

**Department of Veterans Affairs
Community Based Outpatient Clinic
RLP No. 36C10F18R0570
Terre Haute, Indiana
Pre-Bid Conference**

WELCOME



August 27, 2018

PROJECT TEAM

Eric Roberts – Contracting Officer, VACO ORP
Eboni Thornhill – Contracting Officer, VACO ORP
Radonya Pinkney – Project Manager, VACO ORP
James MacMorran – Senior Resident Engineer, VACO ORP
Julie Webb – Richard L. Roudebush VA Medical Center
Mark Tyler – Vice President, Public Properties
Megan Shulin – Senior Associate, Public Properties
Tracy Atkinson – FFE Engineering and Technical Services
Patrick Hillier – FFE Engineering and Technical Services



WELCOMING REMARKS



PURPOSE OF MEETING & AGENDA



VA Central Office (VACO)	WELCOME - INTRODUCTION OF PROJECT TEAM		11:00 AM
Public Properties / VACO	OVERVIEW/AGENDA - OVERVIEW OF FACILITY & AGENDA		11:10 AM
Public Properties/ VACO	PROCUREMENT OVERVIEW/CRITICAL ISSUES - OPEN MARKET PROCUREMENT		11:15 AM
Public Properties / VACO / FFE	REQUEST FOR LEASE PROPOSAL OVERVIEW REQUEST FOR LEASE PROPOSAL - HOW TO OFFER - SITE CRITERIA - SUMMARY OF OPERATING EXPENSES - RENTABLE VS. ANSI/BOMA OFFICE AREA - FORMS - POST AWARD - OSDBU - EVALUATION OF OFFERS	REQUEST FOR LEASE PROPOSALS OVERVIEW (CONTINUED) - KEY LEASE TERMS - GSA FORM 1364 - GSA FORM 1217 - APPENDICES	11:20 AM
Project Team	QUESTIONS & ANSWERS / WRAP-UP		12:30 PM

PROCUREMENT OVERVIEW



Office of Small & Disadvantaged Business Utilization (OSDBU)

This lease is being competed as an open market procurement and as such is not set-aside for any type of business.

Link to Request for Lease Proposals:

<https://www.fbo.gov/index?id=f3123583a81895bfedf1073c850cbbcf>

OSBDU Questions:

Tyrone Lassiter
(202) 632-5619

Office of Small & Disadvantaged Business Utilization (OSDBU)

Sec. 4.03 Factor No. 4 – Socio-Economic Status

D. FACTOR 4: SOCIO-ECONOMIC STATUS

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

1. EVALUATION

This technical factor evaluates the socio-economic status of the Offering entity.

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. Prime and Joint Ventures submitting a proposal in response to this solicitation must meet the small business size standard.

Eligible Service-Disabled Veteran-Owned Small Businesses, Veteran-Owned Small Businesses, or Small Businesses shall receive credit for their status. Service-Disabled Veteran-Owned Small Businesses will receive full credit for this evaluation criteria, Veteran-Owned Small Businesses will receive partial credit greater than, and all other Small Businesses will receive partial credit.

REQUEST FOR LEASE PROPOSALS



Key Lease Terms (RLP Sec. 1.02)

A. The Government is seeking a maximum of **43,500** of American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet (SF) of contiguous space within the Area of Consideration set forth below. See Section 2 of the Lease for applicable ANSI/BOMA standards.

C. The Government requires **zero (0)** structured/inside parking spaces and **250** surface/outside parking spaces, reserved for the exclusive use of the Government. These spaces must be secured and lit in accordance with the Security Requirements set forth in the Lease. Offeror shall include the cost of this parking as part of the rental consideration.

