

U.S. Department of Veterans Affairs

Community Based Outpatient Clinic (CBOC)

Ann Arbor, MI

RLP No.: 36C10F18R0565



August 14, 2018

Agenda



| | |
|------------------------|--|
| VA Contracting Officer | WELCOME, PRE-BID PURPOSE & RULES - INTRODUCTION OF PROJECT TEAM |
| VA Project Manager | OVERVIEW - OVERVIEW OF FACILITY & AGENDA |
| ISI | REQUEST FOR LEASE PROPOSALS (RLP) PACKAGE OVERVIEW - GENERAL REVIEW OF CRITICAL ISSUES/TIMETABLES - HOW TO SUBMIT AN OFFER |
| VAMC/AE | DESIGN - PROGRAM OF REQUIREMENTS - DESIGN CONCEPT DRAWINGS |
| ISI | REVIEW OF STANDARD FORMS & CLAUSES |
| Project Team | QUESTIONS & ANSWERS / WRAP-UP |

Introductions



CFM Project Team

Eric Roberts, Contracting Officer

Radonya Pinkney, Realty Specialist

Mike Souders, Senior Resident Engineer

Contractor Representatives

Danial Abeln, AE, LEO A DALY

Annabella Gilbert, AE, LEO A DALY

Stephen Schantz, ISI Professional Services (ISI)

Lynelle Teekah, ISI Professional Services (ISI)

Rules



- Questions
 - Please hold all questions until the end
 - State your name and organization you represent
 - Speak clearly and slowly for stenographer
 - If possible, reference the RLP Paragraph/Section
 - All questions must be submitted in writing to the Contracting Officer & Broker and reference the RLP Paragraph/Section
 - Official responses will be posted on FBO through an Amendment/Clarification
- Respect Procurement Integrity/Sensitivity

Purpose



- Provide Clarification regarding requirements as set forth in RLP No.: 36C10F18R0565
- Encourage Offerors to refer to the RLP for a complete understanding of the requirements in submitting fully-responsive and technically acceptable proposals
- Promote Competition
- Provide Conference Transcript Online (FBO)

Section 1: Summary



Ann Arbor – Community Based Outpatient Clinic (CBOC)

- 43,700 ANSI/BOMA Square Feet
- Contiguous space on no more than (2) contiguous floors
- 250 or required by code (the greater than) on-site parking spaces
 - 10% for use by physically disabled (handicapped parking)
- The Lease Term Commencement Date will be around Fall 2021, or upon acceptance of space
- NAICS Code 531120 (\$38.5M)

Term

Section 1.02.F of the RLP



Must submit pricing for all alternatives based on each of the following:

| | |
|----------------------|--|
| Alternative A | 15-year firm term |
| Alternative B | 15-year firm term, with five 1-year options |
| Alternative C | 20-year firm term |

Operating Lease Treatment

Section 3.04 of the RLP



The Government will award a Lease pursuant to this RLP only if the Lease will score as an operating lease under Office of Management and Budget Circular A-11, Appendix B. Only offers that are compliant with operating lease limitations will be eligible for award. Offerors are obligated to provide supporting documentation at the request of the LCO to facilitate the Government's determination in this regard.

Documents in RLP

Section 1.06 of the RLP



| DOCUMENT NAME | File Name Prefix | No. of Pages |
|--|------------------|--------------|
| Lease No. GS-XXP-LXXXXXXX (Form L100) | 01B | 43 |
| Appendix A.1 – Program for Design | 02A | 18 |
| Appendix A.2 – Project Room Contents | 02B | 102 |
| Appendix B – Conceptual Layout and Floor Plan | 03 | 7 |
| Appendix C.1 – ASR – Agency Specific Requirements | 04A | 8 |
| Appendix C.2 – ASR – Facility Security Level II (Security Requirements) | 04B | 8 |
| Appendix D – Lease Code Compliance | 5 | 1 |
| Appendix E – OPC IT Specifications | 6 | 15 |
| Appendix F – Janitorial Services | 7 | 5 |
| Offering Entity Acknowledgement Form | 8 | 1 |
| Offeror Proposal Compliance Matrix | 9 | 4 |
| Proposal to Lease Space (GSA Form 1364) | 10 | 3 |
| Attachment No. 1 to GSA Form 1364 | 11 | 1 |
| GSA Form 1217 – Lessor's Annual Cost Statement | 12 | 3 |
| Form VA 10091 – VA-FSC Vendor File Request Form | 13 | 2 |
| Past Performance Questionnaire | 14 | 6 |
| SF-330 – Architect-Engineer Qualifications | 15 | 14 |
| GSA Form 527 – Contractor's Qualifications and Financial Information | 16 | 6 |
| VA Handbook 6500 (Appendix D) - VA Rules of Behavior | 17 | 9 |
| VA Handbook 6500.6 – Information Security Program | 18 | 5 |
| GSA Form 3516 – Solicitation Provisions | 19 | 5 |
| GSA Form 3517B – General Clauses/Modified General Clauses | 20 | 20 |
| GSA Form 12000 for Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B) (See Section 3 for applicable requirements) | 21 | 6 |
| Certification of Building Energy Performance | 22 | 1 |
| Contractor Confidentiality Certificate | 23 | 1 |
| Ann Arbor, MI – Labor Standards Provision | 24A | 12 |
| Washtenaw County Wage Determination | 24B | 8 |
| Wayne County Wage Determination | 24C | 9 |
| Pre-Bid Registration | 25 | 1 |

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Ann Arbor, MI

Area of Consideration

Section 1.03 of the RLP



The Government requests offers of space in the area bounded as follows:

North: MI-14 & I-96

South: US-12

East: Beck Road

West: Newburgh Road

Buildings that have frontage on the boundary streets are within the delineated Area of Consideration.

