



GSA Public Buildings Service

March 1, 2021

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

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OF LEASING - PR

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SUBJECT: LEASING ALERT (LA-21-02) – Market Survey Guidance and
Templates

1. **Purpose.** This Leasing Alert introduces a new template for Pre and Post Survey Market Analysis and replaces market survey forms with a streamlined GSA Form 2991. Specifically, this Leasing Alert issues the following:
 - a. Revised GSA Form 2991 - Lease Market Survey for Existing Building
 - b. Pre/Post Market Survey Summary Tool (Pre-Market Survey and Post-Market Survey Analysis Worksheets)
 - c. Market Survey Guidance

This Leasing Alert also cancels the use of GSA Form 3627, Market Survey.

2. **Background.** As part of the market survey process outlined under GSA Leasing Desk Guide Chapter 2, New or Replacing Lease, the Lease Contracting Officer (LCO), or his/her designee, completes market survey forms for each building toured as part of the market survey. The market survey template, GSA Form 2991, Lease Market Survey for Existing Building, which was last updated May 2011, was both lengthy and sought details on irrelevant space conditions. To address this, a team represented by both the regions and the Office of Leasing (OL) developed a streamlined market survey form that more closely mirrors the Building Tour form used for Automated Advanced Acquisition Program (AAP) procurements. To assist with using this streamlined market survey form, the team also developed the following:

- a. Pre/Post Market Survey Summary Tool. This tool will assist the Government

in evaluating the Expressions of Interest (EOI) against the procurement's minimum requirements and in summarizing whether the locations under consideration can meet the Government's minimum requirements. The tool is comprised of two (2) worksheets. Note that the data input into the first worksheet feeds into the second worksheet.

- i. Pre-Market Survey Analysis Worksheet (Tab 1)
 - ii. Post-Market Survey Analysis Worksheet (Tab 2)
 - b. Market Survey Guidance. This guidance supplements LDG Chapter 2 and is intended to provide further explanation on the use of these templates.
3. **Effective Date.** This Leasing Alert and attachments are effective immediately.
4. **Applicability.** This Leasing Alert and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
5. **Cancellation.** GSA Form 2991 - Lease Market Survey for Existing Building (versions dated 06/2007 and 5/27/11) and GSA Form 3627 - Market Survey (version dated 01/1997)
6. **Instructions and Procedures.**
 - a. Prior to Survey: Once all respondents and prospective locations are identified, the LCO or his/her designee may use the Pre-Market Survey Analysis Worksheet (Tab 1) to compare and document all of the potential locations against the government's minimum requirements. This worksheet serves to document the decision as to whether or not to conduct a physical tour of that location. Using this template prior to the survey will maximize the use of time during the physical market survey. Use of this template to document this step is highly recommended.
 - b. During the Survey: For those locations included as part of the market survey building tour, the LCO or his/her designee must complete the revised market survey form (GSA Form 2991 - Lease Market Survey for Existing Building). Use of this template is mandatory except as follows:
 - Site/Land Market surveys – Use the land market survey form instead.
 - FEMA Disaster Leases – May use GSA Form 3628, Lease Action Summary instead.
 - AAAP – Use the AAAP Building Tour form instead.
 - c. After the Survey: Once the physical survey/building tour is complete, the LCO or his/her designee may use the Post-Market Survey Analysis

Worksheet (Tab 2) to list all of the toured locations and document each against the government's minimum requirements. Note that both this and the Pre-Market Survey Worksheet can serve as referenced attachments to the Market Survey report; use of this template to document this decision is highly recommended.

Attachment 1, Market Survey Guidance

Attachment 2, GSA Form 2991 – Lease Market Survey for Existing Building (Rev 03/21)

Attachment 3, Pre/Post Market Survey Summary Tool (Contains Pre and Post Market Survey Analysis Worksheets)

COVER PAGE FOR ATTACHMENTS 1 THROUGH 3

PURPOSE AND BENEFITS

This guidance supplements the Market Survey guidance outlined under GSA Leasing Desk Guide, Chapter 2 in order to address the use of both a newly added template for Pre and Post Survey Market Analysis and the revised GSA Form 2991, Lease Market Survey for Existing Building. Note that this guidance does not remove the requirement for a market survey report as outlined under Chapter 2.

The market survey is a process for assessing a building's capability of meeting the Government's minimum requirements where owners have expressed interest in an upcoming Request for Lease Proposal. The market survey process also aids in the development of the Negotiation Objectives to be used during negotiations should the building owner submit a lease proposal. The market survey is also an opportunity for the Government to pre-screen for NDAA 889 compliance.