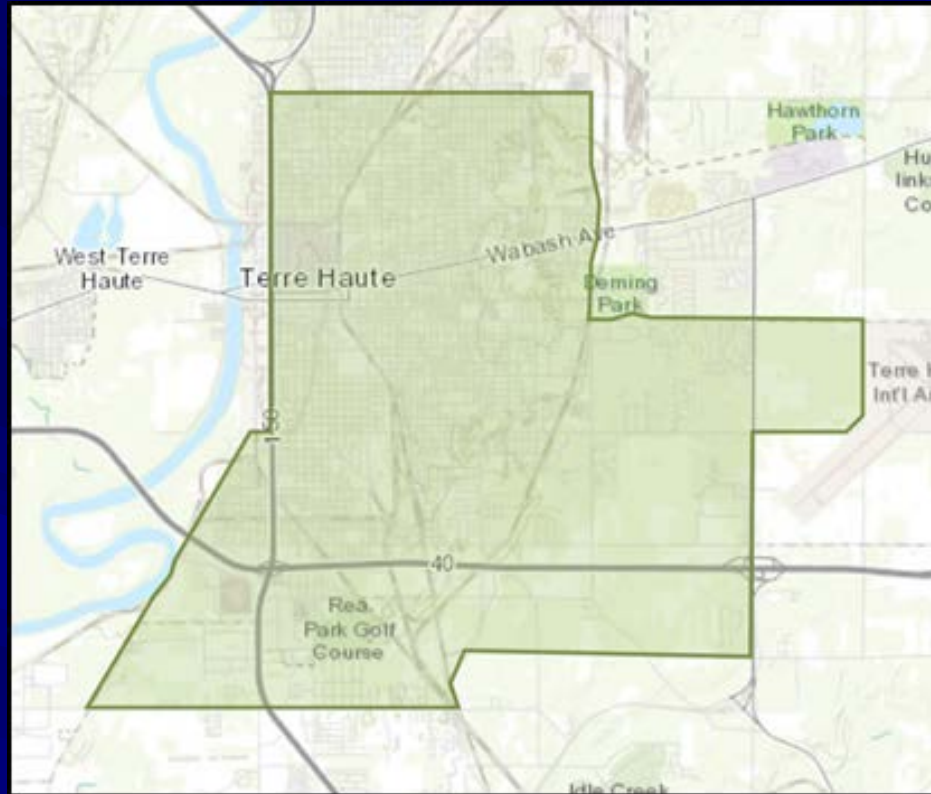
F. The lease term shall be up to 20 years, inclusive of all options. The Offeror must submit price proposals for each of the following scenarios (Each price proposal shall be submitted on its own individual GSA Form 1364):

- Alternative A) 15-year firm term;
- Alternative B) 15-year firm term, with five 1-year options; and
- Alternative C) 20-year term.

The LCO reserves the right to award a contract based on any alternate lease term listed above, and may select the number of option years, in the best interest of the Government. For instance, the LCO could elect to award a 20-year firm term, a 15-year firm term, or a 15-year firm term with five 1-year options. All the terms and conditions contained herein shall prevail throughout the term of the lease, including all renewal options. The Offeror is advised that it must submit pricing for all alternates listed above in order to be considered responsive. An Offeror submitting different or fewer pricing alternates may be rejected as non-responsive by the Lease Contracting Officer.

G. The Lease Term Commencement Date will be around Winter of 2021, or upon acceptance of space, whichever is later.

Area of Consideration (Sec. 1.03)



North: Maple Ave. from U.S.-41 to N. Fruitridge Ave.
South: E. Moyer Dr. from U.S.-40 to S. Houseman St. to E. Springhill Dr. to Prarieton Rd.
East: N. Fruitridge Ave. from Maple Ave. to Poplar St. to Hunt Rd. to U.S.-40 S. to E. Moyer Dr.
West: Prarieton Rd. from W. Springhill Dr. to Hulman St. Hulman St. to U.S.-150 N. U.S.-150 N. to U.S.-41 N

Unique Requirements (RLP 1.04)

Before issuance of the RLP, letters were provided to each interested party that submitted a property ahead of the market survey. These letters detailed each building/site's strengths and weaknesses in meeting the requirements outlined in the advertisement. These same requirements are included in Section 1.04 of the RLP – each offeror must demonstrate compliance with each of the requirements.

1.04 UNIQUE REQUIREMENTS (OCT 2016)

The offered Building and/or Property must have the following features:

The site offered must meet the following minimum characteristics:

- A. Offered space must be located on no more than two (2) contiguous floors and all space on each floor must be contiguous. If space offered is on two floors, a minimum of one passenger elevator and one freight elevator must be provided.
- B. Bifurcated sites, inclusive of parking, are not permissible.
- C. The following space configurations will not be considered: Space with atriums or other areas interrupting contiguous space, extremely long or narrow runs of space (more than twice as long as wide), irregularly shaped space configurations or other unusual building features adversely affecting usage.
- D. Column size cannot exceed two (2) feet square and space between columns and/or walls cannot be less than twenty (20') feet.
- E. Offered space cannot be in the FEMA 100-year flood plain.
- F. Offered space must be zoned for VA's intended use.
- G. Offered space will not be considered if located in close proximity to property with incompatible uses, including but not limited to the following uses: liquor establishments, treatment centers, correctional facilities, where firearms are sold/discharged, railroad tracks, or within flight paths.