Section 2: Summary



Eligibility and Preferences for Award

- Full and open (unrestricted) competition
- Large businesses must include with the initial offer, a Small Businesses Subcontracting Plan per Section 3.02.C and 4.03.D – OTHER THAN SMALL BUSINESS.
- Demonstrate potential for efficient layout to accommodate the stated Program of Requirements.
- Offered existing buildings and sites shall not be affected by the 100-year base flood plain as mapped by FEMA. Offerors must demonstrate sufficient evidence.
- Space offered must be free of asbestos-containing materials (ACM), as stated in Section 2.06.
- The Offeror must provide, at the Offeror's sole cost and expense, a current Phase I Environmental Site Assessment (ESA), using the American Society for Testing and Materials (ASTM) Standard E1527-13 and timeline, as such standard may be revised from time to time.

Section 2: Summary

Eligibility and Preferences for Award



- While the Offeror is responsible for performing all environmental due diligence studies of the offered Property, the Government is responsible for compliance with NEPA, whether in whole or in part, on its own or with the assistance of the Offerors.
- The Government is responsible for complying with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306108 (Section 106).
- Offered space must meet the accessibility and fire protection and life-safety requirements as stated in the RLP, and demonstrate how the Offeror intends to satisfy those requirements.
- Offered buildings must have earned the ENERGY STAR® label as required in Section 2.09 and Green Globes®-SI as required in Section 3.10.
- Submission of a detailed Project Management Plan (PMP) that describes how the Offeror will reduce risk and meet deliverables, keeping the project on time and on budget. The PMP shall include a narrative approach to the execution of this project from the point of lease award through VA's acceptance of the facility.

How to Offer

Section 3.02 of the RLP



WHAT TO SUBMIT, WHERE TO DELIVER, & WHEN TO DELIVER IT

Deliver to VA Office

- One (1) Technical CD
- One (1) Price CD

Deliver to ISI Professional Services

- Six (6) Technical CDs
- One (1) Price CD

Requirements Reminders

- Due Date: September 21, 2018
- Proposal Package Labeling
- Proposal Compliance Matrix
- Documents to Submit With Offer
- No Hard Copies (only on CDs)

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Proposal Section Header | Sub-headers - Required Document/Response |
|--------|----------------------------|---|
| 1 | Proposal Compliance Matrix | <p>Proposal Compliance Matrix: Microsoft Word Version</p> <p>Offering Entity Acknowledgement Form</p> <p>GSA Form 3518-SAM</p> |
| 1 | Offering Entity Forms | <p>SAM Printout: System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code. To be considered for the small business evaluation criteria, small businesses must have an active registration in the System for Award Management (SAM) System, available at WWW.SAM.GOV, at the time of initial offer submission. In addition, the small business must be registered with the Small Business Administration (SBA). Provide proof of verification with offer. System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code</p> <p>VETBIZ Printout: To be considered as SDVOSB or VOSB, an offeror must be registered and verified in Vendor Information Pages (VIP) database. (HTTP://WWW.VETBIZ.GOV). Provide proof of verification with offer</p> <p>Conditional Commitment of Funds</p> <p>Operating Agreement: Must define individual authorized to represent the entity, which aligns with Offering Entity Acknowledgment Form</p> |

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Proposal Section Header | Sub-headers - Required Document/Response |
|--------|-------------------------|---|
| 1 | Technical Response | <p>Building Design: Plans, written narratives, design concept, calculations, mechanical and electrical systems, and energy efficiency of the proposed building</p> <p>Building Drawings: All applicable drawings to include floor plan, adjacencies and existing ABOA and rentable square footage of proposed space</p> <p>Site Plans: Site plan depicting the property boundaries, building, landscaping, parking, ingress/egress and pedestrian circulation</p> <p>Project Management Plan</p> <p>Schedule</p> <p>Detailed Operations and Maintenance Plan</p> <p>Building Operating Plan</p> <p>Additional Submittals: Any additional applicable technical submittal requirements which are listed in Sections 1.06 and 3.06 of the RLP</p> <p>EISA Compliance (ENERGY STAR®)</p> <p>Green Globes Scoresheet & Sustainability Approach Narrative</p> |

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Proposal Section Header | Sub-headers - Required Document/Response |
|--------|-------------------------|--|
| 1 | Site Information | FEMA Map: FEMA map, clearly illustrating the specific site location, and evidencing that the property lies outside the 100-year floodplain |
| | | Location Map: Location on map, demonstrating the building or land lies within the delineated area |
| | | Public Transportation: Narrative and map describing proximity of the building or land to the nearest bus and/or train stop, and major transportation routes |
| | | Adjacent Uses: Description of the uses of adjacent property(ies) |
| | | Ownership/Control: Documentation of ownership or control of the property and evidence of signature authority of the party(ies) who will sign and lease documents and ability to meet the minimum site requirements (addressed to and signed by Offering Entity) |
| | | Current Title: A current title report for each property or properties being offered which should include a chain of title including all deeds referenced in the chain of title (current within 60 days). Copies of all instruments associated with the title commitment, which created rights, interests or encumbrances on the proposed easement property, and disclose the names of each person with the interest in the property |
| | | Zoning: A letter/letters from the AHJ providing evidence of current zoning of the property/properties being offered at time of initial proposal submission that the property/properties as zoned meets VA's intended use |
| | | Utilities & Emergency Services: A letter/letters from the local Authority Having Jurisdiction (AHJ) and/or local utilities indicating that there are adequate public services - fire, police, emergency services – serving the subject property to support VA's proposed use |
| | | Phase I: Phase I Environmental Site Assessment & any additional site due diligence |
| | | Cultural Resources Study: Provide required information per RLP Section 2.13. |

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Proposal Section Header | Sub-headers - Required Document/Response |
|--------|-------------------------|--|
| 1 | Teaming Information | <p>Organizational Chart: Organizational Chart Illustrating Key Personnel and Major Subcontractors</p> <p>Teaming Agreements: Fully-executed Teaming Agreements with Architect/Engineering firm and General Contracting firm</p> <p>Joint Venture Eligibility: Provide required information per RLP Section 2.13 if applicable</p> <p>Small Business Subcontracting Plan (requirement for large businesses offerors)</p> <p>A/E Firm Experience Narrative</p> <p>Design Team Key Personnel Experience</p> <p>SF-330</p> <p>A/E State Licensure: Proof of Architect/Engineering firm's state license</p> <p>GC Experience Narrative</p> <p>GC Key Personnel Resumes</p> <p>GSA Form 527</p> |
| | | <p>GC State Licensure: Proof of General Contracting firm's state license</p> |

