

# GSA'S Requirement Specific Acquisition Program

QUESTIONS	INFORMATION BUTTONS 
<b>Create Offer</b>	
Enter Solicitation Number: *	
<p><b>Please enter the 'Solicitation Number' found in the advertisement or provided by your GSA contact. If the number does not let you proceed, please contact RSAP.Manager@gsa.gov.</b></p>	
<b>TAB 1 - Building Information</b>	
GSA Solicitation Number: GSA Contact Email:	Project City: Project State:
1. Building Name *	
2. Building Street Address *	<p>Report the offered building street address in geocodable format, i.e., an address that can be mapped by geographic information system software or used by an overnight delivery service to deliver packages. An example of a geocodable address is 1800 F Street. Do NOT use the following:</p> <ul style="list-style-type: none"> <li>• Mailing address that is different than the location's address,</li> <li>• Building name,</li> <li>• Street corner (e.g., 18th &amp; F Streets),</li> <li>• Other description (such as a Post Office Box number), or</li> <li>• Symbols such as double quote ("), underline (<u> </u>), plus (+), percent (%), and ampersand (&amp;).</li> </ul>
3. City *	
4. State *	
5. 9-Digit Zip Code *	

<p>6. Has the building earned an Energy Star Label within the past twelve months? * YES/NO</p>	<p>Existing buildings must have earned the Energy Star label in the most recent year or will have obtained it prior to lease award, unless the offered space meets one of the statutory exceptions as described in the RLP. All new construction shall achieve an Energy Star label within 18 months after occupancy by the Government. The Offeror is encouraged to include shared savings in the offer as a result of the energy upgrades where applicable. ENERGY STAR tools and resources can be found at the <a href="http://www.energystar.gov">www.energystar.gov</a> Web site. The term "most recent year" means that the date of the award of the Energy Star label by EPA must not be more than 1 year prior to the lease award date. To earn the Energy Star label, a building owner or representative must follow the instructions on the Energy Star website.</p>
<p>YES: 6a. Date of Certification</p>	
<p>NO: 6a. Per RLP Section 2, Energy Independence and Security Act, you must have evaluated potential energy saving measures. In the space below, please either list the cost effective measures you have identified or write 'I have determined that there are no cost effective energy savings measures.'.</p>	
<p>7. Number of floors in the building? *</p>	
<p>8. Total amount of rentable square feet (RSF) in the building? * RSF: A. General Purpose (Office):* B. Warehouse: C. Other:</p>	<p>Rentable square feet is the area for which a tenant is charged rent. It is determined by the building owner and may vary by city or by building within the same city. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.</p>
<p>9. What is the live floor load (lbs. per square feet) for the building?*</p>	<p>Office areas shall have a minimum live load capacity of 50 pounds per ANSI/BOMA Office Area square foot plus 20 pounds per ANSI/BOMA Office Area square foot for moveable partitions. Storage areas shall have a minimum live load capacity of 100 pounds per ANSI/BOMA Office Area square foot including moveable partitions. A report showing the floor load capacity, at no cost to the Government, by a registered professional engineer may be required. Calculations and structural drawings may also be required.</p>

<p>10. What is the site size? (Required for new construction only.) Square Feet/Acres</p>	
<p>11. What is the building's age? *</p>	
<p>12. Year of last major renovation? *</p>	
<p>13. What are the building's normal hours of operations for HVACs? * MON-FRI SAT SUN</p>	
<p>14. Per Section 2 of the Request for Lease Proposals (RLP), Historic Preference, the property offered is a: * Historic property within a historic district. Non-historic developed site or non-historic undeveloped site within a historic district. Historic property outside of a historic district. None of the above.</p>	
<p>15. Per Section 2 of the RLP, Accessibility, the property meets Lease accessibility standards: * Yes No</p>	
<p>16. Per Section 2 of the RLP, Asbestos, the property: *</p>	

