the Offeror has engaged in upstanding business practices, including subcontracting to Veteran-owned small businesses and other small businesses, making timely payments to subcontractors, and operating within legal and ethical standards.

VA will evaluate most favorably Offerors who demonstrate past successes with relevant, similar projects, completed on time and within budget, to the satisfaction of their customers and corroborated by positive feedback.

In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance.

1. SUBMISSION INSTRUCTIONS

The offering entity must affirmatively state whether it has a record of relevant past performance. In accordance with FAR 15.305(2), past performance will be evidenced by information contained in Past Performance Questionnaires and from Government systems and records The Offeror shall provide a list of all of the Offeror’s relevant prime contracts completed during the past three (3) years by the offering entity and predecessor companies, key personnel who have relevant experience, as well as those prime contracts that are currently in process. The Offeror must also provide a list of references for the offering entity and key personnel. References may be business and financial.

This information will be supported by past performance questionnaires that are filled out by the Offeror’s references and submitted directly to the Contracting Officer, with a copy to VA’s real estate broker representative, on or before the due date for initial offers. A past performance questionnaire template is attached with this RLP. A separate questionnaire should be completed for each contract listed. Completion and submission of past performance questionnaires by the Offeror’s references is solely the responsibility of the Offeror and its references to provide to the Government in accordance with this RLP. The Offeror is advised that VA will validate the information provided in all past performance questionnaires and will not accept questionnaires provided by an Offeror as opposed to the reference.

The Offeror may include letters of recommendation or commendation, awards, or certifications that indicate Offeror possesses a high quality process for developing and providing the final project or service.

Past performance questionnaires must be submitted to the Contracting Officer via e-mail, with a copy to VA’s broker, with a subject line that reads:

“VA-101-XX-X-XXXX, name of Offeror, Completed Past Performance Questionnaire”

The Contracting Officer will not provide information to the Offeror as to whether or not a Past Performance Questionnaire Form was or was not received. The Offeror should allow adequate time for its references to complete the Past Performance Questionnaires and for them to be sent to the appropriate recipients within the allocated timeframe.

FACTOR 4: EXPERIENCE

1. EVALUATION

VA will evaluate the offer based on experience with designing, constructing, and operating facilities as demonstrated in an Experience Narrative and the qualifications of the A/E and Construction Contractor. VA will evaluate most favorably Offerors who demonstrate, for themselves and their design and construction teams, experience with facilities of similar or greater size and complexity as the facility required in this RLP (i.e., a build-to-suit medical outpatient facility for a Federal tenant), and experience working together on previous projects.

1. SUBMISSION INSTRUCTIONS

The Offeror must provide an Experience Narrative that lists examples of experience in successfully building, renovating, and maintaining facilities. The Offeror is limited to describing five (5) relevant projects that have been completed during the past three (3) years. The Offeror should note that all listed experience must be corroborated by past performance questionnaires submitted by references, and they are responsible for describing the relevancy of the experience to the project described in this RLP.

1. Design Team Qualifications

The Offeror must provide a completed SF 330, "Architect-Engineer Qualifications" for each individual or firm on the Lessor’s design team. Identify key personnel that are to be committed to the project and provide descriptions of their experience with VA lease projects. In Part I, Section H of SF 330, provide a description of outstanding commitments for each firm and key personnel. As a minimum, the design team shall include licensed or registered professionals in good standing providing the following services: Architecture, Structural Engineering, Civil Engineering, Mechanical Engineering, Fire Protection, Electrical Engineering, Interior Design, and appropriate Low Voltage Engineering (Structured Telecommunications Cabling, Security, Audio Visual, Medical Equipment, and Special Systems and Physical Security personnel).

The Offeror must provide a copy of the license or certification of the future A/E of Record individual(s) and/or firm(s), providing architectural and engineering design services, proving their ability to practice in the State where the facility is located. Low-voltage designers shall be BICSI-certified for structural cabling.

1. Construction Team Qualifications

The Offeror shall provide a completed GSA Form 527 (10/15), "Contractor’s Qualifications and Financial Information" for the Offeror, the General Contractor, Mechanical Contractor, and Electrical Contractor; Section V needs to be completed for the Offeror but not any of the aforementioned parties. In Section VII of Form 527, the Offeror must provide a description of outstanding commitments, names, and qualifications of key personnel, and any other information related to experience, competency, and performance capabilities with construction projects similar in scope to the project described herein.

The Offeror shall provide a copy of the license in the State where the facility is located for the individual(s) and/or firm(s) proposed as contractors. If the Lessor is also the contractor, information provided in response to paragraphs Past Performance and Financial Resources above need not be duplicated.