- H. Space will not be considered where apartment space or other living quarters are located within the same building.
- I. Offered space must be located within 26,400 linear feet or less to amenities including but not limited to restaurants, hotels, pharmacy, and shopping.
- J. Offered space must be located within 26,400 linear feet or less to a hospital or stand-alone emergency room center and a fire department.
- K. Offered space must be within walking distance to public transportation. A commuter rail, light rail, or bus stop shall be located within the immediate vicinity of the building.
- L. Offered space must be within 1 mile of a major intersection to provide multiple routes of travel.
- M. Loading dock and freight elevator required. Parking lot must be able to accommodate deliveries by trucks with trailers.
- N. Structured parking under the space is not permissible.
- O. Offered space must meet Federal and Local Government requirements for fire safety, physical security, accessibility, seismic, and sustainability standards per the terms of the solicitation for offers or request for proposals.
- P. A fully serviced lease may be required.
- Q. Offered space must be compatible for VA's intended use.
- R. Offered space should provide bike racks for a minimum of five (5) bikes.
- S. Offered space must accommodate PACT clinic space on the same floor for staff coverage.

RLP Documents (Sec.1.06)

DOCUMENT NAME	File Name Prefix	No. of Pages
Lease No. GS-XXP-LXXXXXXX (Form L100)	00	43
Appendix A.1 – Program for Design	01	18
Appendix A.2 – Room Contents List	02	144
Appendix B.1 – CBOC Floor Plans	03	7
Appendix C.1 – ASR – Agency Specific Requirements	04	27
Appendix C.2 – FSL II – Facility Security Level II	05	10
Appendix D – Lease Code Compliance	06	1
Appendix E – CBOC IT Specifications	07	15
Offering Entity Acknowledgement Form	08	1
Offeror Proposal Compliance Matrix	09	4
Proposal to Lease Space (GSA Form 1364)	10	5
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
SF330 – AE Qualifications	15	14
GSA Form 527 – GC Qualifications	16	6
VA Handbook 6500 (Appendix D) – VA Rules of Behavior	17	7
VA Handbook 6500.6 – Information Security Program	18	3
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
DOL and Vigo County Wage Rate Determination	22	43
Seismic Offer Forms	23	8
Certification of Building Energy Performance	24	1
GSA Form 3518-SAM	25	2
Pre-Bid Registration	26	1

Receipt of Proposals (Sec. 3.02)

3.02 RECEIPT OF LEASE PROPOSALS (VA JUL 2018)

A. Offer must be received at the locations stated below, no later than 4:00 PM EST on the date specified on the Cover Page. Interested parties will be responsible to submit initial questions by 4:00 PM EST, August 22, 2018. All questions must reference the associated section of the RLP and be emailed to VA's Broker at MTYLER@PPWASHDC.COM. A virtual Pre-Bid conference is scheduled to be held on August 27, 2018 at a 11:00am EST. Parties interested in attending are required to pre-register by submitting a completed registration table (see in list of RLP documents) to Mark Tyler, Public Properties at mtyler@ppwashdc.com no later than 4:00 PM EST, August 22, 2018.

FedEx, UPS, or Hand Delivered:

U.S. Department of Veterans Affairs
Office of Construction & Facilities Management (CFM)
Attn: Eric Roberts
425 "Eye" Street, NW, Room 6W219A
Washington, DC 20001

With copies to:

Public Properties
Attn: Mark Tyler
1010 Wisconsin Ave., NW
Suite 650
Washington, DC 20007

VA currently anticipates award on or before Summer of 2019. Offers must remain open, and pricing must remain valid, until 90 calendar days following award date.