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Proposal Section Header | Sub-headers - Required Document/Response |
|---------------------------------|---------------------------------------|---|
| 1 | Forms (Completed/Initialed/Signed) | VA Handbook 6500 (Appendix D) – VA Rules of Behavior |
| | | VA Handbook 6500.6 – Information Security Program |
| | | GSA Form 3516 – Solicitation Provisions |
| | | GSA Form 3517B – General Clauses/Modified General Clauses |
| | | GSA Form 12000 for Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B) (See Section 3.06J for applicable requirements) |
| | | Certification of Building Energy Performance |
| | | Contractor Confidentiality Certificate |
| | | VETS – 4212: Provide a complete and initialed VETS-4212 Report, along with the email confirmation of filing. (Upon the successful submission of a VETS-4212 report(s), contractors will receive an email confirmation of receipt notification for their records.) |
| 1 | RLP Documents (Initialed/Signed) | RLP |
| | | RLP Amendments |
| | | RLP Clarifications |
| | | Lease No. GS-XXP-LXXXXXXX (Form L201) |
| | | Appendix A.1 – Program for Design |
| | | Appendix A.2 – Project Room Contents |
| | | Appendix B – Conceptual Layout and Floor Plan |
| | | Appendix C.1 – ASR – Agency Specific Requirements |
| | | Appendix C.2 – FSL II – Facility Security Level II (Security Requirements) |
| | | Appendix D – Lease Code Compliance |
| | | Appendix E – OPC IT Specifications |
| | | Appendix F – Janitorial Services |
| | | Ann Arbor, MI - Wage Determination – Labor Standards Provision |
| | | Washtenaw County Wage Determination |
| Wayne County Wage Determination | | |

Section 3: How to Offer

Section 3.02 of the RLP



| Volume | Header | Required Document/Response |
|--------|---------------|---|
| 2 | Pricing Forms | Offering Entity Acknowledgement Form |
| | | GSA Form 1364 – Proposal to Lease Space |
| | | Attachment No. 1 to GSA Form 1364 NOTE: Offerors shall provide Attachment No. 1 to GSA Form 1364 in the native Excel format, as well as PDF format |
| | | GSA Form 1217 – Lessor's Annual Cost Statement |
| | | Form VA 10091 – VA-FSC Vendor File Request Form |
| | | Evidence of Historical Preference (See Section 2.05) |

D. Offers sent by United States mail or hand delivered (including delivery by commercial carrier) shall be deemed late if delivered to the address of the office designated for receipt of offers after the date and time established for receipt of offers.

E. Offers delivered through any means authorized by the RLP may be also deemed timely if there is acceptable evidence to establish that it was received at the Government installation designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or if it was the only proposal received.

F. There will be no public opening of offers, and all offers will be confidential until the Lease has been awarded. However, the Government may release proposals outside the Government such as to support contractors to assist in the evaluation of offers. Such Government contractors shall be required to protect the data from unauthorized disclosure.

Site Requirements

Section 3.06 of the RLP



- Evidence of ownership or control of Building or site. If the Offeror owns the Property being offered or has a long-term leasehold interest, documentation satisfactory to the LCO evidencing the Offeror's stated interest in the Property and any encumbrances on the Property, shall be submitted.
- Offeror must submit written evidence that it is authorized by the owner of the site to present the site. In addition, Offeror must provide evidence of site control for longer than the duration of the lease term required in this RLP, including the post-award design and construction phase as well as all renewal options. Documentation that constitutes evidence of control includes, but is not limited to, the following fully-executed documents:
 - a. An option to purchase;
 - b. A sales contract;
 - c. A deed showing fee simple ownership; or
 - d. An option to lease the site for longer than the lease term plus the post-award design and construction phase and any renewal options.
- Except for a deed evidencing fee simple ownership, any evidence of owner's consent or site control submitted by the Offeror must be signed by both the landowner and the Offeror and notarized.

GREEN BUILDING RATING CERTIFICATION FOR TENANT INTERIORS



Section 3.10 of the RLP

- The project TIs shall incorporate any necessary design parameters for the Space to meet Green Globes for Sustainable Interiors (GG-SI) requirements into the Design Intent Drawings (DIDs), if applicable, or Construction Drawings. The Lessor must coordinate TI and shell requirements (at the minimum Two Green Globes level) as necessary to meet the certification.

Section 4: Communications & Award



- Offerors must meet the mandatory minimum requirements of the Solicitation
- Competitive, negotiated procurement with Best Value Trade Offs, pursuant to FAR 15
- All technical non-price factors when combined are approximately equal in importance to price.
- Discussions may be held to establish competitive range
- The Government's award occurs upon execution of the lease by the Contracting Officer indicating that the Government accepts the Offeror's proposal
- The Contracting Officer intends to award on initial offer.

Award Based on Best Value

Section 4.03 of the RLP



- In accordance with FAR Part 15.101, competitively negotiated best value trade off source selection procedures will be used to evaluate proposals, and award will be made to the responsible Offeror offering the best value to the Government after evaluation of both the total evaluated contract price and non-priced technical factors.
- The Government intends to evaluate proposals and award a contract without discussions with the Offeror (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- All technical non-price factors when combined are approximately equal in importance to price, but, as proposals become more equal in their technical merit, the evaluated price becomes comparatively more important. The Government may make trade-offs between price and technical merit when determining if the increased technical merit is worth the increased price. The Contracting Officer will evaluate all aspects of the proposal to assess the Offeror's ability to perform the contract successfully. The evaluation will be conducted on the factors specified in this RLP.

Technical Evaluation Factors



Section 4.03 of the RLP

Factors are listed in descending order of importance. Areas of Consideration are not listed in order of importance and are not assigned a specific rating.