Installers shall have OEM credentials for the Special Systems listed in this RLP. The Offeror shall provide contractor’s past and present safety, performance on contracts, which reflect the Offeror’s ability to perform on the proposed effort.

FACTOR 5: PROJECT MANAGEMENT PLAN(PMP)

1. EVALUATION

The Government will evaluate the Offeror’s demonstrated ability to fulfill the terms of the lease contract during post-award design, construction, and during the entire lease term as shown in a PMP. VA will evaluate the offer based on a PMP submitted by the Offeror and will consider most favorably Offerors who demonstrate that they are able to successfully complete this project, given other anticipated active projects, and who have a well thought-out and comprehensive PMP.

1. SUBMISSION INSTRUCTIONS

The Offeror shall submit a PMP that describes how the Offeror will reduce risk, meet deliverables, and keep the project within scope, on time, and on budget. The PMP shall include a narrative approach to the execution of this project from the point of lease award through VA’s acceptance of the facility. The narrative shall address the Offeror’s approach to leadership, management, decision-making authority, communication, modifications, project schedule, and quality control.

The Offeror should provide a PMP that addresses, at minimum, the following information:

1. Workload of its principals, key personnel, project team, and the project teams of the Offeror’s A/E, construction contractor, and operations/management team at the anticipated date of lease award through completion of construction;
2. List of projects on which the team is anticipated to be working at the time of lease award, including project location, size, and contract value;
3. List of projects on which the offering entity and its key personnel and members are currently bidding, including project location, size, and estimated contract value; and
4. A plan for how this project will be staffed, the roles and responsibilities of team members, particularly key personnel, and how the Offeror will approach the successful completion of the contract requirements.

FACTOR 6: OPERATIONS AND MAINTENANCE PLAN

1. EVALUATION

Operations and Maintenance Plans will be evaluated for the adequacy and efficiency of operations to maintain standards of cleanliness, orderliness, and repair for the entire proposed facility. An Operations and Maintenance Plan that demonstrates that the Offeror will keep the facility and site in prime condition and operating order for the entire lease term, and that emergencies will be quickly and effectively addressed, will be evaluated most favorably.

1. SUBMISSION INSTRUCTIONS

The Offeror shall submit an Operations and Maintenance Plan as described in Schedule A.

FACTOR 7: SOCIO-ECONOMIC STATUS

* + - 1. EVALUATION

The Offeror’s socio-economic status, and evidence thereof as required in this RLP, will be evaluated, with consideration provided for Veteran-owned and small businesses. VA will evaluate Offeror entities as follows, with the most favorable entity type listed first and in descending order of favorability: **It is a mandatory requirement that a signed letter from an authorized representative is sent, which confirms the offering entitie’s socio-economic status. \**

1. Service-disabled, Veteran-owned small businesses;
2. Veteran-owned small businesses;
3. Small businesses; and
4. All other business types.
	* + 1. SUBMISSION INSTRUCTIONS

Each Offeror shall submit an electronic printout from SAM demonstrating applicable size standard and associated NAICS code. The NAICS code utilized by the Offeror shall be as follows:

| Functional Category | NAICS Code | Description | Size Standard |
| --- | --- | --- | --- |
| Sector 53 – Real Estate and Rental and Leasing | 531120 | Leasing of Building Space to Federal Government by Owners | $38.5 Million |

For the purposes of this RLP and resultant lease contract, the NAICS code is 531120. The small business size standard is Thirty-Eight and One-Half ($38.5) Million. Under this classification, a concern is considered a small business if its average annual receipts for its preceding three (3) fiscal years do not exceed the size standard reflected.

1. Small Business - In order to receive credit for any small business classification, as a component of these evaluation criteria, small businesses must provide all of the following information at each proposal submission:
	* Register and provide a DUNS Number validated in SAM.gov;
	* Completed Representations and Certifications in SAM.gov that have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this RLP (including the business size standard applicable to the NAICS code referenced for this RLP);
	* Provide a SAM.gov print-out verifying offering entity’s status for NAICS [531120]; and
	* Provide SBA web print out showing registration or a signed acknowledgement of application from the SBA.
2. VOSB and SDVOSB - In order to receive credit for Veteran-owned status, as a component of these evaluation criteria, the Offeror must provide all of the following information at each proposal submission. Status as an SDVOSB is determined in accordance with 13 CFR Parts 125.8 through 125.13. Additionally, the Offeror MUST be registered and have an active status in the Vendor Information Pages (VIP) database at <https://www.vip.vetbiz.gov/> at the time of proposal submission. The Offeror must provide a copy of the CVE Verification letter at initial offer and with final proposal revisions. The Offeror’s DUNS as shown in SDVOSB/VOSB verification documents must match the DUNS in SAM.