B. Offers shall be submitted to VA at the above referenced location in two (2) separate Volumes. Offers shall be properly signed, initialed, converted to a PDF file and indexed with bookmarks, and submitted on compact discs. Each compact disc shall be marked appropriately: Volume 1-Technical Proposal and Volume 2-Price Proposal. The technical proposal shall not contain any pricing information. Offerors shall only submit one electronic copy (Compact Discs) of each Volume to the Contracting Officer at the address above. **NO hard copies, of any kind, will be accepted by VA. Offeror may not submit offers via electronic mail.**

C. In addition to the requested number of submission packages listed above, Offerors will submit six (6) compact discs of Volume 1 – Technical Proposal, one (1) compact disc of Volume 2 – Price Proposal to Public Properties at the above address. **No hard copies of materials shall be submitted to broker.**

Offers shall consist of the following documents, organized as set forth in this subsection and adhering to a reasonable, efficient page limit. To the extent items are missing, not adequately addressed, or page limits are unreasonable in a proposal, the Contracting Officer may determine the proposal to be non-responsive and therefore excluded from the competition, at the sole discretion of the Contracting Officer. Items must be provided in the order set forth below, and each Header and Sub-header (bold text) shall be treated as a bookmarked chapter with relevant information contained therein.

Each CD cover/sleeve/holder as well as the actual CD shall be marked appropriately with the following information in type size and color that is clearly readable:

- Name of Offering Entity
- RLP No. 36C10F18R0570 Terre Haute, IN CBOC
- Initial Offer Volume 1-Technical Proposal or Initial Offer Volume 2-Price Proposal
- Date of Submission

What to Submit and Where to Deliver

Offers are due on Sept. 28, 2018.
Submittals must be properly signed, initialed and bookmarked (CD's)

Deliver to Public Properties

- One (1) Technical Binder
- One (1) Price Binder
- Six (6) Technical CD's
- One (1) Price CD

Deliver to VA Central Office

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

**Refer to Section 3.02 for additional submittal documents and information, including:
Phase I Environmental Site Assessment and Cultural Resources Study**

Receipt of Proposals (Sec. 3.02)

Volume	Proposal Section Header	Sub-headers - Required Document/Response
1	Proposal Compliance Matrix	Proposal Compliance Matrix: Microsoft Word Version Offering Entity Acknowledgement Form GSA Form 3518-SAM 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 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 Conditional Commitment of Funds Operating Agreement: Must define individual authorized to represent the entity, which aligns with Offering Entity Acknowledgment Form
1	Offering Entity Forms	
1	Technical Response	Building Design: Plans, written narratives, design concept, calculations, mechanical and electrical systems, and energy efficiency of the proposed building Building Drawings: All applicable drawings to include floor plan, adjacencies and existing ABOA and rentable square footage of proposed space Site Plans: Site plan depicting the property boundaries, building, landscaping, parking, ingress/egress and pedestrian circulation Project Management Plan Schedule Detailed Operations and Maintenance Plan Building Operating Plan Additional Submittals: Any additional applicable technical submittal requirements which are listed in Sections 1.06 and 3.06 of the RLP Green Globes Scoresheet & Sustainability Approach Narrative 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
1	Site Information	
1	Past Performance	Past Performance List Key Personnel Resumes

Volume	Header	Required Document/Response
1	Teaming Information	Organizational Chart: Organizational Chart Illustrating Key Personnel and Major Subcontractors Teaming Agreements: Fully-executed Teaming Agreements with Architect/Engineering firm and General Contracting firm Joint Venture Eligibility: Provide required information per RLP Section 4.03 if applicable Small Business Subcontracting Plan (requirement for large businesses offerors) A/E Firm Experience Narrative Design Team Key Personnel Experience SF-330 A/E State Licensure: Proof of Architect/Engineering firm's state license GC Experience Narrative GC Key Personnel Resumes GSA Form 527 GC State Licensure: Proof of General Contracting firm's state license 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) Seismic Offer Forms 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	Forms (Completed/Initialed/Signed)	
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.1 – Concept 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 – CBOC IT Specifications Appendix F – Janitorial Services DOL & Vigo County Wage Determination – Labor Standards Provision
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)

Offerors are required to complete the Proposal Compliance Matrix as part their proposals.

Scoring & Prospectus (Sec. 3.04 & 3.05)

3.04 BUDGET SCOREKEEPING; OPERATING LEASE TREATMENT (APR 2011)

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.

