PROPOSAL TO LEASE SPACE *(See Paperwork Reduction Act Statement in Section V)*	This Offer is in response to Request for Lease Proposals (RLP) Number:	**OMB Control Number: 3090-0086** **Expiration Date: 2/28/2029**

SECTION I - BUILDING OVERVIEW

1. Building Name	2. Building Street Address

3. City, State and 9-Digit ZIP Code	4. Number of Floors in Building

5. Total Rentable Square Feet (RSF) in Building _____	6. Total ANSI/BOMA Occupant Area (ABOA) Square Feet (SF) in Building	7. Building Common Area Factor (CAF)
Building Space Breakout a. General Purpose/Office: _____ b. Warehouse: _____ c. Other: _____		

8. Total Building Parking Under Offeror's Control

a. Total Surface _____ b. Total Structured _____ c. Is all the parking onsite? ☐ YES ☐ NO d. Number of spaces required by local code, if applicable: _____

(*Parking spaces and associated costs offered to meet the requirements outlined in the RLP shall be detailed in Box 20).*

SECTION II - PRIMARY OFFER DETAILS

9. ABOA SF of Offered Space	10. RSF of Offered Space	11. CAF of Offered Space	12. Floor(s) and/or Suite(s) of Offered Space

13. Full Term of the Lease	14. Firm Term of the Lease		15. Number of Days Notice
_____ Months	_____ Months	*After the Firm Term, the Government may terminate the Lease by providing advanced written notice to the Lessor. Indicate the minimum number of days the Government must provide prior written notice by.*	_____

RENT TABLE *Enter initial rental figures only. Scheduled step rents for Shell rent and Parking rates must be entered in Section VI, Addendum.*	**X. Annual Rent**	**Y. Annual Rate $ Per RSF**	**Z. Annual Rate $ Per ABOA SF**
16. Shell Rent The initial Shell Rent is a total annual dollar amount of → Does the initial Shell Rent offered change during the term of the lease? ☐ YES ☐ NO			
17. Operating Costs *(Refer to Line 27 on the GSA 1217)* The Operating Cost base is a total annual dollar amount of →			
18. Tenant Improvement (TI) Rent a. TI Allowance per ABOA SF: $ _____ (stated in RLP; leave blank for turnkey) b. Total TI: $ _____ *('a' above multiplied by offered ABOA SF or turnkey price)* c. Amortization Interest Rate: _____ % d. Amortization Period in Months: _____			
19. Building Specific Amortized Capital (BSAC) Rent a. BSAC Amount per ABOA SF: $ _____ *(if stated in RLP)* b. Total BSAC: $ _____ *('a' above multiplied by offered ABOA SF or total cost)* c. Amortization Interest Rate: _____ % d. Amortization Period in Months: _____			
20. Parking Required by the RLP a. General Surface: $ _____ per space per month b. Number of Spaces Offered: _____ c. General Structured: $ _____ per space per month d. Number of Spaces Offered: _____ e. Reserved Surface: $ _____ per space per month f. Number of Spaces Offered: _____ g. Reserved Structured: $ _____ per space per month h. Number of Spaces Offered: _____	$0.00		
21. Rent for Non-Standard Circumstances *The RLP requires a non-standard rental component applicable only under specific conditions outlined in the Lease called:* Not Applicable			
22. TOTAL INITIAL RENT			

23. Fee Schedule

The RLP outlines how fees may apply. Fees are not applicable for turnkey pricing.

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

☐ Percent of Total Construction Costs: _____ %

☐ Dollar Amount per ABOA SF: $ _____

☐ Flat Fee: $ _____

b. Lessor's Project Management fee will be:

Percent of Total Construction Costs

_____ %

SECTION III - ADDITIONAL FINANCIAL ASPECTS OF THE OFFER

24. Are you offering free rent?
☐ YES ☐ NO

a. If yes, enter the number of free months being offered.
_____ months

b. What rent components are included in the free rent?
☐ Shell ☐ TI ☐ Parking
☐ Operating Costs ☐ BSAC ☐ Non-Standard

25. Are you offering free space?
☐ YES ☐ NO

a. If yes, how much free space, in addition to the space offered in Box 9 above, is being offered?
_____ ABOA SF

26. Are you offering renewal options?
☐ YES ☐ NO

If yes, fill out 'Renewal Options' in Section VI, Addendum.