There are two templates available for the market survey process:

- **Pre/Post Market Survey Summary Tool (Optional).** This optional template consists of two (2) worksheet tabs: Tab (1) - the Pre-Market Survey Analysis and Tab (2) - the Post-Market Survey Analysis. This spreadsheet allows the Lease Contracting Officer/Leasing Specialist (LCO/LS) or GSA Broker to enter basic information for up to seven properties on one page. It is an organizational tool that enables the LCO/LS to conveniently see information for multiple properties at a glance. It also transfers inputs from the Tab 1 worksheet over to the Tab 2 worksheet, thus providing additional efficiencies within the tool itself.

- **Tab 1- Pre-Market Survey Analysis Worksheet (Optional).** Use prior to the market survey building tours. This is helpful to pre-assess and document which buildings seem to preliminarily meet, or are perceived as capable of meeting the minimum requirements, and will be included on the tour.

If the LCO/LS uses this optional worksheet, the information will need to be carried over to the mandatory form for those properties that will be included on the market survey tour. If the LCO/LS does not use this optional worksheet or equivalent document, the LCO/LS or GSA Broker will start the market survey process using the mandatory GSA Form 2991 (one form for each property) for gathering and entering basic information.

- **Tab 2 - Post-Market Survey Analysis Worksheet (Optional).** Use after the market survey. Here the LCO/LS will update or correct Pre-Market Survey information based on observations and information gathered during the market survey site visit.

Both the Pre- and Post-Market Survey Analysis Worksheets can be used as an attachment to the market survey report to further evidence which properties are capable of meeting Government minimum requirements and which properties are preliminarily analyzed as not capable of meeting Government minimum requirements.

- **Lease Market Survey Form 2991 revised (Mandatory).** This form (GSA Form 2991, Lease Market Survey for Existing Buildings) is mandatory for use at the tour phase. It is a record of the site visit. The lease file must contain a completed copy of this form for each property toured on the market survey, whether or not the property is pre-assessed as capable of meeting the government's minimum requirements.

It provides fields to capture basic data plus tour date, attendees, additional notes and remarks beyond the optional forms. It is where the LCO/LS will record the determination whether or not the property meets, or is capable of meeting the RLP requirements. It has a signature line for the customer's acknowledgement. If it appears that the property is not capable of meeting the Government's requirements, the supporting details must be captured on this form.

Note that, since the revised form has been streamlined to reflect a more free-form approach to documentation, it is not recommended that the LCO/LS or GSA Broker sends the form to property owners for them to fill out ahead of the tour.

MARKET SURVEY DEVELOPMENT - (See Lease Desk Guide Chapter 2: New or Replacing Lease, Section 3, Prepare for Market Survey, a. Preparation.)

PRE-MARKET SURVEY ANALYSIS (TAB 1 WORKSHEET) - EXAMINING EXPRESSIONS OF INTEREST

Prior to the market survey, the LCO/LS or GSA Broker conducts a preliminary analysis of the location by evaluating the information submitted by the building owner or their representative against the procurement's minimum requirements. The Pre-Market Survey Worksheet allows the LCO/LS or GSA Broker to accomplish a preliminary analysis, while consolidating the results in a single location that can be easily referenced during the project.

A. *INTERNAL GSA ANALYSIS OF LOCATION- Pre-Market Survey Worksheet –Vetting location prior to communication with the building representative*

All locations being considered for a market survey are first compared against the minimum requirements and advertisement, if applicable, prior to a discussion with the building representative.

Prior to discussing the location with the building representative, the LCO/LS or GSA Broker should use internal resources to determine the following:

- **Minimum ABOA Square Footage** - What square footage is being offered? Does the building meet the minimum ABOA square footage? Note that commercial office space is usually quoted in "rentable", not ABOA, SF.
- **100 or 500 Year Floodplain-**
 - Is each proposed location outside a 100 or 500 year floodplain?

- FEMA's Floodplain Map Service Center tool can be used to determine if the site or building is within a floodplain. By typing the building address, place, or coordinates into the FEMA search engine the tool will generate a determination if the building is within a floodplain and the type of floodplain. PBS [GIS/MAP tools](#) posted by the Office of Design and Construction, Office of Chief Architect, Urban Development Programs - available at <https://insite.gsa.gov/organizations/public-buildings-service/design-and-construction/urban-development/gismap-tools?term=GIS%20mapping> can also be used to conduct a preliminary floodplain check. Ideally, this should be determined prior to going on a market survey.
- **Building Location, Transportation and Amenities within Delineated Area** -
 - Is the location within the delineated area for the project?
 - By using various internet map programs such as Google Maps, or other resources, the building's address is to be evaluated to determine if the location is within the delineated area.
 - What amenities and public transportation are near the site?
 - By using internet maps, the LCO/LS or GSA Broker can determine proximity of amenities and public transportation located near the building.