<p>contains no Asbestos-Containing Materials (ACM), or contains ACM in a stable, solid matrix that is not damaged or subject to damage.</p> <p>contains ACM not in a stable, solid matrix.</p>	
<p>17. Per Section 2 of the RLP, Seismic Safety, the Building: *</p> <p>The RLP does not contain seismic requirements. No documentation required.</p> <p>The RLP contains seismic requirements.</p>	
<p>17a. Since the RLP contains seismic requirements select one of the following and attach appropriate documentation in the Attachments section: *</p> <p>Fully meets seismic requirements or meets an exemption under the RLP.</p> <p>Does not meet seismic requirements, but will be retrofitted to meet seismic requirements.</p> <p>Will be constructed to meet seismic requirements.</p> <p>Will not meet seismic requirements.</p>	
<p>18. Per Section 2 of the RLP, Flood Plains, the property is: *</p>	

<p>not in a flood plain.  in a base (100-year) flood plain.  in a 500-year flood plain.</p>	
<p>19. Per Section 2 of the RLP, Fire Protection and Life Safety, the property: *</p> <p>meets the Lease fire/life safety standards.  does not meet the Lease fire/life safety standards.</p>	
<p>20. A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. In such 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 to a lease awarded to the HUBZone SBC Offeror under this solicitation. A HUBZone SBC desiring to waive the price evaluation preference should so indicate below. *</p> <p>I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference.</p>	

I am a HUBZone SBC Offeror and do not waive the price evaluation preference.

I am not a HUBZone SBC Offeror. This question does not apply to me.

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## QUESTIONS

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### TAB 2 - Parking

1. Number of parking spaces for the entire building under control of the offeror:

# of Structured:

# of Surface:

2. Number of parking spaces required by local code:

# of Structured:

# of Surface:

3. Number of parking spaces for Employee/Visitor Use (see the RLP for more information)?

# of Structured:

# of Surface:

4. Number of parking spaces for Official Government Vehicles (see the RLP for more information)?

# of Structured:

# of Surface:

5. What is the annual amount (\$) per SPACE?

Note: You will indicate if parking is a separate charge from other rental components later in the Space and Rates section; if parking is included in the rent, rates you list below are for informational purposes only.

<p>(i) Annual Cost Per Space (\$) - Surface</p> <p>(ii) Annual Cost Per Space (\$) - Structured</p>	
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TAB 3 - Property Owner	
1. What is the name of the property's recorded owner? *	Check if same as offeror
2. Street Address: *	
3. Country: *	
4. City: *	
5. State: *	
6. Zip Code: *	
7. What is your relationship as the Offeror, to the property owner?*	
8. What is the property owner's DUNS #?	<p>A DUNS # will be needed to register in the System for Award Management (SAM).</p> <p>An offeror may obtain a DUNS number (i) via the Internet at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> 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.</p>

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### TAB 4 - Operating & Ownership Costs

The worksheet on this page generates a GSA Form 1217, Lessor's Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for 'Entire Building' represents the total annual amounts for the entire building. The column on the right for 'Govt Leased Areas' represents the total annual amounts for the portion of the building offered to the Government for Lease. The total square feet of space offered to the Government will be defined in the next few pages of the process.

#### Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration

	For Entire Building	For Govt Leased Areas
<b>A. Cleaning, Janitor and/or Char Service</b>		
1. Salaries		
2. Supplies (wax, cleaners, cloths, etc.)		
3. Contract Services (windows washing, waste and snow removal)		
<b>B. Heating</b>		
4. Salaries		
5. Fuel		
6. System Maintenance and Repair		
<b>C. Electrical</b>		
7. Current for Light and Power		

8. Replacement of Bulbs, Tubes, Starters	
9. Power for Special Equipment	
10. System maintenance and repair (ballasts, fixtures, etc.)	
<b>D. Plumbing</b>	
11. Water (for all purposes, include sewage charges)	
12. Supplies (soap, towels, tissues not in 6 above)	
13. System Maintenance and Repair	
<b>E. Air Conditioning</b>	
14. Utilities (include electricity, if not in Current for light and power)	
15. System Maintenance and Repair	
<b>F. Elevators</b>	
16. Salaries (operators, starters, etc.)	
17. System Maintenance and Repair	
<b>G. Miscellaneous (To the extent not included above)</b>	
18. Building Engineer and/or Manager	