Factor No. 1 – Technical Quality

- A. Architectural Concept & Building Design
- B. Quality of Site Characteristics & Development
- C. Sustainable Design and Energy Efficiency

Factor No. 3 – Operations & Maintenance Plan

- A. Interior/Exterior Maintenance of Building and Grounds
- B. Routine ER Calls – Procedures and Response Times
- C. Staffing Plan, Administrative Procedures, & Quality Control Plan

Factor No. 2 – Offeror's Qualifications and Past Performance

- A. Offeror's Past Performance
- B. Design Team & General Contractor Qualifications
- C. Financial Resources
- D. Project Management Plan

Factor No. 4 – Socio-Economic Status

- A. Service Disabled Veteran Owned Small Business (SDVOSB)
- B. Veteran Owned Small Business (VOSB)
- C. Small Business
- D. All Other

Socio-Economic Status



No Award Preference for Set-Aside

Market research conducted by the LCO concluded in accordance with the U.S. Supreme Court's Kingdomware decision, found that two capable SDVOSBs or VOSBs firms did not participate in the Expression of Interest and Sources Sought.

For the purposes of this solicitation and resultant contract (lease), North American Industry Classification System (NAICS) codes is 531120. The small business size standard is \$38.5 million. Under this classification, a concern is considered a small business if its average annual receipts for its preceding three (3) fiscal years do not exceed the size standard reflected.

Section 2.13 of RLP: Eligibility for Joint Ventures

Section 2.15 of RLP: Small Business Subcontracting Plan

Office of Small & Disadvantaged Business Utilization (OSDBU) Contact

TYRONE LASSITER
SR. SMALL BUSINESS SPECIALIST
OFFICE OF SMALL AND DISADVANTAGED BUSINESS
UTILIZATION (OOSB)
810 VERMONT AVENUE, NW
WASHINGTON, DC 20420
PHONE 202-632-5619

Space Measurement

Section 2.0 of the Lease GSA FORM L100 (10/17)



SECTION 2 GENERAL TERMS, CONDITIONS, AND STANDARDS

2.01 DEFINITIONS AND GENERAL TERMS (OCT 2016)

- E. Common Area Factor. The "Common Area Factor" (CAF) is a conversion factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% [(11,500 RSF-10,000 ABOA SF)/10,000 ABOA SF]. For the purposes of this Lease, the CAF shall be determined in accordance with the applicable ANSI/ BOMA standard for the type of space to which the CAF shall apply.
- P. Rentable Space or Rentable Square Feet (RSF). Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, Building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $ABOA\ SF\ of\ Space \times (1 + CAF) = RSF$.
- R. Office Area. For the purposes of this Lease, Space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." References to ABOA mean ANSI/BOMA Office Area.

Design Concept: Submission with Offer



- Design Concept: Submission with Offer
 - Shall include at a minimum the following in relation to VA's Program of Requirements:
 - Detailed explanation and analysis of the Architectural & Engineering Design
 - Description and analysis of the nature of the building
 - The Design Concept submitted by the Offeror will be used to evaluate Technical Proposals and develop Design Development Drawings after award
 - Failure to submit plans and specifications in accordance with the Government's requirements may cause offers to be deemed unacceptable and non-responsive

Design Concept: General Design Criteria



- Lessor shall design and construct the building and site in accordance with:
 - RLP
 - Federal Regulations
 - Building Codes & Ordinances
 - In case of conflict, most stringent standard applies
- **Green Globes Certification (RLP Section 3.10)**
 - The project TIs shall incorporate any necessary design parameters for the Space to meet Green Globes for Sustainable Interiors (GG-SI) requirements into the Design Intent Drawings (DIDs), if applicable, or Construction Drawings. The Lessor must coordinate TI and shell requirements (at the minimum Two Green Globes level) as necessary to meet the certification.
- Accessibility Standards - in addition to compliance with local codes and ordinances, design, construction and alterations must comply with RLP



Design Concept Overview

36C10F18R0565
Ann Arbor, MI

Appendix A.1: Program for Design (PFD)



PROGRAM FOR DESIGN

CFM ANN ARBOR (COPIED 10 MAY 2018 10:34AM ET) FFE COPY

PACT CLINICS
CANTON, MICHIGAN

Projected Year: 2018 Midpoint Year: 2018

VISN: 11 State: MI Station ID: 506
Station: Ann Arbor
Installation: VA Medical Center

Project Created: 20 Jan 2017 02:32PM ET by Eric Deters
Space Plan Last Edited: 20 Jun 2018 01:05PM ET by Patrick Hillier

Contents List Created: 18 Jan 2018 12:20PM ET by Tracy DeWeese
Contents List Last Edited: 20 Jun 2018 12:56PM ET by Patrick Hillier

Report Generated: 20 Jun 2018 01:06PM

Appendix A.1: Program for Design



Department: 1 - OUTPATIENT / PACT CLINIC (265)

Functional Area: 1 - LOBBY / RECEPTION AREA

| Qty | Room Code | Room Name | Unit Area | Net Area | Const Phase | Const Type |
|-----|-----------|--------------------------------|-----------|----------|-------------|------------|
| 1 | LOB02 | Vestibule | 200 | 200 | 1 | 0 |
| 1 | SRLW1 | Alcove, Wheelchair | 90 | 90 | 1 | 0 |
| 1 | WTF03 | Waiting, PACT Family | 225 | 225 | 1 | 0 |
| 1 | RCP03 | Reception | 220 | 220 | 1 | 0 |
| 1 | RCHK2 | Kiosk, Patient Check-In | 10 | 10 | 1 | 0 |
| 1 | NCWD4 | Alcove, Volunteer | 120 | 120 | 1 | 0 |
| 1 | CLSC2 | Workstation, Patient Education | 10 | 10 | 1 | 0 |
| 1 | CLSC2 | Workstation, MVH | 10 | 10 | 1 | 0 |
| 1 | RCHK2 | Kiosk, Patient Check-In | 10 | 10 | 1 | 0 |
| 1 | CLSC2 | Workstation, Patient Education | 10 | 10 | 1 | 0 |
| 1 | TNPFM | Toilet, Family | 80 | 80 | 1 | 0 |
| 1 | TNPFM | Toilet, Family | 80 | 80 | 1 | 0 |
| 1 | WTPC2 | Waiting, PACT 2 | 920 | 920 | 1 | 0 |
| 1 | TNPM2 | Toilet, Male | 200 | 200 | 1 | 0 |
| 1 | TNPF2 | Toilet, Female | 200 | 200 | 1 | 0 |
| 1 | RCHK2 | Kiosk, Patient Check-In | 10 | 10 | 1 | 0 |
| 1 | RCHK2 | Kiosk, Patient Check-In | 10 | 10 | 1 | 0 |
| 1 | LAC01 | Lactation | 80 | 80 | 1 | 0 |
| 1 | WTG03 | Waiting, Women's | 80 | 80 | 1 | 0 |
| 1 | CLSC2 | Workstation, MVH | 10 | 10 | 1 | 0 |