The LCO/LS or GSA Broker should analyze the location using Co-STAR, CityFeet, Loopnet, building/site flyers, or other market analysis tools to determine and address some of the questions in the Pre-Market Survey Worksheet, especially regarding the building's asking rate, the year of construction, and amenities they may offer. Doing the upfront research allows the LCO/LS or GSA Broker to verify information ahead of the market survey and allows for a more informed conversation with the building representative.

B. INITIAL CONVERSATION WITH BUILDING REPRESENTATIVE - Pre-Market Survey Worksheet - Location Vetting Questions and Discussion - See Leasing Desk Guide, Chapter 2, Part 2, Assessing and Recording Potential Sources.

The worksheet is used to collect relevant data prior to the survey; to be incorporated onto the GSA Market Survey Form (GSA Form 2991). Doing this in advance permits the LCO/LS or GSA Broker more time to assess the location while still maintaining contact with the customer agency.

The LCO/LS or GSA Broker shall contact the building representative, collect any missing information about the location and enter that information on the Pre-Market Survey Worksheet. The LCO/LS or GSA Broker shall inform the building representative that additional questions may be asked during the tour.

- **Building Information** -
 - *Year Built* - If the age of the building cannot be determined during the initial research, ask what year the building was built.
 - *Building Type* - If this is something that cannot be obtained during the internal GSA research, ask what the building type is (i.e., is the building type commercial, retail, medical, flex-space, etc.)?

- *Asking Rental Rate* - Ask the building representative to confirm the asking rental rate from your research, or ask now if you don't have it. Enter the information on the Pre-Market Survey Worksheet.
 - *Services* - Is the rental rate fully serviced, modified gross rate or a triple net rate, or other?
 - Clarify their definition of these terms as they can vary.
 - *Parking Rate* - Ask if parking is included or if there is a separate parking rate that is not included in the rental rate.
- *Seismic Compliance* - If the delineated area is in a moderate to high seismic zone, ask what the seismic level (e.g. RP8 or RP6) is for the building being rated.
 - If they do not have this information available, explain its importance with respect to the procurement.
 - Ask if the building has been retrofitted to meet the appropriate seismic level (e.g. RP8 or RP6).
- Space Offered - The LCO/LS or GSA Broker must verify what space (suite numbers and/or floors) will be toured and if the space being toured is the one to be proposed for the procurement. If an owner shows you and the client the showcase space but plans to offer another space, this should be addressed during this conversation and not become a surprise at the market survey or later in the procurement. It is advisable not to provide your client with false expectations.
 - *Contiguous Space* - Ask if the space being offered is contiguous. Note that contiguous space is not always a requirement; confirm with customer agency.
 - Is the space on one floor?
 - Is it separated by a common corridor?
 - If the potential space being offered is on more than one floor, ask if it is in the same elevator bank.
 - *Parking* - Address the parking requirement with the building representative. Ask where the necessary parking will be housed.
 - Is it on site?
 - Is it secured?
 - Is it in a parking structure or parking lot?
- Fire Protection and Life Safety Compliant - At this stage you will be asking a series of questions, below, about compliance with Fire Protection and Life Safety requirements. If their response to any of the questions is that the building is not compliant and they are not willing to bring it into compliance, you will not need to tour the building.
 - *Fire Alarm System* - If the space is offered on the third floor or higher, ask the following questions:
 - Does the building have a fire alarm system?
 - Does the fire alarm system automatically notify the local fire department, the (911) public communications center, a central station, a remote supervising station, or a proprietary supervising station?
 - Is the fire alarm control unit less than 25 years old?

