



October 12, 2016

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

10/12/2016

 James C. Wisner

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Signed by: JAMES WISNER

FROM: JAMES C. WISNER  
Assistant Commissioner for Office of Leasing - PR

SUBJECT: LEASING ALERT (LA-FY17-01) – Revisions to RLP and Lease Templates

1. **Purpose.** This Leasing Alert issues revisions to Request for Lease Proposals (RLP) and Lease templates, in response to suggestions received through the Ask-PR mailbox and other forms of feedback, for the following five (5) models:

- Global (R100 and L100)
- Simplified (R101A and L101A)
- On-Airport (L201D)
- Warehouse (R101WH and L201WH)
- Small (R103 and Supplemental Lease Requirements)

Revisions to similar templates for the Automated Advanced Acquisition Program (AAAP) will be issued apart from this Leasing Alert.

2. **Effective Date.** This Leasing Alert and attachments are effective immediately, except for the Global templates, which will become effective once the macros have been updated by the Office of Leasing.

3. **Cancellation.** Prior revisions of applicable RLP and Lease forms are canceled and replaced by versions containing the new language attached hereto.

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. **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, except for RLPs using Global templates, as described above. Updated Global templates with macros functionality will be posted and available for use once the macros have been updated (estimated completion less than 30 days after issuance of this Leasing Alert). RLP packages issued prior to these dates may be modified at the discretion of the LCO.

- Attachment 1, Summary of Significant Changes
- Attachment 2, Global RLP template, GSA Form R100
- Attachment 3, Global Lease template, GSA Form L100
- Attachment 4, Simplified RLP template, GSA Form R101A
- Attachment 5, Simplified Lease template, GSA Form L201A
- Attachment 6, On-Airport Lease template, GSA Form L201D
- Attachment 7, Warehouse RLP template, GSA Form R101WH
- Attachment 8, Warehouse Lease template, GSA Form L201WH
- Attachment 9, Small RLP template, GSA Form R103
- Attachment 10, Small Lease Supplemental Lease Requirements



## ATTACHMENT 1 - SUMMARY OF SIGNIFICANT CHANGES

Request for Lease Proposals (RLP) templates (note that changes were incorporated across all the models as appropriate)

1. Re-included language from former Streamlined Model, Option 3, allowing for TI turnkey pricing based on pre-award DID workshops. Note that use of pre-award workshops is limited to turnkey procurements where there are no more than two offers anticipated.
2. Included an alternative green building standard (Green Globes®) for both new construction and interior buildout.
3. Revised reference for LEED® Commercial Interiors (LEED® CI) to LEED® Interior Design and Construction (LEED® ID+C).
4. Revised renewal language to align with language proposed under Leasing Alert entitled “Lease Term Strategy,” issued April 20, 2016.
5. Added “Unique Requirements” paragraph to capture features that a building or property must have in order to accommodate the agency’s requirements.
6. Revised “List of RLP Documents” to include DOL Wage Determination, as applicable under Davis-Bacon.
7. Revised statutory reference under “National Historic Preservation Act Requirements – RLP.”
8. Revised “Pricing Terms” to include a TI Unit Price List as a submittal under certain turnkey scenarios.
9. Revised “Additional Submittals” to include authorization by owner as a submittal.
10. Added language under “Other Award Factors” related to Best Value Trade Off (BVTO) procurements and added other RLP paragraphs related to BVTO, including:
  - a. Factor Description
  - b. Factor Minimum Standards
  - c. Factor Submittal Requirements
  - d. Documentation Requirements.
11. Revised language for “Security Improvements in Offer” to allow a two-tiered approach when entering a BSAC placeholder estimate, for competitive actions involving an incumbent lessor.
12. Revised language for Present Value Price Evaluation to clarify the meaning of “government-provided services.”
13. Added paragraph “Modified RLP Paragraphs” under Section 5 to capture list of modified RLP paragraphs.
14. Updated website addresses throughout.



Lease templates (note that changes were incorporated across all the models as appropriate)

1. Re-included language from former Streamlined Model, Option 3, allowing for TI turnkey pricing based on pre-award DID workshops. Note that use of pre-award workshops is limited to turnkey procurements where there are no more than two offers anticipated.
2. Included an alternative green building standard (Green Globes®) for both new construction and interior buildout.
3. Revised reference for LEED® Commercial Interiors (LEED® CI) to LEED® Interior Design and Construction (LEED® ID+C).
4. Reworded calculations below rental table under “Rent and Other Considerations.”
5. Clarified that termination rights apply to renewal periods.
6. Revised “Documents Incorporated into the Lease” to include DOL Wage Determination, as applicable under Davis-Bacon and adjust the wording of applicable RLP amendments.
7. Added blue text clarification for “Percentage of Occupancy for Tax Adjustment” to address instances of free space.
8. Revised blue text for “Real Estate Tax Base” to clarify that any tax base established under this paragraph must reflect the entire property and not the occupied space.
9. Revised “Hourly Overtime HVAC Rates” to capture instances where there is no charge during a building’s weekend standard hours, if local market practice.
10. Minor edits to “Definitions” for clarity.
11. Revised “Change of Ownership” for clarity, to conform to Leasing Alert entitled “Change of Ownership,” issued August 30, 2016.
12. Revised “Adjustment for Vacant Premises” to include cross-reference to the figure established under Section 1 of the Lease.
13. Revised blue text and clauses incorporated by reference under “Labor Standards.”
14. Combined “Recycled Content” and “Environmentally Preferable Building Products” into one paragraph, “Environmentally Preferable Product Requirements.”
15. Revised “Building Shell Requirements” to carry over RLP language stating that the shell rate includes such items as taxes, insurance and property financing.
16. Added potable water definition to Drinking Fountains.
17. Revised “Plumbing Fixtures: Water Conservation” for clarity.
18. Revised “Heating, Ventilation, and Air Conditioning” to reference applicable ASHRAE and EPA standards in lieu of specifying MERV filter efficiencies.
19. Revised outdoor lighting specification under “Lighting: Interior and Parking – Shell” to reduce required foot-candles.



20. Revised language under “Indoor Air Quality During Construction” to revise OSHA reference and implement revised flush-out procedures.
21. Added “Design Excellence” paragraph using language from LDG Chapter 14, Lease Construction.
22. Clarified TI designation under Section 5.
23. Added paragraph “Automatic Fire Sprinkler System – TI” to clarify that sprinklers beyond open office layout are to be priced as TI.
24. Revised “Maintenance of Provided Finishes” to clarify that periodic carpet replacement includes base coving.
25. Revised “Selection of Cleaning Products” to reflect updated EPA designation.
26. Revised “Identity Verification of Personnel” to reflect updated processes.
27. Revised Indoor Air Quality” to reflect GSA’s new IAQ policy, which follows industry standards.
28. Revised “Mold” to reflect revised standards and practices and to be less prescriptive.
29. Revised “Flag Display” to add requirement for Lessor to register with FPS MegaCenter for notifications on when the flag is to be flown at half-staff.
30. Added paragraph “Modified Lease Paragraphs” under Section 7 to capture list of modified lease paragraphs.
31. Updated website addresses.



**COVER PAGE FOR ATTACHMENTS 2 THROUGH 10**