The core requirements for a company to become verified are:

* + The Veteran owner(s) have direct, unconditional ownership of at least 51% of the company (38 CFR 74.3) and have full decision making authority (38 CFR 74.4 (g));
	+ The Veteran manages the company on both a strategic policy and a day-to-day basis (38 CFR 74.4);
	+ The Veteran holds the highest officer position (38 CFR 74.4(c)(2));
	+ The Veteran should be the highest compensated employee unless there is a logical explanation otherwise submitted by the Veteran as to how taking a lower salary than other employee(s) helps the business (38 CFR 74.4 (g) (3)); and
	+ The Veteran has the managerial experience of the extent and complexity needed to run the company.
1. Large Businesses - If the offering entity is a large business and subcontracting opportunities exist, the Offeror must include with the initial offer a Small Business Subcontracting Plan as defined in FAR 52.219-8, FAR 52.219-9, and VAAR 852.219-9. An acceptable template can be found on the following website: <http://www.va.gov/oal/business/fss/sbsp.asp>. This is a suggested format only. Other formats are acceptable; however, all identified elements must be included for the Offeror’s plan to be processed and approved. Additional guidance is included in FAR 52.219-9. The subcontracting plan will be evaluated and rated on the demonstrated plan of meeting or exceeding VA’s small business goals outlined in the table below and the following:
* Reflects a valid corporate commitment between all parties in providing subcontracting opportunities for small business, small disadvantaged business, women-owned small business, HUBZone small business, VOSB, and SDVOSB.
* Includes the strength and specificity of each corporate commitment (i.e., what type of commitment, how binding is the commitment, how specific is the commitment to this proposed effort, and what types of tasks are included in these subcontracting opportunities).
* Reflects a one-year history demonstrating the Offeror’s corporate commitment to meet its subcontracting goals/targets by providing ISR, for those contracts/projects in which Offeror is submitting under Past Performance. If goals were not met on the ISR, provide an explanation as to why the goals/targets were not met.
* Demonstrates realistic targets expressed in dollars and in percentages of the total proposed subcontracting dollars for each small business category listed above.
* Reflects compliance, at a minimum, with VA goals listed below.

action required: These goals may change and must be validated prior to rlp issuance.

| Category | Goal |
| --- | --- |
| Small Business | 17.5% |
| VOSB | 5% |
| SDVOSB | 3% |
| Small Disadvantaged Business (including Section 8(a)) | 5% |
| Women-owned Small Business | 5% |
| Historically Underutilized Business Zone (HUBZone) Small Business | 3% |

The subcontracting plan submitted with the offer will be evaluated on the extent to which the proposal provides small business subcontracting targets that meet VA’s small business subcontracting goals for this project and the extent to which the Offeror’s plan demonstrates that subcontracting targets can be met during the performance of the contract.

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**ACTION REQUIRED**: use for competitive actions. delete for sole source actions.

## PRESENT VALUE PRICE EVALUATION (OCT 2016)

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

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

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

1. Parking and wareyard areas will be excluded from the total square footage but not from the price. For different types of space, the gross annual per ABOA SF price will be determined by dividing the total annual rental by the total ABOA square footage excluding these areas.

2. Free rent will be evaluated in the year in which it is offered. The gross annual price is adjusted to reflect free rent.

3. Prior to the discounting procedure below, the total dollar amount of the Commission Credit (if applicable) will be subtracted from the first year’s gross annual rent, unless the provision of free rent causes the credit to apply against rent beyond the first year’s term, in which case the Commission Credit will be allocated proportionately against the appropriate year’s gross rent.

4. Also as stated in the "Broker Commission and Commission Credit" paragraph, the amount of any commission paid to VA'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:

1. 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.

**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.

1. 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.)
2. 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 iv only if yoU will account for relocaton costs in the price evaluation. otherwise, delete.

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

ACTION REQUIRED: include sub-PARAGRAPH v. for TI allowance pricing. Delete for TI turnkey pricing

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

## AWARD (OCT 2017)

1. 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:

Lease No. GS-XXP-LXXXXXXX and any associated Lease amendments.

GSA Form 3517B, General Clauses.

The pertinent provisions of the offer.

ACTION REQUIRED: there are 2 versions of sub-paragraph 4.

version 1: choose this version (floor plans) for all actions, except THOSE using ti turnkey pricing with dids PREPARED BY OFFERORS PRIOR TO AWARD.