- *Fire Sprinklers* - If the space is offered on or above the 6th floor, or below grade, ask the building representative the following questions:
 - Does the building have an automatic fire sprinkler system?
 - If the offered space is on the 6th floor or higher, ask if the automatic fire sprinkler system extends to the highest floor the government may occupy? If space is offered below grade, ask if that space is covered by an automatic fire sprinkler system?
 - Does the total ABOA SF being offered, plus all other space in the building occupied by other Federal Government agencies in this building, equal or exceed 35,000 ABOA SF? If it does, ask if the entire building is protected by an automatic sprinkler system.
- Architectural Barriers Act Accessibility Standards (ABAAS) Compliant - The LCO/LS or GSA Broker shall verify with the building representative if the building is ABAAS compliant. They understand that ABAAS and ADA are different and that the Government only uses the ABAAS standard. For more information on ABAAS, please refer to ABAAS SME2U training entitled – Accessibility and Leased Facilities SME2U 07-25-2018.
- NDAA Section 889 Prohibition - Ask the Owner or Owner representative if they are aware of the Prohibition against an entity's use of certain foreign telecommunication/video surveillance equipment or services. Advise that they will have to provide a representation as part of their offer. They can find out more information at [https://acquisition.gov/FAR-Case-2019-009/889 Part B](https://acquisition.gov/FAR-Case-2019-009/889%20Part%20B).

If the location does not meet the government's minimum requirements, including the agency's go/no-go criteria, Fire Protection and Life Safety, or ABAAS, then you must confirm with the building representative whether the owner is willing and able to comply with the specific minimum requirements identified. If the owner is not willing or states that the building is not capable, then document accordingly on the worksheet; the building does not need to be toured.

C. SCHEDULING THE MARKET SURVEY TOUR-See Leasing Desk Guide, Chapter 2, Part 2, Conducting the Market Survey.

The LCO/LS or GSA Broker shall schedule appointments for walkthroughs of the potential locations. All locations responding to the advertisement within the delineated area that are pre-assessed as meeting the minimum requirements (including those for quality and availability) must be surveyed. When applicable, include the current location.

The LCO/LS or GSA Broker must verify that a building representative who is not the owner has the authority to represent the owner in both the market survey and procurement process. Prior to the Market Survey, the LCO/LS or GSA Broker must receive sufficient documentation indicating their authority to represent the building. As for who should participate in the market survey, refer to the Leasing Desk Guide, Chapter 2, Part 2, 4 (a) Survey Participants.

The LCO/LS or GSA Broker should allow time to independently canvas the delineated area and determine if other potential buildings are available that could satisfy the customer agency needs, other than those already identified by local brokers or Lessors.

MARKET SURVEY TOUR

Prior to the market survey, take the information obtained from the Pre-Market Survey Worksheet and incorporate it into the revised GSA Form 2991. During the tour, the LCO/LS or GSA Broker should verify the accuracy of this information. The market survey must examine the individual locations in terms of its potential to meet general requirements that are common to all lease acquisitions, as well as those that are unique to the customer agency (go/no-go criteria).

Similar to the “Building Tour” form used for Automated Advanced Acquisition Program (AAP) procurements, the revised Market Survey Form takes a streamlined approach to documenting building conditions. Entries are more “free-form” instead of “check-the-box.” Use the guidance below to assist you in completing the form.

The LCO/LS or GSA Broker should focus on the permanent features of the property such as the building core, floorplate, fire exits, and accessibility to ensure they meet or are capable of meeting the minimum requirements of the RLP and the customer agency specific go/no-go criteria. Advise the customer agency not to focus on the existing space layout and interior finishes of the space as they will most likely be changed to meet agency requirements.

The LCO/LS or GSA Broker must note whether each site and building meets (or can be altered to meet) the minimum requirements of the lease and customer agency. For sites and buildings that do not meet the requirements, the LCO/LS or GSA Broker must ask whether the owner is willing to bring the property into compliance. If the site and building does not meet the minimum requirements, and the building owner is not willing to bring the building into compliance, the LCO/LS or GSA Broker must adequately document the reasons on the survey form.

NOTE: *Take pictures* during the tour of each site. Photograph the building for reference after the market survey. Also photograph the common area, the fire exits, and the offered space. Photograph any item that does not meet the minimum requirements or may need to be modified in order to meet the requirements.

Reviewer’s Senses- The market survey is a time when the LCO/LS or GSA Broker needs to use their nose, eyes, ears, hands and feet. Findings should be documented on the GSA Form 2991.

- Is there an odor in the space being offered? Is it musty, rotten, smoky, etc.? All odors should be investigated.
- Is there a loud noise in the space? Can you hear the mechanical systems, outside street noise, etc.?

- Are there water stains or mold visible in the ceiling tiles, carpet, or on the walls? Is the carpet moist, damp, etc.? Are there rodent droppings? Is there cracking in the concrete, walls, etc.? Displaced joints?
- When you walk in the space, do you hear loose floor joints? Does the space bounce? Is the floor uneven? Does the floor creak? Do the doors close?

