



GSA Public Buildings Service

September 19, 2023

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

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

SUBJECT: LEASING ALERT (LA-23-05) – Revision to Leasing Forms  
and Templates

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

Request for Lease Proposal (RLP) and Lease Templates

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

The changes are summarized under Attachment 1.

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

2. **Background.**

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

3. **Effective Date.** This Leasing Alert and attachments are effective for all RLPs issued on or after October 1, 2023.
4. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
5. **Cancellation.** Leasing Alert LA-22-08, "Revision to Leasing Forms and Templates" is canceled and replaced with the new templates attached hereto.
6. **Instructions and Procedures.** This Leasing Alert, instructions, and attachments are effective for all RLPs issued on or after the effective date of this Leasing Alert. RLP packages issued prior to this date may be modified at the discretion of the LCO.

**Attachments:**

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

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Attachment 1 - Summary of Significant Changes

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

**Request for Lease Proposals (RLP) templates**

- Updated instructional blue text.
- Adjusted table of possible amenities to align with LEED and incorporate Electric Vehicle Supply Equipment (available for public use).
- Clarified language for Government rejection of offer(s) where NEPA and NHPA may be too extensive.
- Changed for sunset of Lease Offer Platform and initiation of the Leasing Portal.
- Added Living Building Challenge™ as a Green Building Certification for Interiors option.
- Removed references for HUBZone price preference, per FAR Case 2019-007.
- Changed ‘award factor’ references to ‘evaluation factor’.

**Lease templates**

- Revised “Rent and Other Considerations” rent table footers to align with the GSA Form 1364, which obtains shell and operating rents as annual amounts.
- Added to the “Documents Incorporated in the Lease” table an entry for "Approved Small Business Subcontracting Plan", if applicable.
- Removed “Form” from references to GSA 3516 & GSA 3517.
- Revised definitions per Class Deviation from the Office of Governmentwide Policy (OGP) CD-2023-03.
- Clarified sprinkler applicability.
- Strengthened sustainability requirements for partitions, wood, etc..
- Updated construction waste management requirements related to E.O. 14057.
- Added Living Building Challenge™ as a Green Building Certification for Interiors option.
- Restricted applicability of the “Systems Commissioning” requirement and added a report submission requirement.
- Changed throughout based on regional Project Manager feedback and input from the Center for Lease Project Management.
- Revised lessor disclosure language based on the recent E.O. 14057 (Implementing Instructions), and input from the Environmental Protection Agency (EPA), the Council on Environmental Quality (CEQ) and OGP.
- Updated Hazardous Materials per PFAS: Polyfluoroalkyl Substances (PFAS) Policies and Guidance.
- Revised to reflect updated ordering services for overtime utilities.
- Replaced Utility Consumption Reporting paragraph with GSAR 552.270-99 titled “Lessor Reporting of Green Building Efficiency” per Acquisition Letter MV-2023-06.
- Added composting option to the recycling paragraph.

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- Technical edits throughout based on Subject Matter Expert feedback.

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

FEMA

- Reconciled differences between FEMA payment process (30 days after invoicing) and general clauses "Prompt payment" language.

SLAT RLP & Lease

- Corrected links, sub-paragraphs, and grammatical errors.
- Changed blue instructional text in RLP to align with Global instructions.

Small RLP

- Updated link in paragraph 3.06.

Warehouse RLP & Lease

- Fixed blue text reference from FSL II to FSL III for Foreign Ownership and Financing Representation.
- Corrected 1364C references to read as 1364WH for warehouse model specific paragraphs.
- Changed text to match Global Model.
- Corrected formatting.

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**COVER PAGE FOR ATTACHMENTS 2 - 13**