FA Totals:

Room Qty: 20

Net Area: 2,575

Appendix A.2: Project Room Contents



Project Contents List

CFM ANN ARBOR (COPIED 10 MAY 2018 10:34AM ET) FFE COPY

**PACT CLINICS
CANTON, MICHIGAN**

Intersection of I-275 and 153 (Ford Road)

Projected Year: 2018 Midpoint Year: 2018

VISN: 11 State: MI Station ID: 506
Station: Ann Arbor
Installation: VA Medical Center

Project Created: 20 Jan 2017 02:32PM ET by Eric Deters
Space Plan Last Edited: 20 Jun 2018 01:05PM ET by Patrick Hillier

Report Generated: 23 Jul 2018 05:19PM ET

Appendix A.2: Project Room Contents



COMMUNITY BASED OUTPATIENT CLINICS Choice 2.0

Ann Arbor, MI

Updated PDF into Project Contents List

Submitted 07/06/18

| Department | Functional Area | Room Code | Room Name | Room Area | JSN | Content Name | Acq Code | Qty | Description |
|------------------------------------|----------------------------|-----------|-------------------------------------|-----------|-------|--|---------------------------------|-----|---|
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | LOB02 | 1 - Vestibule | 200 | A6046 | Artwork, Decorative, With Frame | WV - GOVT FURNISHED & INSTALLED | 1 | This JSN is to be used for determining and defining location of decorative artwork. |
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | CLSC2 | 10 - Workstation, Patient Education | 10 | A1015 | Telephone, Desk, Multiple Line | WV - GOVT FURNISHED & INSTALLED | 1 | Telephone, Desk, multiple line. THIS TYPICAL INCLUDES: 1 Tool Ball 1 Paper Tray 1 Diagonal Tray 1 Freestanding Work Surface 1 Mobile Pedestal, Box/File 1 Adjustable Keyboard Tray |
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | CLSC2 | 10 - Workstation, Patient Education | 10 | D0042 | Workcenter, Computer, Free Standing, 48" W | WV - GOVT FURNISHED & INSTALLED | 1 | |
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | CLSC2 | 10 - Workstation, Patient Education | 10 | R0280 | Chair, Swivel, Low Back | WV - GOVT FURNISHED & INSTALLED | 1 | Low back contemporary swivel chair, 33" high X 25" wide X 31" deep with a five (5) castor swivel base, arms and foam padded seat and back upholstered with either woven textile fabric or vinyl. |
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | CLSC2 | 10 - Workstation, Patient Education | 10 | F0000 | Basket, Wastepaper, Fire Resistant | WV - GOVT FURNISHED & INSTALLED | 1 | Wastepaper basket, fire resistant, approximately 40 quart capacity. This unit is used to collect and temporarily store small quantities of paper refuse in patient rooms, administrative areas and nursing stations. Size and shape varies depending on the application and manufacturer selected. |
| 1 - OUTPATIENT / PACT CLINIC (065) | 1 - LOBBY / RECEPTION AREA | CLSC2 | 10 - Workstation, Patient Education | 10 | M1801 | Computer, Microprocessing, w/Fat Panel Monitor | WV - GOVT FURNISHED & INSTALLED | 1 | Desk top microprocessing computer. The unit shall consist of a central processing unit tower, flat panel monitor, keyboard, mouse and speakers. The system shall have the following minimum characteristics: a 2.8 GHz Pentium processor; 512 MB memory; 80GB hard drive; 12/48x CD-ROM/DVD combo; 1.44MB network interface card; video 32 MB NVIDIA; a 18 inch flat panel monitor. The computer is used throughout the facility to input, manipulate and retrieve information. |

Appendix C.1: Agency Specific Requirements



- This appendix contains Agency Specific Requirements (ASR) that must be included in the construction and operation of the leased premises. These requirements are a component to the Lease.
- The Lessor's design team (A/E) shall be responsible for producing a complete set of drawings, design narrative/analysis, calculations, sample boards, and specifications in accordance with professional standard practices and the criteria contained in this RLP.

Appendix C.2: Facility Security Level II



- Lessor shall comply with the security requirements shown in the Facility Security Level (FSL) II document. The document includes requirements for the site and building including concentric levels of protection, building systems, closed circuit television system, intrusion detection system, physical access control system, duress alarms, security phones, and intercoms.
- VA leasing projects are no longer required to conform to:
 - Physical Security Design Manual for VA Life-Safety Protected Facilities
 - Physical Security Design Manual for VA Mission Critical Facilities
 - Appendix B, Physical Security Requirements and Options, VA Handbook 0730

Appendix D: Lease Code Compliance



Appendix D: VA Healthcare Standards and Codes

The building will be designed, constructed and maintained in accordance with the most current version of the codes and standards at time of award:

All applicable current State and Local Building Codes

All applicable current Local Planning & Zoning Codes

The Joint Commission

The state-adopted Facility Guidelines Institute Guidelines for Design and Construction of Health Care Facilities

- Michigan has not adopted the FGI Guidelines as a state, but plans will be reviewed against 2014 FGI Guidelines for compliance.

NFPA 99: Health Care Facilities Code

Architectural Barriers Act (ABA) Accessibility Standards or ADA Standards for Accessible Design as applicable.

In the absence of a State or Local Fire Code - NFPA 101: Life Safety Code

VA PG 18-14: Room Finishes, Door & Hardware Schedule – used to define room finish materials, door sizes and types and hardware functionality. References to VA specifications need not be followed.





