

<b>PROPOSAL TO LEASE SPACE</b>	In Response to Request for Lease Proposals (RLP) Number	DATED:
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**SECTION I - DESCRIPTION OF PREMISES**

1. BUILDING DESCRIPTION	a. Building Name	b. Building Street Address		
	c. City	d. State	e. 9-Digit ZIP Code	f. Congressional District
2a. FLOORS OFFERED	2b. TOTAL NUMBER OF FLOORS IN BUILDING	3. TOTAL RENTABLE SPACE IN OFFERED BUILDING		
		a. GENERAL PURPOSE (Office) _____ SF	b. WAREHOUSE _____ SF	c. OTHER _____ SF
4. LIVE FLOOR LOAD _____ Pounds per SF	5. MEASUREMENT METHOD <input type="checkbox"/> ANSI/BOMA <input type="checkbox"/> OTHER	6. YEAR OF LAST MAJOR RENOVATION (If applicable)	7. BUILDING AGE	8. SITE SIZE _____ SF _____ Acres

**SECTION II - SPACE OFFERED AND RATES**

9. ANSI/BOMA OFFICE AREA SQUARE FEET (ABOA)	10. RENTABLE SQUARE FEET (RSF)	11. COMMON AREA FACTOR (CAF)
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"Tenant Improvements" are all alterations for the Government-demised area above the building shell buildout, excluding costs identified as tenant improvements in the Security Unit Price List. Building Specific Amortized Capital (BSAC) is the sum of costs identified as such in the Security Unit Price List. Neither the Tenant Improvements as stated in Block 12, nor the BSAC as stated in Block 13, are to be included in the shell rent. It is expected that the tenant buildout will be fully amortized at the end of the firm term, and the rent will be reduced accordingly. Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the shell rate and fully explained as part of this written proposal. If Tenant Improvements or BSAC improvements are to be amortized beyond the firm term, those calculations must be itemized as part of this written proposal. The Offeror may attach additional pages as necessary.

	a. BUILDING-OUT COSTS PER CATEGORY	b. AMORTIZATION TERM	c. AMORTIZATION INTEREST RATE (%)	d. ANNUAL RENT \$ PER RSF	e. ANNUAL RENT \$ PER ABOA SF	f. NUMBER YEARS RATE IS EFFECTIVE
12. TENANT IMPROVEMENTS (Per RLP requirements)	\$			\$	\$	
13. BSAC (Per RLP requirements detailed on Security Unit Price List)	\$			\$	\$	
14. SHELL BUILD-OUT (Per RLP requirements)	\$					
15. TOTAL BUILD-OUT COSTS	\$					
16. SHELL RENT (Including current real estate taxes. Refer to Line 28 on GSA Form 1217)				\$	\$	
17. OPERATING COSTS (Refer to Line 27 on GSA Form 1217)				\$	\$	
18. TOTAL RATE/SF				\$	\$	
19. TOTAL ANNUAL RENT				\$		
	PER SF RATE	FOR YEARS	PER SF RATE	FOR YEARS	PER SF RATE	FOR YEARS
20. STEP RENT (SHELL RATES)	\$ _____ /RSF \$ _____ /ABOA	_____ Thru _____	\$ _____ /RSF \$ _____ /ABOA	_____ Thru _____	\$ _____ /RSF \$ _____ /ABOA	_____ Thru _____

21. Parking

a. Number of parking spaces for the entire building/ facility which are under the control of the Offeror: \_\_\_\_\_ Surface \_\_\_\_\_ Structured

b. Number of parking spaces required by local code: \_\_\_\_\_ Surface \_\_\_\_\_ Structured

c. Number of parking spaces for Employee/Visitor Use (per RLP): \_\_\_\_\_ Surface \_\_\_\_\_ Structured

d. Number of parking spaces for Official Government Vehicles (per RLP): \_\_\_\_\_ Surface \_\_\_\_\_ Structured

e. Does the rental rate offered above include RLP-required parking costs?  
 Yes  No If NO, complete the following: Annual cost per space: \$ \_\_\_\_\_ Surface \_\_\_\_\_ Structured

**SECTION III - LEASE TERMS AND CONDITIONS**

<b>22. INITIAL LEASE TERM (Full Term)</b>			<b>23. RENEWAL OPTIONS</b>			
a. Number of Years	b. Years Firm	c. Number of Days Notice for Government to Terminate Lease	a. Shell Rate / RSF / YR	b. Years Each	c. Number of Options	d. Number of Days Notice to Exercise Option

<b>24. OFFER GOOD UNTIL AWARD</b>	<b>25. Space will be altered and delivered in accordance with the Government's specifications and requirements in accordance with the Request for Lease Proposals (RLP) and the lease.</b>
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<b>26. COMMISSIONS (If applicable), ATTACH COMMISSION AGREEMENT</b>		
a. Tenant Representative Commission _____ %	b. Owners Representative Commission _____ %	c. Schedule of Commission Payments _____ % at lease award and _____ % at lease occupancy

**27. OFFEROR'S TENANT IMPROVEMENT FEE SCHEDULE**

A. Architectural/Engineering fees will be (*choose one*):

1. \$ \_\_\_\_\_ per ABOA SF

2. \_\_\_\_\_ % of Total TI construction costs

3. \$ \_\_\_\_\_ flat fee

b. Lessor's Project Management Fee will be \_\_\_\_\_ percent of Total TI construction costs.

c. If other fees are applicable, state as per ABOA SF, or if using a percentage, the basis for determining the fee.