27. Commissions
If applicable, enter the commission distribution and ATTACH BROKER COMMISSION AGREEMENT.

a. Tenant's Representative Commission _____ %

b. Owner's Representative Commission _____ %

28. Adjustment for Vacant Premises
$ _____ per ABOA SF

29. Adjustment for Reduced Services
$ _____ per ABOA SF

30. Tax Parcel Percent of Government Occupancy
a. RSF of Tax Parcel _____ RSF
b. Percent of Occupancy _____ %

Explain complex tax parcel arrangements in Section VI, Addendum.

31. Heating, Ventilation, and Air Conditioning (HVAC) Overtime Rate

a. $ _____ rate per hour -PER-

b. Select one of the options below:
☐ Zone ☐ Floor ☐ Space

c. Total Number of Zones, Floors, or Spaces
_____

d. If the Government used 1 hour of overtime HVAC for the entire offered space, it would owe:
(Multiply 31a times 31c)
_____

SECTION IV - BUILDING AND PROPERTY INFORMATION

32. In what year was the original building construction completed and ready for initial occupancy? _____

33. Provide the year and a brief description of the last major building renovation, if applicable.

34. Select the approximate level of construction necessary to meet the building shell requirements:

☐ a. Improvements to the existing Building will be required to meet the Lease shell requirements.
The total approximate construction cost to achieve Lease shell standards is: $ _____

☐ b. The Building already meets all the Lease shell requirements; no improvements are necessary.

☐ c. The requirements of the Lease will be satisfied through the construction of a new building.
Land Site Size: _____ ☐ SF or ☐ Acres *(Choose one)*
Total Land Costs: $ _____

35. What are the Building's normal hours of operations for HVAC included in the Operating Costs?

Monday - Friday	Saturday	Sunday
Start	Start	Start
End	End	End

36. With regard to Fire Protection and Life Safety:

☐ a. The Property meets the Lease fire protection/life safety standards.

☐ b. The Property will be improved to meet the Lease fire protection/life safety standards.

☐ c. The Property does NOT meet the Lease fire protection/life safety standards and will NOT be upgraded.

37. With regard to Accessibility (Architectural Barriers Act Accessibility Standard - ABAAS):

☐ a. The Property meets the Lease accessibility standards.

☐ b. The Property will be improved to meet the Lease accessibility standards.

☐ c. The Property does NOT meet the Lease accessibility standards and will NOT be upgraded.

38. With regard to Asbestos-Containing Material (ACM): *(Select all that apply)*

☐ a. The Building contains no ACM.

☐ b. The Building contains undamaged, nonfriable ACM.

☐ c. The Building contains thermal system insulation ACM which is not damaged or subject to damage by routine operations.

☐ d. The Building contains ACM that does not fall within any of the above categories.

☐ e. The Building contains ACM; abatement will be completed prior to occupancy.

39. With regard to Flood Plains:

☐ a. The Property is in a base (100 year) floodplain.

☐ b. The Property is in a 500 year floodplain.

☐ c. The Property is NOT in a floodplain.

40. With regard to Seismic Safety of the Building:

☐ a. The RLP does NOT contain seismic requirements.

☐ b. The Building either fully meets RLP seismic requirements or meets an exemption.

☐ c. The Building will be retrofitted to meet RLP seismic requirements it does not currently meet.

☐ d. The Building will be constructed to meet RLP seismic requirements.

☐ e. The Building will NOT meet RLP seismic requirements.

41. With regard to ENERGY STAR®:

☐ a. The Property has received the ENERGY STAR® Label within the past twelve months.