VA Signage Design Guide is required for all interior, exterior, marquee, and monument signage

VA Planning Guides

- Planning & equipment layouts for CBOCs
 - "Outpatient Clinic Lease-Based Design Guide"

Appendix E: CBOC IT SPECS



|  |  | U.S. Department of Veterans Affairs | | | | | | | | | | | | |
|---|---|---|-------|------|-------------|--|--|--|--|--|--|--|--|--|
| | | Office of Information and Technology <i>IT Operations and Services</i> <i>Solution Delivery</i> | | | | | | | | | | | | |
| <i>COMMUNITY BASED OUTPATIENT CLINIC (CBOC) INSIDE PLANT INFORMATION TRANSPORT SYSTEMS SPECIFICATIONS</i> | | <small>Department of Veterans Affairs</small>  <small>IT Operations and Services Solution Delivery</small>  | | | | | | | | | | | | |
| <small>DEVELOPED BY: DATA CENTER ENGINEERING DATA CENTER & CLOUD ENGINEERING</small> | | <small>PROJECT:</small> CBOC ITS SPECIFICATIONS <small>PROJECT No:</small> NA <table border="1"><thead><tr><th>ISSUE</th><th>DATE</th><th>DESCRIPTION</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <small>DRAWING No:</small> <small>FILE:</small> <small>DESIGNER:</small> <small>ENGINEER:</small> <small>ISSUE DATE:</small> <small>PRINT DATE:</small> <small>ISSUE DATE:</small> <small>SHEET TITLE:</small> <small>COVER PAGE</small> <small>COVER</small> <small>SHEET: 1 OF 18</small> | ISSUE | DATE | DESCRIPTION | | | | | | | | | |
| ISSUE | DATE | DESCRIPTION | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Appendix F: Janitorial SOW



REQUEST FOR LEASE
PROPOSALS (RLP)

COMMUNITY BASED
OUTPATIENT CLINIC (CBOC)
ANN ARBOR, MI

JUNE 2018
RLP No. 36C10F18F0565

Appendix F: Janitorial Services

The Lessor shall furnish all supplies, materials machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services shall be provided in all interior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall make careful selection of cleaning products and equipment to ensure they are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes.

The Lessor shall select paper and paper products with recycled content conforming to EPA's CPG. Performance will be based on the Contracting Officer's evaluation of results, not the frequency or method of performance.

MATERIALS AND PROCEDURES

(1) STANDARDS

It is the Lessor's responsibility to maintain the clinic in a condition that meets all housekeeping and sanitation requirements of this solicitation and the current standards of the Joint Commission (JC).

(2) WORK SCHEDULE

Work will be accomplished at times indicated. Work schedule shall be from 7:30 AM to 5:00 PM, (or as requested by the LCO), Monday through Friday. The Lessor shall ensure that sufficient employees are available to prepare the clinic to see patients at 8:00 AM, to be available to clean up spills, keep the public and specimen collection toilet rooms clean, and keep the toilet rooms stocked with sufficient paper products and soap. Mechanical equipment such as vacuum cleaners, burnishers, scrubbing machines, etc., shall not be used during patient appointments.

(3) JANITORIAL STAFF AND SUPERVISION

Janitorial staff will have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious than traffic or parking violations. There shall be a janitorial staff supervisor on duty at all times when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government shall be removed from the janitorial staff. Smoking is permitted in designated areas only. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Janitorial company's standard uniforms are acceptable, if they clearly identify the company and the occupation of the individual. Janitorial staff will be required to wear photo identification badges.



Standard Forms & Clauses Overview

36C10F18R0565
Ann Arbor, MI

Proposal Compliance Matrix

Section 1.06 of the RLP



Request for Lease Proposal (RLP) No.: 36C10F18R0565
Ann Arbor, MI OPC

Proposal Compliance Matrix

Instructions: Offerors are to provide Offering Entity Information as well as "check" each Yes or No box, corresponding to required proposal information and provide the proposal volume and page number the information can be found. Offerors are required to adequately address each line item and provide comments as necessary.

| General | | | |
|------------------------------|--------------------------|--------------------------|---|
| Offeror Name: | | | |
| Offeror DUNS: | | | |
| Offered Site Name & Address: | | | |
| Date Submitted: | | | |
| Requirements | Provided | | Proposal Submittal Requirement |
| | Yes | No | |
| Volume I - Technical | <input type="checkbox"/> | <input type="checkbox"/> | Addressed Proposal Packaging |
| | <input type="checkbox"/> | <input type="checkbox"/> | (6) Compact Discs. Volume I bookmarked in .pdf format and properly lists all required headers and <u>subheaders</u> . |
| Volume II - Price | <input type="checkbox"/> | <input type="checkbox"/> | (1) Compact Disc. Volume II bookmarked in .pdf format, Attachment 1 to GSA Form 1364A in Microsoft Excel Format |

| Proposal Section Header | Item | Solicitation Reference | Provided | | Offeror Proposal Location | | Offeror Comments |
|----------------------------|--|--|--------------------------|--------------------------|---------------------------|---------|------------------|
| | | | Yes | No | Volume | Page(s) | |
| Proposal Compliance Matrix | Complete Proposal Compliance Matrix: Offeror shall provide matrix in Word format | RLP 3.02.C | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Offering Entity Forms | Offering Entity Acknowledgement Form | RLP 3.02.C | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | CCR/SAM Registration | RLP 3.02.C / Lease 2.06.F | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | VETBIZ Printout | RLP 3.02.C / 4.03 | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Conditional Commitment of Funds | RLP 3.02.C / 3.06.B | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Operating Agreement | RLP 3.02.C | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Technical Response | Modern Quality Building | RLP 1.02.B | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Required ABOA/RSF | RLP 1.02.A / 1364-16 Box 3 (43,700 ABOA) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Space Offered <u>On</u> No More Than 2 Floors | RLP 1.04.A | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Column Spacing | RLP 1.04.D | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Efficiency of Layout | RLP 1.04.C / 2.01 | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | No Co-tenancy With Living Quarters | RLP 1.03.H | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Loading Dock/Freight Elevator (If Required) | RLP 1.04.M | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Offered Space Compatible With VA's Intended Use | RLP 1.04.Q | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Building Design: Plans, Written Narratives, Design Calculations | RLP 3.02.C | <input type="checkbox"/> | <input type="checkbox"/> | | | |

