

# PROPOSAL TO LEASE SPACE

OMB Control Number: 3090-0086  
Expiration Date: XX/XX/XXXX

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0086. We estimate that it will take 2.3 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

In Response to Request for Lease  
Proposals (RLP) Number -->

DATED

## 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) SQUARE FEET	b. WAREHOUSE SQUARE FEET	c. OTHER SQUARE FEET
4. LIVE FLOOR LOAD POUNDS PER SQUARE FOOT	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 _____ SQUARE FEET _____ 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)

"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.

					Number of years each cost per square foot is in effect. State any changes for any rent component.	
	a. BUILD-OUT COSTS PER CATEGORY	b. AMORTIZATION TERM	c. AMORTIZATION INTEREST RATE (%)	d. ANNUAL RENT \$ PER RSF	e. ANNUAL RENT \$ PER ABOA SQUARE FOOT	f. NUMBER OF YEARS RATE IS EFFECTIVE
12. TENANT IMPROVEMENTS <i>(per RLP requirements)</i>						
13. BSAC <i>(per RLP requirements detailed on Security Unit Price List)</i>						
14. SHELL BUILD-OUT <i>(per RLP requirements)</i>						
15. TOTAL BUILD-OUT COSTS						
16. SHELL RENT <i>(Including real estate taxes. Refer to Line 28 on GSA 1217)</i>						
17. OPERATING COSTS <i>(Refer to Line 27 on GSA 1217)</i>						
18. TOTAL RATE/ SQUARE FOOT						
19. TOTAL ANNUAL RENT						
	a. PER SQUARE FOOT RATE	b. FOR YEARS	c. PER SQUARE FOOT RATE	d. FOR YEARS	e. PER SQUARE FOOT RATE	f. FOR YEARS
20. STEP RENT <i>(SHELL RATES)</i>	_____/RSF _____/ABOA	Thru	_____/RSF _____/ABOA	Thru	_____/RSF _____/ABOA	Thru

21. PARKING

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

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

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

d. Number of parking spaces (auto and truck) 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**

22. INITIAL LEASE TERM  
*(Full Term)*

a. Number of Years	b. Years Firm	c. Number of Days Notice for Government to Terminate Lease:
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23. RENEWAL OPTIONS

a. Shell Rate/RSF/Year	b. Years Each	c. Number of Options	d. Number of Days Notice to Exercise Option
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24. OFFER GOOD UNTIL AWARD

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.

26. COMMISSIONS *(if applicable)*, ATTACH COMMISSION AGREEMENT

a. Tenant Representative Commission:	b. Owner's Representative Commission:	c. Schedule of Commission Payments:
%	%	% at lease award and % at lease occupancy

27. OFFEROR'S TENANT IMPROVEMENT FEE SCHEDULE

**\*Block 27 fees only applicable for Tenant Improvement (TI) subject to post-award pricing;**

**N/A for turnkey pricing.**

- 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 square foot in the space below, or if using a percentage, the basis for determining the fee.

**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.**

29. FREE RENT INCLUDED IN OFFER

- 1. \_\_\_\_\_ months free rent (includes shell, operating, TI and BSAC rent)
- 2. Other rental concessions structured as follows
  
- 3. None

28. ADDITIONAL FINANCIAL ASPECTS OF THE LEASE

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

HVAC Overtime Rate: \_\_\_\_\_ per hour per *(choose one)*

zone     floor     space

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 ABOA SF\*

**\*Only applies when the Government requires separate reimbursement for 24 hour HVAC as described under Section 1 of the Lease. Otherwise, include this cost in the operating rent, as described under Section 6 of the Lease.**

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 square footage for each in the blank space below the question on total land costs. Attach the legal description of the offered property.

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

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

31. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER

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**SECTION IV - OWNER IDENTIFICATION AND CERTIFICATION**

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## 32. RECORDED OWNER

a. Name	b. Address	c. City	d. State	e. ZIP Code + 4	f. DUNS Number
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33. 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 am requesting no deviations.

## 34. Offeror's Interest in Property

Owner    Agent    Other

35. OFFEROR  Check if same as Recorded Owner

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

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**LEASE PROPOSAL DATA**

In Response to Request for Lease Proposals (RLP) Number

DATE:

## Offeror's Interest in the Property

1.  Fee owner  Other: \_\_\_\_\_

*Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.*

## Flood Plains:

2. The Property is  in a base (100-year) flood plain  in a 500-year flood plain  not in a flood plain.

*(See RLP Section 2, Flood Plains.)*

## Seismic Safety: The Building

RLP does not contain seismic requirements. No documentation required.

RLP contains seismic requirements. The Building:

3.  Fully meets seismic requirements or meets an exemption under the RLP  
 Does not meet seismic requirements, but will be retrofitted to meet seismic requirements  
 Will be constructed to meet seismic requirements  
 Will not meet seismic requirements

*(See RLP Section 2, Seismic Safety.) Attach appropriate documentation.*

## Historic Preference: The Building is a

Historic property within a historic district.

Non-historic developed site or non-historic undeveloped site within a historic district.

4.  Historic property outside of a historic district.

None of the above.

*(See RLP Section 2, Historic Preference.) Attach appropriate documentation.*

## Asbestos-Containing Material (ACM): The Property

Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage.

5.  Contains ACM not in a stable, solid matrix.

*(See RLP Section 2, Asbestos.)*

## Fire/Life Safety:

6. The Property  Meets  Does not meet Lease fire/life safety standards.

*(See RLP Section 2, Fire Protection and Life Safety.)*

## Accessibility:

7. The Property  Meets  Does not meet Lease accessibility standards.

*(See RLP Section 2, Accessibility.)*

## ENERGY STAR®: The Building

Has received the ENERGY STAR® Label within the past twelve months. Date (MM-DD-YYYY): \_\_\_\_\_

8.  Has not received the ENERGY STAR® Label within the past twelve months; the Offeror has evaluated energy savings measures and  
 Determined that none are cost effective.  Determined that the following are cost effective *(Attach additional pages):*

*(See RLP Section 2, Energy Independence and Security Act.)*

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

9. HUBZone SBC desiring to waive the price evaluation preference should so indicate below.

I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference. *(See RLP and Lease documents for more information.)*