COMPLETING THE GSA FORM 2991 - The following provides guidance on several key parts of the form and items to note when touring a property.

A. **Building Market Rate**- If the LCO/LS or GSA Broker was not able to acquire the buildings asking rate, the LCO/LS or GSA Broker should again request this information during the market survey.

- Be persistent and do not accept TBD figures (if possible).
- If the building owners/brokers are reluctant without specific requirements, try to get some parameters or information on how they price space to the general market.
- Ask if market escalation rates or rent concessions are included.

B. **ABAAS** - What to look for during the market survey.

1. **Accessibility to the Proposed Space:** Starting with the approach to the building. The LCO/LS or GSA Broker needs to determine how someone who is disabled would access the proposed building and space.

- **Disabled Parking** -
 - Are there Disabled Parking spaces?
 - Where are they in relationship to the entrance of the building or offered space?
 - While reviewing the disabled parking, the LCO/LS or GSA Broker shall take notice of the accessibility of the pathway between the building parking area and the building.
- **Building and Proposed Access** -
 - Are there ramps from the street, parking area to the building entrance, or proposed space?
 - Does the door into the building entrance and/or proposed space allow ease of entry for a person with disabilities?
- **Elevators** -
 - In a multistory building, if the offered space is not on the main public access floor, verify if there are elevators that provide access to the proposed space.
 - Does the elevator appear large enough to allow wheelchair accessibility?

For more detailed information on accessibility measurement standards, refer to the ABAAS Compliance Checklist – Leased Facilities, which can be found using the following [link](#). Spot check measurements are required during the market survey.

2. **Restrooms:** A restroom that appears accessible may not meet all accessibility requirements. So, what should the LCO/LS or GSA Broker look for?
 - Handicapped Stall - Just because a disabled stall has grab bars does not mean it meets the size requirements for accessibility. There must be sufficient space to allow side transfer.
 - Sinks - The LCO/LS or GSA Broker should inspect under the sink to see if there is protection (insulation/barrier) from the drain pipes so that a person in a wheelchair will not burn their legs and if there is sufficient clearance for a wheelchair.
 - Toilet and Urinals - While reviewing the restrooms for ABAAS compliance, the LCO/LS or GSA Broker should note the number of toilets and urinals in each restroom. Document the numbers on the Market Survey form under the ABAAS note section.
 3. **Drinking Fountain:** What should the LCO/LS or GSA Broker look for?
 - Are there a minimum of two chilled water fountains (one for wheelchair access and one for standing access) on each floor that is proposed for government occupancy?
 4. If during the market survey the LCO/LS or GSA Broker notices instances where ABAAS standards are not being met, it is always good to address these with the owner or their representative. Ask if they are willing to bring the space and building up to ABAAS standards. If the LCO/LS has any doubt about the GSA requirements for ABAAS, contact the Regional Architect Accessibility SME.
- C. **Fire Life Safety** - During the Pre-Market Survey Research, determine on which floor(s) the offered space is located. During the market survey, the LCO/LS or GSA Broker should again confirm the floor and space being offered. Pay close attention to the Market Survey Form as it goes into detail on what to look for regarding fire life safety. In addition to fire life safety questions on the form, these are the things to be explored during the market survey.
1. **Exit Signs:**
 - If there is a parking garage determine if there are illuminated exit signs?
 - Visually verify the exit signs in the office space, and the common corridors that direct you to an exit stair or an exit.
 2. **Exit Stairs:** Pay close attention to the Market Survey Form as it goes into detail on what to look for regarding exit stairs. In addition to what is required on the form, these are the things to be explored during the market survey.
 - During the building tour, enter each of the exit stairs and request the property escort to open all the exit stair doors. Verify if the doors open, shut, and latch properly.
 - Ask the property escort if the lighting units within the exit stair enclosure are connected to emergency power.
 - Determine where each exit stair terminates – either directly to the exterior of the building

or to the interior of the building and through a fire-rated corridor to exit the building. This can be done by descending the stairs on your way out of the building or have the building representative take you to where the exit stair terminates. Note that all the exit stairs must terminate to the exterior of the building unless the lobby is protected by fire sprinklers, then 50% of the exit stairs may terminate into the interior (lobby) of the building.

- Lastly, if you descend an exit stair, note any concerns while descending the stairs (i.e., trip hazards, penetrations, doors propped open, etc.).

3. **Automatic Fire Sprinklers:** In addition to questions on the Market Survey Form regarding automatic fire sprinklers, these are items to address.