Floor plans of the offered Space.

version 2: choose this version (approved dids) for actions using ti turnkey pricing with dids PREPARED BY OFFERORS PRIOR TO AWARD.

4. Approved DIDs.

1. 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.

|  |
| --- |
|  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.

## OFF-SITE IMPROVEMENTS

**The cost of off-site improvements will be borne by the Lessor. The Lessor is responsible for determining the cost of off-site improvements prior to lease award, and including the costs of off-site improvements in the proposed rent.**

The LESSOR, at its own cost, shall perform and complete all off-site work and improvements which may consist of, but are not limited to, streets, street name signs, traffic signs, sewers, water systems, fire hydrants, curbs, gutters, sidewalks, street lighting, driveways, drainage facilities, accesses, survey monuments, etc., hereinafter referred to as off-site improvements, and said off-site improvements shall be constructed in accordance with applicable Federal, State, and local laws, regulations, standards, and specifications. Lessor is responsible for obtaining all permits and required approvals of the off-site improvement plan. Lessor is required to obtain all permits and approvals, prior to commencing work. Lessor is solely responsible for initiating and completing any related hazardous material abatement, remediation, removal, or other environmental cleanup actions related to the off-site work and improvements that may be necessary or required pursuant to Federal, State and local laws, regulations, ordinances, codes or other requirements.

“Hazardous materials” shall mean any substance which is or contains: (i) any “hazardous substance” as now or hereafter defined in Section101(14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. Section 9601 et seq.) (“CERCLA”) or any regulations promulgated under CERCLA; (ii) any “hazardous waste” as now or hereafter defined the Recourse Conservation and Recovery Act (42 U.S.C. Section6901 et seq.) (“RCRA”) or regulations promulgated under RCRA; (iii) any substance regulated by the Toxic Substances Control Act (15 U.S.C. Section2601 et. seq.); (iv) gasoline, diesel fuel or other petroleum hydrocarbons; (v) asbestos and asbestos containing materials, in any form, whether friable or non-friable; (vi) polychlorinated biphenyls; and (vii) any additional substances or materials which are now or hereafter classified or considered to be hazardous or toxic under any laws, ordinances, statutes, codes, rules, regulations, agreements, judgments, orders and decrees now or hereafter enacted, promulgated, or amended, of the United States, the state, the county, the city or any other political subdivision in which the Property is located and any other political subdivision, agency or instrumentality exercising jurisdiction over Lessor.

The Lessor is responsible for proper construction, maintenance, and compliance with all federal, state, and local laws and regulations of all required off-site improvements through the duration of the lease. At completion or termination of the lease, the Lessor, and not the Government, is responsible for any restoration or removal of the off-site improvements, including, but not limited to, the removal of any environmental, safety, and hazardous materials.

## DUE DILIGENCE

The LESSOR acknowledges its duty to conduct reasonable site inspections for the proposed site. The LESSOR warrants that it has considered all factors which a prudent, experienced bidder customarily uses in making judgments about site conditions, quantity, quality and methods of performing the particular work. The LESSOR acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to the conformation and conditions of the ground. The LESSOR also acknowledges that it has satisfied itself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from inspection of the site.

## APPLICABLE LAW

Any provision in this Lease that purports to assign liability or require expenditure of funds to the Lessor shall be governed by the provisions of the Contract Disputes Act of 1978, 41 U.S.C 601-613, Anti-Deficiency Act, 31 U.S.C. 1341, and the Federal Tort Claims Act, 28 U.S.C. 2671 et seq.

## PARTNERING

In order to accomplish this contract effectively, the Government proposes to form a cohesive partnership with the successful Offeror and its subcontractors. This partnership would strive to draw on the strengths of each organization in an effort to achieve a quality project, executed correctly the first time, within the budget, and on schedule. This partnership will be totally voluntary. The focus of partnering is to build a cooperative relationship with the private sector and avoid or minimize disputes, and to nurture a more collaborative ethic characterized by trust, cooperation, and teamwork. Partnering is defined as the creation of a relationship between the Government and the successful Offeror that promotes mutual and beneficial goals. It is a non-contractual, but formally structured, agreement formation of a "we" mentality for the benefit of the project. Any cost associated with developing this partnership will be agreed to by both parties after contract award, and will be shared equally.

## TEAMING ARRANGEMENT

The Offeror must provide evidence of teaming arrangements with both the General Contractor and the Design Team that are presented in the Offeror’s proposal. This evidence shall be in the form of a letter from the principal(s) of each of the respective firms, on the firm’s letterhead, confirming the teaming arrangement and setting forth the roles and responsibilities of the parties thereto. Such letters must be addressed to the Contracting Officer.