3.05 PROSPECTUS LEASE (OCT 2016)

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

Additional Submittals (Sec. 3.06)

3.06 ADDITIONAL SUBMITTALS (OCT 2016)

Offeror shall also submit with its offer the following:

- A. If the offeror is not the owner of the Property, authorization from the ownership entity to submit an offer on the ownership entity's behalf.
- B. Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the Space. Such commitments shall be signed by an authorized bank officer, or other legally authorized financing official, and at a minimum shall state: amount of loan, term in years, annual percentage rate, and length of loan commitment.
- C. Evidence that the Property is zoned in compliance with local zoning laws, including evidence of variances, if any, approved by the proper local authority, or the Offeror's plan and schedule to obtain all necessary zoning approvals prior to performance if the same have not been received at the time of submission of offers.
- D. Evidence of ownership or control of Building. 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.
- E. Site Submission Requirements

The following items must be submitted with the Offeror's proposal.

1. 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.
 2. 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.
 3. Provide a title report dated no fewer than sixty (60) calendar days prior to the due date for initial offers that shows the record owner of the offered site, and all liens, encumbrances, conditions, restrictions, and documents of record that affect the offered site. In addition, provide a certification from the Offeror to VA that the state of title on the offered site is free of covenants, conditions, restrictions, liens, or other items that could prevent or restrict the Offeror fulfilling the terms of the Lease or VA utilizing the property as a health care facility as set forth in the Lease. If any title issues do exist, state the Offeror's plan for remedying the issues with a completion date no later than lease award.
 4. Provide evidence of compliance with local zoning requirements as necessary in order to develop the site for VA's intended use.
 5. Provide Phase I ESA and applicable due diligence in accordance with Section 2.11.
- F. If the Offeror does not yet have a vested interest in the Property, but rather has a written agreement to acquire an interest, then the Offeror shall submit a fully executed copy of the written agreement with its offer, together with a statement from the current owner that the agreement is in full force and effect and that the Offeror has performed all conditions precedent to closing, or other form of documentation satisfactory to the LCO. These submittals must remain current. The Offeror is required to submit updated documents as required.
- G. If claiming an historic preference in accordance with the Historic Preference paragraph in RLP Section 2, Eligibility and Preferences for Award, Offeror must submit one of the following as documentation that the Property is historic or the site of the offered Property is within a Historic District: a letter from the National Park Service stating that the Property is listed in the National Register of Historic Places (NRHP) or eligible for listing, with a date of the listing/decision; a letter from the State Historic Preservation Office stating that the Property is listed in the NRHP, or on a statewide register, or eligible for inclusion, with a date of the listing/decision; or, the NRHP Identification Number and date of listing available from the NRHP Database found at www.nps.gov/nr.
- H. If there is a potential for conflict of interest because of a single agent representing multiple owners, present evidence that the agent disclosed the multiple representation to each entity and has authorization from each ownership entity offering in response to this RLP package. Owners and agents in conflicting interest situations are advised to exercise due diligence with regard to ethics, independent pricing, and Government procurement integrity requirements. In such cases, the Government reserves the right to negotiate with the owner directly.
- I. The Offeror must have an active registration in the System for Award Management (SAM), via the Internet at [HTTPS://WWW.ACQUISITION.GOV](https://www.acquisition.gov), prior to final proposal revisions. This registration service is free of charge.
- J. The Offeror must submit the Fire Protection and Life Safety (FPLS) Information in I.1, unless the Building meets either exemption in J.2 or J.3 below.
1. FPLS Submittal Information

Completed GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B, as applicable).

A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a system is installed in the Building).

A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if a system is installed in the Building).

A valid Building Certificate of Occupancy (C of O) issued by the local jurisdiction. If the Building C of O is not available or the local jurisdiction does not issue a Building C of O, a report prepared by a licensed fire protection engineer with their assessment of the offered Space regarding compliance with all applicable local Fire Protection and Life Safety-related codes and ordinances must be provided.