- 6th Floor Space or Higher -
 - If the space under consideration is on the 6th floor or higher, then the building, up to the highest floor of Government occupancy, must be sprinklered.
 - If the total Government-leased space (including any other government leases) in the building will be 35,000 ABOA sf or more, the entire building must be sprinklered.
- Building Does Not Meet Automatic Sprinkler Requirement - If the building does not meet the automatic sprinklers requirement (s), the LCO/LS or GSA Broker is to notify the building representative that sprinklers must be installed in order to meet the Government's requirements for fire sprinkler protection.

4. **Fire Alarm Systems:** In addition to questions on the Market Survey Form regarding fire alarm systems, these are items to address.

- If the offered space in the building is located on the 3rd floor or higher:
 - Walk the offered floor(s) to determine if any fire alarm horns, speakers, bells, etc. and strobe devices (ABAAS) are installed.
 - Installed Fire Alarm System - Ask the property escort to show the location of the fire alarm control unit.
 - If the building does not have a fire alarm system, notify the building representative that a fire alarm system must be installed in order to meet the Government's requirements.

5. **Elevators:** If the space offered requires elevator access, do the following:

- Go into a passenger elevator car and verify it is equipped with a two way communication system. Request the property escort to demonstrate that the two way communication system is working.
- Verify the elevators have smoke detectors installed in the elevator lobbies and elevator machine rooms. Request the property escort to show you the location of the smoke detectors in the elevator lobbies and elevator machine rooms.
- Request the property escort to show you the 3-position firefighter's operation switch on

the first floor elevator lobby and the 3-position switch within the elevator car.

6. If during the market survey the LCO/LS or GSA Broker identifies instances of non-compliance, notify the building representative that the space and building will need to be modified to the GSA Fire Life Safety lease standard as a condition for a potential award. If the LCO/LS or GSA Broker has any doubt about the GSA requirements for life safety, contact the Regional fire protection engineer.
- D. **Offered Space Observations**- During the market survey, the LCO/LS or GSA Broker should document key measurements that could affect the agency's ability to use the space: floor-to-ceiling height, slab-to-slab height, and, for certain agencies, spacing between columns. If the building representative is unable to provide conclusive dimensions during the tour, the LCO/LS or GSA Broker should either take their own measurements, if practicable, or have the representative follow up with this information as soon as possible. Also, while touring the offered space, request from the Building Representative the floor loading for the floor. This data shall be entered on the Market Survey form.
- E. **Observations and Additional Notes** - This section should be used to note any issues with the building where it does not currently meet the minimum requirements of the RLP or the customer agency.

It is very important to distinguish between those issues that potentially would make a building unacceptable (issues that either cannot be remedied or the lessor is unwilling to remedy) versus those issues which are capable of being remedied, since this is used to determine whether or not to send the building owner an RLP. **However, if the Building owner asks for an RLP, the LCO must provide him/her a copy and, if an offer that meets the RLP's minimum requirements is submitted, the offer must be considered.**

If during the pre-market survey, the building representative mentions the presence of any hazardous materials (such as asbestos, PCBs, mold, lead, etc.) or issues related to fire protection and life safety, ABAAS, environmental standards, then the LCO/LS or GSA Broker must note the conditions and whether or not the owner will be able to mitigate the issue.

SIGNATURES

At the end of the market survey, GSA should request the customer agency's comments and concurrence as to which locations are preliminarily assessed as meeting (or can be altered to meet) the government's requirements. Signing the market survey form is the preferred practice of documenting concurrence, but any form of approval (letters, emails, etc.) is acceptable. If the customer agency has reservations about a location, the LCO/LS or GSA Broker must document those reservations on the market survey form. It may not be practical to discuss each property immediately after touring. If so, a wrap-up meeting after the end of the market survey will be necessary. All concurrences must be obtained prior to RLP issuance.

POST MARKET SURVEY ANALYSIS (TAB 2 WORKSHEET)

This post-survey analysis worksheet is an optional tool the regions may use to document decisions as to which buildings are preassessed as capable of meeting the government's minimum requirements. It is intended to save time in completing the market survey report by using the worksheet as an exhibit.

The last step to the market survey is summarizing results in the post market survey worksheet.

- The majority of the information will transfer from the Pre-Market Survey Worksheet (Tab 1) to the Post Market Survey Worksheet (Tab 2). The LCO/LS or GSA Broker is to verify that the information transferred is accurate and also update any additional information based on the market survey.
- The drop down fields are added as a convenience but should not be considered limiting. If something requires more explanation than a simple yes or no, override the cell with that information.
- The LCO/LS shall document the ability of the building to meet requirements: Committed to Meeting Requirements, Cannot/Will Not Meet Requirements, or Meets Requirements.
- Save a final copy of the findings to the file and attach it to the market survey report.