Date *(MM/DD/YYYY)*: _____

☐ b. The Property has NOT received the ENERGY STAR® Label within the past twelve months but falls into one of the following categories:

☐ i. New construction

☐ ii. Existing building that cannot obtain label due to insufficient occupancy

☐ iii. Meets one of the statutory exceptions below:

☐ (1) The agency would remain in the building it currently occupies.

☐ (2) The Lease would be in a building of historical, architectural, or cultural significance listed or eligible to be listed on the National Register of Historic Places.

☐ (3) The Lease is for 10,000 RSF or less.

With regard to offerors falling into a statutory exception category above, the Offeror has evaluated energy efficiency and conservation improvements and has determined:

☐ (i) Cost effective improvements have been identified and are attached to this offer.

☐ (ii) There are no cost effective improvements. Supporting documentation is attached to this offer.

42. With regard to Historic Preference:

a. Is the Building a Historic Property? ☐ YES ☐ NO

b. Is the Building within an Historic District? ☐ YES ☐ NO

43. With regard to Historically Underutilized Business Zones (HUBZone) Price Evaluation Preference:

☐ a. I am a HUBZone Small Business Concern (SBC) Offeror and I elect to waive the price evaluation preference.

☐ b. I am a HUBZone SBC Offeror and I do NOT waive the price evaluation preference.

☐ c. I am NOT a HUBZone SBC Offeror. The question does not apply.

SECTION V - OWNER IDENTIFICATION AND OFFEROR CERTIFICATION

44. Recorded Owner Name	45. Owner Street Address	46. City, State and 9-Digit ZIP Code	47. Unique Entity Identifier (UEI)
48. Offeror Name	49. Offeror Street Address	50. City, State and 9-Digit ZIP Code	51. Contact Information a. Email b. Telephone _____

52. Offeror's Interest in the Property ☐ Owner *(Offeror and Recorded Owner are the same person)* ☐ Agent / Broker ☐ Other *(Explain if Other is selected)*

By submitting this offer, the offeror agrees to lease the premises described within the offer to the United States of America upon the Lease Contracting Officer's acceptance of the offer. The offeror acknowledges they have read and fully understand the Request for Lease Proposals and agrees to honor the terms and conditions specified in their offer and to full compliance with and acceptance of the Request for Lease Proposals and its attachments.

By signing this form, you acknowledge having read the RLP with attachments in its entirety. No deviations are allowed unless authorized by the Lease Contracting Officer (LCO).

53. Does your offer request any deviation from the RLP? ☐ NO ☐ YES - I request a deviation from the LCO

Offeror's Signature	Date Signed

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.

SECTION VI - ADDENDUM

A. Step Rent

Shell Rent and Parking steps should be detailed if the initial amount stated in the Rent Table above does NOT remain the same for the full term of the Lease. Shell Rent step amounts should be stated in Annual Rent for the entire Leased space. Parking step rents should be stated as a dollar amount per space per month.

Rent Type	Beginning Year	Through Year	Amount Will Be ($)	Per

Add a Step Rent Remove a Step Rent

B. Renewal Options

Renewal Options are optional unless required by the RLP. Only renewal options that are required by the RLP will factor into the Government's financial analysis of the Offer.

Option Number	Duration in Years	Annual Shell Rate per RSF	Number of Days Notice to Exercise Option

Add an Option Remove an Option

C. Additional Tax Parcel Information

Is the offered space part of multiple tax bills or multiple buildings on a single tax parcel? ☐ YES ☐ NO

If 'YES', use the boxes below to account for the total number of buildings, associated RSF, and tax parcel associated with the overall space offered to the Government. Attach the legal description(s) of the offered property/properties as part of your overall RLP submission.

Building	Building RSF	Tax Parcel	Tax Parcel ID Number

Add a Building/Tax Parcel Remove a Building/Tax Parcel

D. Additional Remarks or Conditions with Respect to this Offer

Any deviations from the RLP requirements must be requested prior to the request for final proposal revisions. If the Offeror requests any deviations, GSA at its sole discretion will make the decision whether to accept the deviation.