2. If the Space offered is 10,000 RSF or less in area and is located on the 1st floor of the Building, Offeror is not required to submit to VA the Fire Protection and Life Safety (FPLS) Submittal Information listed in I.1.a through I.1.d above.
3. If the Offeror provides a Building C of O obtained under any edition of the International Building Code (IBC), and the offered Space meets or will meet all the requirements of the Lease with regard to Means of Egress, Automatic Fire Sprinkler System, and Fire Alarm System prior to occupancy, then the Offeror is not required to submit to VA the FPLS Submittal Information listed in I.1 above.
- K. The legal description of the Property and tax ID number associated with the Property, copies of prior year tax notices and prior year tax bills, as well as any other information (such as a fact sheet, 5' wide x 3' high or larger color photograph, site plan, location map, and tax parcel map) in case of multiple tax parcels for an offered Building, and any other information that may affect the assessed value, in order for the Government to perform a complete and adequate analysis of the offered Property. The Offeror is to provide a detailed overview and documentation of any Tax Abatements on the Property as outlined in the "Real Estate Tax Adjustment" paragraph of the Lease.
- L. A plan and short narrative as necessary to explain how the Offeror will meet the parking requirements.
- M. The architectural plans for modernization, if the offered Building is not a modern office Building.
- N. An asbestos management plan, if the offered Building contains asbestos-containing materials.
- O. First generation plans scaled at a minimum of 1/8" = 1'-0" (preferred) shall be submitted for review and consideration and meet O.1 through O.5 noted below.
 1. All plans submitted for consideration shall include floor plan(s) for which Space is being offered and floor plan(s) of the floor(s) of exit discharge (e.g., street level(s)). Each plan submitted shall include the locations of all exit stairs, elevators, and the Space(s) being offered to the Government. In addition, where Building exit stairs are interrupted or discontinued before the level of exit discharge, additional floor plans for the level(s) where exit stairs are interrupted or discontinued must also be provided.
 2. All plans submitted for consideration shall have been generated by a Computer Aided Design (CAD) program which is compatible with the latest release of AutoCAD. The required file extension is .DWG. Clean and purged files shall be submitted on CD-ROM. Plans shall include a proposed corridor pattern for typical floors and/or partial floors. The CAD file showing the offered Space should show the Poly-Line utilized to determine the square footage on a separate and unique layer. All submissions shall be accompanied with a written matrix indicating the layering standard to verify that all information is recoverable. All architectural features of the Space shall be accurately shown.
 3. Photostatic copies are not acceptable. All architectural features of the Space shall be accurately shown. If conversion or renovation of the Building is planned, alterations to meet this RLP shall be indicated.
 4. Plans shall reflect corridors in place or the proposed corridor pattern for both a typical full (single-tenant) floor and/or partial (multi-tenant) floor. The corridors in place or proposed corridors shall meet local code requirements for issuance of occupancy permits.
 5. VA will review all plans submitted to determine if an acceptable level of safety is provided. In addition, VA will review the common corridors in place and/or proposed corridor pattern to determine whether these achieve an acceptable level of safety as well as to verify that the corridors provide public access to all essential Building elements. The Offeror will be advised of any adjustments that are required to the corridors for determining the ABOA Space. The required corridors may or may not be defined by ceiling-high partitions. Actual corridors in the approved layout for the successful Offeror's Space may differ from the corridors used in determining the ABOA square footage for the lease award. Additional egress corridors required by the tenant agency's design intent drawings will not be deducted from the ABOA square footage that the most efficient corridor pattern would have yielded.
- P. As provided in the "Amount and Type of Space, Lease Term, and Occupancy Date" paragraph in the RLP, advise whether there are existing vending facilities in the offered Building which have exclusive rights in the Building.
- Q. Provide evidence demonstrating amenities do or will exist by the Government's required occupancy date. Such evidence shall include copies of signed leases, construction contracts, or other documentation as deemed acceptable by the LCO.

Additional Submittals (cont.)

R. No later than the due date for final proposal revisions, the Offeror must submit to the LCO:

1. Evidence of an Energy Star® label obtained within the 12 months prior to the due date of final proposal revisions,
2. Offerors falling under a statutory exception must also indicate by the due date for final proposal revisions what cost effective energy efficiency and conservation improvements they are proposing to make.
3. If no cost-effective improvements can be made, the Offeror must demonstrate to the Government using the ENERGY STAR® Online Tools referenced in the RLP paragraph, entitled "ENERGY INDEPENDENCE AND SECURITY ACT," why no energy efficiency and conservation improvements are cost effective. This explanation will be subject to review by the LCO. If the explanation is considered unreasonable, the offer may be considered technically unacceptable.
4. If the Offeror is claiming eligibility for additional time to obtain the Energy Star® label per sub-paragraph B of the RLP paragraph entitled "Energy Independence and Security Act," then the Offeror shall provide such indication with its initial offer and also must provide by the due date for final proposal revisions evidence substantiating their claim for additional time to obtain the Energy Star® label and substantiating their capability of earning the Energy Star®.
5. For new construction, the Offeror need not submit anything regarding compliance with EISA by the date of final proposal revisions, but shall be required to produce prior to the issuance of a permit for building construction a Statement of Energy Design Intent (SEDI) using Energy Star's® Target Finder online tool reflecting an Energy Star® benchmark score of 75 or higher and a certification from EPA of being Designed to Earn the Energy Star®.