LEASE MARKET SURVEY FORM FOR EXISTING BUILDING

General Information					
City, State			Date of Survey		
Delineated Area Notes (Surrounding area – commercial, industrial, etc.)					
Attendees					
Agency Information					
Client Agency Name		Required ABOA SF (Range)		Type of Space	
Parking Requirements (if applicable)					
Surface:			Structured:		
Go/No-Go Criteria					
Building Information					
Building Name		Total # of Floors	Year Built	Year last renovated. What renovations?	
Building Address		Owner/Agent Name		Email/Phone Number	
What is the asking rental rate? NNN/MG/FS?			What rent concessions are being offered?		
Space Available (note location relative to grade)					
Floor #	SF Available	Floor Load	Ceiling Height	Windows in each bay	Column Spacing
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
Parking Availability					
Reserved:		General Notes:			
Employee/Customer:					
Loading Dock/Area Notes			Describe On-Site Security Measures		
Drinking Fountain/Restroom Notes			Elevator (Including Freight) information such as # of passengers, dimensions of interior, door opening, and age.		
ABAAS (Handicap Accessibility) Notes					

FIRE PROTECTION AND LIFE SAFETY**Exit Stairs**

Questions are applicable only where offered space is located above or below the street floor.

Is there a minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located?* Yes No

*If the answer above is "No," this indicates a unacceptable building condition. In order to be eligible for award, the Offeror must submit a written commitment to correct prior to occupancy.

Is there an interlocking or scissor stair located on the floor(s) where the offered space is located?* Yes No

*If the answer above is "Yes," go to the next question.

Is there another enclosed or exterior exit stair other than the interlocking or scissor stair located on each floor where the offered space is located?* Yes

*If the answer above is "No," this indicates a unacceptable building condition. In order to be eligible for award, the Offeror must submit a written commitment to correct prior to occupancy.

Is there a fire escape located on the floor(s) where the offered space is located?* Yes No

*A fire escape cannot be counted as one of the required minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located.

Automatic Fire Sprinkler System

Is an automatic fire sprinkler system installed throughout the building? Yes No

Is an automatic fire sprinkler system installed throughout the offered space? Yes No

Where offered space is located below grade, is the below grade space protected throughout by an automatic fire sprinkler system?* Yes No

*If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.

Where offered space is located on the sixth floor or higher, is the building up to the highest Government occupancy protected throughout by an automatic fire sprinkler system?* Yes No

*If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.

If an automatic sprinkler system is installed in the building, is the automatic fire sprinkler system being maintained? Yes No

Fire Alarm System

Where offered space is located on the third floor or higher, is a fire alarm system installed in the building?* Yes No

*If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.

If a fire alarm system is installed in the building, is the fire alarm control unit less than 25 years old?* Yes No

*If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.

If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, a remote station or a UL listed central station? Yes No

If a fire alarm system is installed in the building, is the fire alarm system maintained? Yes No

OBSERVATIONS AND ADDITIONAL NOTES**Consensus on Capability**

This building located at: 0

_____ **It meets or is capable of meeting the RLP standards and agency go/no-go criteria.**

_____ **It does not meet and the owner or owner's representative has confirmed that the owner is not willing to meet or the building is not capable of meeting the RLP standards and/or agency go/no-go criteria for the reason(s) stated below:**


Signatures

GSA Representative

Date

Agency Representative

Date


							Version 1.0
	Region					LCO	
	Project #					LS/Broker	
	Agency					PM	
	City, State				Dates of Ad		
	MIN/MAX SF ABOA						

Instructions: Prior to the market survey building tour, the GSA Reviewer should confirm whether the proposed property can meet the government's minimum requirements. Findings should be documented below. (See *Market Survey Guidance* for additional reference.)