19. Security (Watchman, guards, not janitors)	
20. Social Security Tax and Workmen's Compensation Insurance	
21. Lawn and Landscape Maintenance	
22. Other	
<b>23. Total</b>	
<b>Section II: Estimated Annual Cost of Ownership Exclusive of Capital Charges</b>	
24. Real Estate Taxes	Include all applicable real estate taxes imposed upon the property. This total cost shall be accounted for when defining the shell rent per ABOA SF under "Space & Rates" and shall NOT be priced into the "Operating Costs" or elsewhere.
25. Insurance (hazard, liability, etc.)	Enter the annual cost of fire, liability, and other insurance carried on the entire building in which the offered space is located. This total cost shall be accounted for when defining the shell rent per ABOA SF under "Space & Rates" and shall NOT be priced into the "Operating Costs" or elsewhere.
26. Building Maintenance and Reserves for Replacement	Enter the annual cost of wages, materials, and outside services used in repairs and maintenance of the building itself and all similar repairs and maintenance costs NOT including items already considered elsewhere such as Heating, Electrical, Plumbing, Air Conditioning, and Elevators. This includes major repairs and changes in the nature of a permanent improvement such as annual cost to replace relatively short-lived items such as boilers, compressors, elevators, and roof coverings. This total cost shall be accounted for when defining the shell rent per ABOA SF under "Space & Rates" and shall NOT be priced into the "Operating Costs" or elsewhere.
27. Lease Commission	Enter any lease commission cost for which the Lessor may be responsible due to this Government leasing action. This total cost shall be accounted for when defining the shell rent per ABOA SF under "Space & Rates" and shall NOT be priced into the "Operating Costs" or elsewhere.
28. Management	Include annual administrative expenses such as agency fees, legal fees, auditing, and advertising. Do not include financial charges such as income or corporate taxes or organization expense. Tenant improvement management fees

	shall not be included here and will be priced under "Space & Rates". This total cost shall be accounted for when defining the shell rent per ABOA SF under "Space & Rates" and shall NOT be priced into the "Operating Costs" or elsewhere.
<b>29. Total</b>	

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### TAB 5 - Lease Terms & Conditions

#### Initial Lease term:

The Offeror is requested to confirm that the total initial term of the proposal is consistent with the RLP and its attachments.

1. Confirm the number of years offered:\*

2. Confirm the years firm: \*

3. Confirm the number of days notice for Government to terminate lease:

#### Commissions (if applicable) ATTACH COMMISSION AGREEMENT IN THE ATTACHMENTS TAB

1. Tenant Representative Commission:  
(%)

2. Owner's Representative Commission:  
(%)

3. Schedule of Commission Payments:  
% at lease award and  
% at least occupancy

#### Offeror's Tenant Improvement Fee Schedule

1. Enter the Architectural/Engineering Fees:

<p>1. Per ABOA Square Feet (\$)  2. Percent of Total TI Construction Costs (%)  3. Flat Fee (\$)</p>	
<p>2. Lessor's Project Management Fee will be:  % of total TI construction costs.</p>	
<p>3. If other fees are applicable, state as per ABOA square feet, or if using a percentage, the basis for determining the fee:</p>	
<p><b>*The Government will add the cost of the proposed TI fees to the net present value of the offered rental rate as described in the RLP's Present Value Price Evaluation paragraph. This schedule will be applicable for Tenant improvements.</b></p>	
<p><b>Additional Financial Aspects of the Offer:</b></p>	
<p>1. HVAC Overtime Rate (Per Hour):(\$)  Per Zone  Per Floor  Per Space  Enter number of zones in offered space, if 'Per Zone' selected above:</p>	
<p>2. Current Year Taxes: (\$)  Based on fully assessed value? YES/NO</p>	