The Government will add the cost of the proposed 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.

**28. ADDITIONAL FINANCIAL ASPECTS OF THE LEASE**

Adjustment for Vacant Premises: \$ \_\_\_\_\_ per ABOA SF

HVAC Overtime Rate: \$ \_\_\_\_\_ per hour per  zone  floor  space (choose one)

For rates based on a "per zone" basis, provide the following:

Number of zones in offered Space: \_\_\_\_\_

Areas requiring 24-hour HVAC (LAN, etc.) \$ \_\_\_\_\_ per \_\_\_\_\_ SF

**NOTE: THE COST TO PROVIDE 24-HOUR HVAC SERVICE IS REIMBURSED SEPARATELY FROM RENT. THE COST FOR THESE OVERTIME UTILITIES MUST NOT BE INCLUDED IN THE OFFERED RENTAL RATE OR BASE OPERATING COSTS.**

Building's Normal Hours of HVAC Operation:

Monday - Friday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Saturday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Sunday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Percent of Government Occupancy: \_\_\_\_\_ %

Current Year Taxes: \$ \_\_\_\_\_

Based on fully assessed value?  Yes  No

Is the offered space part of multiple tax bills?  Yes  No

If so, provide tax ID numbers and SF for each. Attach the legal description of the offered property.

If a site is offered, state the total land costs: \$ \_\_\_\_\_

**29. LIST OF ATTACHMENTS SUBMITTED WITH THIS OFFER (See RLP requirements)**

**30. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER**

**SECTION IV - OWNER IDENTIFICATION AND CERTIFICATION**

**31. RECORDED OWNER**

a. Name	b. Address	c. City	d. State	e. ZIP +4
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**32. 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 and its attachments in its entirety and I am requesting no deviations.

**33. Offeror's Interest in Property**

Owner  Agent  Other \_\_\_\_\_

**34. OFFEROR**  Check if same as Recorded Owner

a. Name	b. Address	c. City	d. State	e. ZIP +4
f. Title	g. E-Mail Address		h. Telephone Number	
i. Offeror's Signature				j. Date Signed

LEASE PROPOSAL DATA	In Response to Request for Lease Proposals (RLP) Number	DATE:
1	Offeror's Interest in the Property: <input type="checkbox"/> Fee owner <input type="checkbox"/> Other Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.	
2	Flood Plains: The Property is <input type="checkbox"/> in a base (100-year) flood plain <input type="checkbox"/> in a 500-year flood plain <input type="checkbox"/> not in a flood plain. <i>(See RLP Section 2, Flood Plains.)</i>	
3	Seismic Safety: The Building <input type="checkbox"/> RLP does not contain seismic requirements. No documentation required. <input type="checkbox"/> RLP contains seismic requirements. The Building <input type="checkbox"/> Fully meets seismic requirements or meets an exemption under the RLP <input type="checkbox"/> Does not meet seismic requirements, but will be retrofitted to meet seismic requirements <input type="checkbox"/> Will be constructed to meet seismic requirements <input type="checkbox"/> Will not meet seismic requirements <i>(See RLP Section 2, Seismic Safety.)</i> Attach appropriate documentation.	
4	Historic: The Building is a <input type="checkbox"/> Historic property within a historic district. <input type="checkbox"/> Non-historic developed site or non-historic undeveloped site within Historic District. <input type="checkbox"/> Historic property outside of a historic district. <input type="checkbox"/> None of the above. <i>(See RLP Section 2, Historic Preference.)</i> Attach appropriate documentation.	
5	Asbestos-Containing Material (ACM): The Property <input type="checkbox"/> Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage. <input type="checkbox"/> Contains ACM not in a stable, solid matrix. <i>(See RLP Section 2, Asbestos.)</i>	
6	Fire/Life Safety: The Property <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet Lease fire/life safety standards. <i>(See RLP Section 2, Fire Protection and Life Safety)</i>	
7	Accessibility: The Property <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet Lease accessibility standards. <i>(See RLP Section 2, Accessibility.)</i>	
8	ENERGY STAR®: The Building <input type="checkbox"/> Has received the ENERGY STAR® Label within the past twelve months. Date: _____ <input type="checkbox"/> Has not received the ENERGY STAR® Label within the past twelve months; the Offeror has evaluated energy savings measures and <input type="checkbox"/> Determined that none are cost effective. <input type="checkbox"/> Determined that the following are cost effective (List):  <i>(See RLP Section 2, Energy Independence and Security Act.)</i> Attach Appropriate Documentation.	
9	Waiver of Price Evaluation Preference. A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. 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 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.  <input type="checkbox"/> I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference.  <i>(See RLP and Lease documents for more information)</i>	