Pre-Market Survey Worksheet Summary

Instructions	Provide details for each Building below.						
Source [e.g., CoStar, Loopnet, Advertisement, Etc.]							
Building Name							
Building Address							
Building Owner or Representative Contact Information (Name of Contact/Phone No./Email)							
Does the Owner Representative have the authority to represent the property owner?							
Year Built?							
Building Type?							
Asking Rate (\$ per ABOA or RSF)							
Offered Concessions							
Within the Delineated Area?							
SF being offered (ABOA/RSF)?							
Within the min/max ABOA SF range?							
Floor(s) being offered?							
Is the space contiguous?							
Elevator Access?							
Column Spacing							
Outside 100 year floodplain?							
Outside 500 year floodplain (critical action)?							
Capable of meeting the Parking Requirement?							
Capable of meeting the Amenties Requirement?							
FPLS - Are Sprinklers installed up to the space being offered if the space is on or above 6th floor							
FPLS - Are sprinkler installed if total ABOA SF, including other Federal Government agencies that have space in this building, meet or exceed 35,000 ABOA SF?							
FPLS - Is a Fire alarm system installed if the space is offered on the 3rd floor or higher?							
Seismically compliant (currently compliant or willing to upgrade)?							
ABAAS compliant (currently compliant or willing to upgrade)?							
Agency Unique (Go/No Go) Requirements, if applicable							
a. Example: 1st floor space							
b.							
Additional Comments or Justification for Not							

Touring							
PROCEED TO MARKET SURVEY	WILL TOUR	WILL NOT TOUR	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED

							<i>Version 1.0</i>
	Region	0		LCO	0		
	Project #	0		LS/Broker	0		
	Agency	0		PM	0		
	City, State	0	0	Dates of Ad	0		
	MIN/MAX SF ABOA	0	0				

Instructions: Please note data has been carried over from the Pre-Market Survey sheet. Data should be updated and verified following the market survey. (See *Market Survey Guidance* for additional reference.)

Post Market Survey: Worksheet Summary

Instructions	<i>Provide details for each Building below.</i>						
Source [e.g., CoStar, Loopnet, Advertisement, Etc.]	0	0	0	0	0	0	0
Building Name	0	0	0	0	0	0	0
Building Address	0	0	0	0	0	0	0
Building Owner or Representative Contact Information (Name of Contact/Phone No./Email)	0	0	0	0	0	0	0
Does the Owner Representative have the authority to represent the property owner?	0	0	0	0	0	0	0
Year Built?	0	0	0	0	0	0	0
Building Type?	0	0	0	0	0	0	0
Asking Rate (\$ per ABOA or RSF)	\$0.00	0	0	0	0	0	0
Offered Concessions	0	0	0	0	0	0	0
Within the Delineated Area?	\$0.00	0	0	0	0	0	0
SF being offered (ABOA/RSF)?	0	0	0	0	0	0	0
Within the min/max ABOA SF range?	0	0	0	0	0	0	0
Floor(s) being offered?	0	0	0	0	0	0	0
Is the space contiguous?	0	0	0	0	0	0	0
Elevator Access?	0	0	0	0	0	0	0
Column Spacing	0	0	0	0	0	0	0
Outside 100 year floodplain?	0	0	0	0	0	0	0
Outside 500 year floodplain (critical action)?	0	0	0	0	0	0	0
Capable of meeting the Parking Requirement?	0	0	0	0	0	0	0
Capable of meeting the Amenities Requirement?	0	0	0	0	0	0	0
FPLS - Are Sprinklers installed up to the space being offered if the space is on or above 6th floor or below grade?	0	0	0	0	0	0	0
FPLS - Are sprinkler installed if total ABOA SF, including other Federal Government agencies that have space in this building, meet or exceed 35,000 ABOA SF?	0	0	0	0	0	0	0
FPLS - Is a Fire alarm system installed if the space is offered on the 3rd floor or higher?	0	0	0	0	0	0	0
Seismically compliant (currently compliant or willing to upgrade)?	0	0	0	0	0	0	0
ABAAS compliant (currently compliant or willing to upgrade)?	0	0	0	0	0	0	0
Agency Unique (Go/No Go) Requirements, if applicable	0	0	0	0	0	0	0
a. Example: 1st floor space	0	0	0	0	0	0	0
b.	0	0	0	0	0	0	0
Pre-Market Survey - Additional Comments or Justification for Not Touring	0	0	0	0	0	0	0
PROCEED TO MARKET SURVEY	WILL TOUR	WILL NOT TOUR	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED	TO BE DETERMINED
Issues to be remedied or reasons for <i>not meeting</i> the RLP standards or agency 'Go No Go' criteria.							
Ability to Meet Requirements	COMMITTED TO MEETING REQUIREMENTS	MEETS REQUIREMENTS	CANNOT/WILL NOT MEET REQUIREMENTS	CANNOT/WILL NOT MEET REQUIREMENTS	CANNOT/WILL NOT MEET REQUIREMENTS	CANNOT/WILL NOT MEET REQUIREMENTS	CANNOT/WILL NOT MEET REQUIREMENTS