<p>3. Is the offered space part of multiple tax bills or multiple buildings on a single tax parcel? YES/NO</p> <p><b>*If 'Yes', upload a separate submittal showing tax ID numbers and square footage for each in the Attachments section. Upload the legal description of the offered property as well.</b></p>	
<p>4. Adjustment for Vacant Premises Rate per ABOA SF</p>	
<p>5. Adjustment for Reduced Services Rate per ABOA SF</p>	<p>Only applies when the Government requires extended services, such as 24/7 HVAC, beyond normal operating hours (check RLP and Lease for confirmation). This value reflects the reduction applied if the Government no longer requires these extended services.</p>
<p>6. If a site is offered, state the total land costs: (\$)</p>	
<p><b>ADDITIONAL REMARKS OR COMMENTS WITH RESPECT TO THIS OFFER:</b></p>	

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### TAB 6 - Space & Rates

#### SPACE OFFERED

1. What is the amount of ANSI/BOMA Office Area Square Feet (ABOA SF) offered? \*

2. What is the amount of Rentable Square Feet (RSF) offered? \*

3. Please list the floor/s and or suite/s of the offered space: \*

**Hit "Save Page" button at the bottom of the screen to calculate the 4. Common Area Factor value below.**

4. Common Area Factor: (%)

The "Common Area Factor" (CAF) is a conversion factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15%  $[(11,500 \text{ RSF} - 10,000 \text{ ABOA SF}) / 10,000 \text{ ABOA SF}]$ .

5. Percent of Government Occupancy: (%)

#### Shell Build-Out Costs (per the RLP requirements):

6. What is total Shell Buildout Costs/investment required to bring your building up to the shell standards of the RLP: (\$)

#### RATES OFFERED

**Certain fields will be auto-calculated based on inputs once the user hits the Save Page button located at the bottom of screen.**

	Annual Rent per RSF	Annual Rent per ABOA SF	#Yrs Effective
Shell Rate: *	The shell rental rate shall include, but is not limited to, property financing (exclusive of TIs and BSAC), insurance, taxes, management, and profit, for the Building. The shell rental rate shall also include all basic Building systems and common area buildout, including, but not limited to, base Building lobbies, common areas, and core areas, exclusive of the ABOA Space offered as required in this RLP. All improvements in the base Building, lobbies, common areas, core areas and Space, made to come into compliance with the Lease, shall be provided by the Lessor, at the Lessor's expense.		
Operating Costs			
Tenant Improvements:	Click Enter/Edit TI to add Tenant Improvements		
Building Specific Amortized Capital:	Click Enter/Edit BSAC to add Building Specific Amortized Capital		
<b>Total Rate per Square Feet:</b>			
<b>Total Annual Rent</b>			
Does annual Rent include Parking? YES/NO *	<b>(Note: Enter parking rates, if applicable, on the Parking Tab)</b>		
<b>Free Rent:</b> 1. Number of months of free rent (includes shell, operating, TI and BSAC rent) being offered to the Government at the start of the firm term:			
<b>Renewal Options:</b> Must be completed when the RLP requires a renewal option. If not required, offerors may elect to propose renewal terms for the Government's consideration.			
1. Enter the renewal option Shell Rate: (Per RSF) \$			
2. Enter the number of years for each renewal option:			

3. Enter the number of Renewal Options:	
4. Enter the number of days notice to exercise Renewal Options:	
<b>Total Annual Step Rents:</b>	
Are there step rents as a part of the offer? YES/NO	

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### TAB 7 - Offer Attachments

#### Auto Generated Forms

#### Manual Attachment Uploads

Step 1: Select the attachment type \*

Step 2: Click the Choose File to find the file \*

Step 3: Click attach: \*

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

#### Attachments Ready for Submission

### Upon "Submit Offer" - Acknowledgements Page

This application will auto-generate forms based on the information entered into the application. Signature on these forms is not required, as submission through the application is deemed equivalent.

By submitting this offer, the offeror agrees upon acceptance of this proposal by herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned RLP, with attachments.

I have read the RLP with attachments in its entirety and I am requesting no deviations. YES/NO

IF NO: I have read the RLP with attachments in its entirety and am requesting deviations as stated in the ADDITIONAL REMARKS OR COMMENTS WITH RESPECT TO THIS OFFER box found on the Lease Term and Conditions page.