GSA Form 1217 Operating Expenses



| LESSOR'S ANNUAL COST STATEMENT <i>Important - Read attached "Instructions"</i> | | OMB Control Number: 3090-0086 Expiration Date: 11/30/2019 | |
|---|--------------------------|--|----------------------------|
| <small>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 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.</small> | | | |
| 1. Request for Lease Proposals (RLP) | 2. Statement Date | | |
| 3. Rental Area (Square Feet) | 3A. Entire Building | 3B. Leased by Government | |
| 4. Building Name and Address (Number, Street, City, State, and Zip Code) | | | |
| SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION | | | |
| SERVICES AND UTILITIES | LESSOR'S ANNUAL COST FOR | | FOR GOVERNMENT USE ONLY |
| | (a) Entire Building | (b) Government-Leased Area | |
| A. CLEANING, JANITOR AND/OR CHAR SERVICE | | | |
| 5. Salaries | | | |
| 6. Supplies (Wax, cleaners, cloths, etc.) | | | |
| 7. Contract Services (Window washing, waste and snow removal) | | | |
| B. HEATING | | | |
| 8. Salaries | | | |
| 9. Fuel ("X" one) <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electric | | | |
| 10. System Maintenance and Repair | | | |
| C. ELECTRICAL | | | |
| 11. Current for Light and Power | | | |
| 12. Replacement of Bulbs, Tires, Starters | | | |
| 13. Power for Special Equipment | | | |
| 14. System Maintenance and Repair (Ballasts, Fixtures, etc.) | | | |
| D. PLUMBING | | | |
| 15. Water (For all purposes) (Include Sewage Charges) | | | |
| 16. Supplies (Soap, towels, tissues not in 6 above) | | | |
| 17. System Maintenance and Repair | | | |
| E. AIR CONDITIONING | | | |
| 18. Utilities (Include electricity, if not in C11) | | | |
| 19. System Maintenance and Repair | | | |
| F. ELEVATORS | | | |
| 20. Salaries (Operators, starters, etc.) | | | |
| 21. System Maintenance and Repair | | | |

GENERAL SERVICES ADMINISTRATION GSA 1217 (REV. 11/2016)

Items below line 27 are built into the base rental rate.

| G. MISCELLANEOUS (To the extent not included on Page 1) | | |
|---|------------|------|
| 22. Building Engineer and/or Manager | | |
| 23. Security (Watchperson, guards, not janitors) | | |
| 24. Social Security Tax and Workperson's Compensation Insurance | | |
| 25. Lawn and Landscaping Maintenance | | |
| 26. Other (Explain on separate sheet) | | |
| 27. TOTAL | | |
| SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES | | |
| 28. Real Estate Taxes | | |
| 29. Insurance (Hazard, Liability, etc.) | | |
| 30. Building Maintenance and Reserves for Replacement | | |
| 31. Lease Commission | | |
| 32. Management | | |
| 33. TOTAL | | |
| <small>LESSOR'S CERTIFICATION - The amounts entered in Columns (a) and (b) represent my best estimate as to the annual costs of services, utilities, and ownership.</small> | | |
| 34. Signature of: <input type="checkbox"/> Owner <input type="checkbox"/> Legal Agent | | |
| TYPED NAME AND TITLE | SIGNATURE | DATE |
| 34A. | 34B. _____ | 34C. |
| 35A. | 35B. _____ | 35C. |

GSA 1217 (REV. 11/2016) PAGE 2

Line 27 = Total Estimated cost of Services & Utilities

36C10F18R0565
Ann Arbor, MI

GSA Form 1364



| | | | | | | |
|---|---|---|------------------------------------|---|-------------------------------|-----------------------------------|
| PROPOSAL TO LEASE SPACE | | In Response to Request for Lease Proposals (RLP) Number → | 36C10F18R0565 | DATED | MM-DD-YYYY | |
| SECTION I - DESCRIPTION OF PREMISES | | | | | | |
| 1. BUILDING DESCRIPTION | a. Building Name XXXXX | b. Building Street Address XXXXX | | | | |
| c. City XXXXX | d. State XX | e. 9-Digit ZIP Code XXXXX-XXXX | 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) _____ | | | | |
| <p>"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.</p> | | | | | | |
| | | | | 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 SF | f. NUMBER YEARS RATE IS EFFECTIVE |
| 12. TENANT IMPROVEMENTS (per RLP requirements) | \$ 7,720,125.00 | _____ | _____ | _____ | _____ | _____ |
| 13. BSAC (per RLP requirements) | _____ | _____ | _____ | _____ | _____ | _____ |
| 14. SHELL BUILD-OUT | _____ | _____ | _____ | _____ | _____ | _____ |

Attachment No. 1 -GSA Form 1364A



| 15 Year Firm Term: | | | | | | | | | | | |
|---|-----------------|------|------|------|------|------|------|------|------|------|------|
| Lease Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Fully-Serviced Annual Rent not including Tenant Improvements (paid lump sum): | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Annual Operating Expenses (Form 1217 - Line 27): | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Shell Annual Rent with Tenant Improvements paid lump sum: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Annual Shell Rent Rate (1364 - 29 a), not including Operating Expenses (Form 1217 - Line 27) or | | | | | | | | | | | |
| Tenant Improvements (1364 - 25 a - Paid Lump Sum) per ABDA: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Annual Operating Expenses Rate (Form 1217 - Line 27) per ABDA: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fully-Serviced ABOA Rental Rate with Tenant Improvements paid lump sum: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lump sum items: | | | | | | | | | | | |
| Total Tenant Improvements Lump Sum Cost: | \$ 7,720,125.00 | | | | | | | | | | |
| Tenant Improvements Lump Sum Rate per ABDA: | \$ 176.66 | | | | | | | | | | |

Department of Veterans Affairs
 OPC - Ann Arbor, MI
 RLP No.: 36C10F18R0565
 Attachment #1 to the Form 1364

Offeror Name:

Building Total Rentable Square Feet: 43,700 RSF
 Building Total ABDA Square Feet: ABDA
 Common Area Factor: %
 Parking:
 Land Acquisition Costs (not including site improvements or demolition): \$0.00
 Annual Operating Expenses (line 27 from GSA Form 1217): \$0.00 Annually
 Annual Operating Expenses Rate per (line 27 from GSA Form 1217): \$0.00 per ABDA
 Tenant Improvement Lump-Sum Total: \$7,720,125.00
 Tenant Improvement Lump-Sum Rate per ABDA: \$176.66
 Lessor Tenant Improvement Amortization Rate: %

36C10F18R0565
 Ann Arbor, MI

GSA Form 3516 Provisions



SOLICITATION PROVISIONS (Acquisition of Leasehold Interests in Real Property)

1. 552.270-1 - INSTRUCTIONS TO OFFERORS – ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY (JUN 2011)

(a) Definitions. As used in this provision—

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing, writing or written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages. Offerors must be:

(i) Submitted on the forms prescribed and furnished by the Government as a part of this solicitation or on copies of those forms, and

(ii) Signed. The person signing an offer must initial each erasure or change appearing on any offer form. If the offeror is a partnership, the names of the partners composing the firm must be included with the offer.

(2) Late proposals and revisions.

(i) The Government will not consider any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers unless it is received before the Government makes award and it meets at least one of the following conditions:

(A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th).

(B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation.

(C) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays.

(D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals.

(E) There is acceptable evidence to establish that it was received at the activity designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers, and

that the Contracting Officer determines that accepting the late offer would not unduly delay the procurement.

(F) It is the only proposal received.

(ii) Any modification or revision of a proposal or response to request for information, including any final proposal revision, is subject to the same conditions as in paragraphs (c)(2)(i)(A) through (c)(2)(i)(E) of this provision.

(iii) The only acceptable evidence to establish the date of mailing of a late proposal or modification or revision sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, response to a request for information, or modification or revision shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(iv) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(v) The only acceptable evidence to establish the date of mailing of a late offer, modification or revision, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c)(2)(iii) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(vi) Notwithstanding paragraph (c)(2)(i) of this provision, a late modification or revision of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(vii) An offeror may withdraw its proposal by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, an offeror may withdraw its proposal via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

(viii) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.

(3) Any information given to a prospective offeror concerning this solicitation will be furnished promptly to all other prospective offerors, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offeror.

(4) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(5) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(6) The Government will construe an offer to be in full and complete compliance with this solicitation unless the offer describes any deviation in the offer.

Miscellaneous



Section 3.04 BUDGET SCOREKEEPING; OPERATING LEASE TREATMENT

The Government will award a Lease pursuant to this RLP only if the Lease will score as an operating lease under Office of Management and Budget Circular A-11, Appendix B. Only offers that are compliant with operating lease limitations will be eligible for award. Offerors are obligated to provide supporting documentation at the request of the CO to facilitate the Government's determination in this regard.

Section 3.05 PROSPECTUS LEASE

This RLP is subject to an approved Prospectus. The Government will only award a lease pursuant to this RLP if the offered rental rate does not exceed rent limitation set forth in the Prospectus.

Section 5.01 OFF-SITE IMPROVEMENTS

The cost of off-site improvements will be borne by the Lessor. The Lessor is responsible for determining the cost of off-site improvements prior to lease award, and including the costs of off-site improvements in the proposed rent.

36C10F18R0565
Ann Arbor, MI

Miscellaneous



Section 5.02 DUE DILIGENCE

The LESSOR acknowledges its duty to conduct reasonable site inspections for the proposed site. The LESSOR warrants that it has considered all factors which a prudent, experienced bidder customarily uses in making judgments about site conditions, quantity, quality and methods of performing the particular work... (PHASE 1 EA REQUIREMENT)

Section 5.03 APPLICABLE LAW

Any provision in this Lease that purports to assign liability or require expenditure of funds to the Lessor shall be governed by the provisions of the Contract Disputes Act of 1978, 41 U.S.C 601-613, Anti-Deficiency Act, 31 U.S.C. 1341, and the Federal Tort Claims Act, 28 U.S.C. 2671 et seq.

Contract Requirements



- Fire Protection & Life Safety
- Fire Safety, Physical Security, Accessibility & Sustainability Standards
- Offered space must be zoned for VA's intended use, at the time of initial offer submittal. Letter from AHJ substantiating compatible zoning.
- Codes – In accordance with Appendix D & Local Codes
- Construction Wage Rates Requirements Statute (Davis-Bacon Wages)
- Uniform Accessibility Standards (UFAS) and (ABAAS)

Reminders



- Read all parts of the RLP in their entirety & respond accordingly.
- Audit/ensure compliance with Section 3.02. Fully complete and include Offeror Proposal Compliance Matrix with proposal.
- Initial EVERY page of the ENTIRE offer (insert a footer) – Electronic signatures are acceptable.
- Ensure completeness AND consistency throughout proposal. Ensure all forms have been completed in their entirety (e.g. check all boxes) and do not recycle from past proposals.
- Make certain all documents that require signature have been signed by the authorized signatory for the Offering Entity.
- The Offering Entity must be registered in SAM and must be registered under the NAICS code for this procurement which is 531120. Must be consistent with completed “Offering Entity Acknowledgement Form”.
- Provide completed 1364 & Attachment #1 for each lease term scenario.

Reminders (cont.)



- Submittal of Phase I with initial offer
- Submittal of AHJ letters for life/safety services, utilities, zoning, etc.
- Structure and formatting – follow the RLP
- Narrative substantiations – provide adequate detail for all RLP requirements
- Eliminate discrepancies
 - Offering entity consistency
 - ABOA/RSF, parking, etc.
 - Price/Cost
 - Forms
- VA will not accept conditional offers. No contingencies nor changes to the RLP may be submitted

Reminders (cont.)



- Evidence of Ownership & Evidence of Site Control (Section 3.06)
- Occupancy Date – Project Management Plan. Comprehensive solution to deliver and mitigate risks (methodologies and actual techniques).
- Financial Resources. You MUST submit the required information. ALL financial information MUST be included in the Technical Proposal. Materials sent separately will not be considered. Additionally, submit a Financial Resources Plan (Narrative) addressing all relevant funding (e.g. near-term requirements, construction financing, permanent financing, etc.).

Questions



THANK YOU!