S. For projects 10,000 RSF and above, the Offeror must provide documentation of the proposed GREEN GLOBES® FOR NEW CONSTRUCTION (GG®-NC) credits for Two Green Globes level certification. If pursuing Green Globes®-NC, the Offeror may add GBI Green Globes® Professionals (GGPs) to the project team, but it is not required. If one or more GGPs are added, the Offeror must identify any GGPs as team members, including their roles throughout the project.

T. The Offeror must provide a Green Globes® for ® Along with the proposed Green Globes® SI checklist, the Offeror shall submit a brief statement outlining how each of the Credits proposed on the scorecard or checklist will be achieved. The Offeror may add GBI Green Globes® Professionals (GGPs) to the project team, but it is not required. If one or more GGPs are added, the Offeror must identify any GGPs as team members, including their roles throughout the project.

U. Evidence of seismic safety compliance as required in Section 2 of this RLP.

V. Information required under paragraph entitled "DUE DILIGENCE AND NATIONAL ENVIRONMENTAL POLICY ACT REQUIREMENTS - RLP."

W. Information required under paragraph entitled "NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - RLP."

X. If the Offeror requests any deviations, all deviations must be documented on Form 1364 in block labeled "Additional Remarks or Conditions with Respect to this Offer." VA at its sole discretion will make the decision whether or not to accept the deviation. Any deviations must be requested prior to the request for final proposal revisions. If the Offeror requests any deviations, VA at its sole discretion will make the decision whether to accept the deviation.

Y. If more than 5,000 square feet of land area is to be disturbed in order to meet the Government's requirements, (as more fully described in the lease paragraph named ENERGY INDEPENDENCE AND SECURITY ACT, sub-paragraph (B)(1)(b)), a statement from Offeror that the Offeror is aware of and will comply with the specific lease requirements concerning maintenance and restoration of the real property's hydrology.

Tenant Improvements (Sec. 3.07)

3.07 TENANT IMPROVEMENTS INCLUDED IN OFFER (SEP 2015)

A. TENANT IMPROVEMENT ALLOWANCE PRICING:

The TI Allowance is \$8,654,345.00 (or \$198.95 per ABOA SF) (TIs are the finishes and fixtures that typically take Space from the shell condition to a finished, usable condition.) The TI Allowance shall be used for the build-out of the Space in accordance with the Government approved design intent drawings. All TIs required by the Government for occupancy shall be performed by the successful Offeror as part of the rental consideration, and all improvements shall meet the quality standards and requirements of this RLP package and its attachments. The Government reserves the right to amortize any portion of the TI Allowance at the amortization rate proposed by the Offeror on Attachment 1 to GSA Form 1364. Amortization of the TI Allowance will be over the firm term of the lease. The unamortized portion of the TI Allowance will be paid by the Government in lump sum upon acceptance of the space by the Government. The decision by the Government on whether or not to amortize the TI Allowance, and/or what portion of the allowance is to be amortized, is solely that of the Government.

Note: The Department of Veterans Affairs (VA) may pay for all, none, or a portion of the Tenant Improvement Allowance (TIA) in lump sum. A determination regarding the amount of TIA to pay in lump sum is exclusively that of VA and will be made prior to lease award.

Award Based on Best Value (Sec. 4.04)

4.03 AWARD BASED ON BEST VAUE

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.

A. 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.

B. 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. Offerors are advised that if proposals are considered technically equal, price may become the determining factor. 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 Award Factors (Sec. 4.05)

Technical award factors and subfactors below are listed in descending order of importance.

Factor No. 1

Technical Quality

- Sub 1 – Architectural Concept & Building Design
- Sub 2 – Quality of Site Development & Characteristics
- Sub 3 – Sustainable Design and Energy Efficiency

Factor No. 2

Qualifications and Past Performance

- Sub 1 – Offeror Past Performance
- Sub 2 – Design Team & GC Qualifications
- Sub 3 – Financial Resources
- Sub 4 – Project Management Plan

Factor No. 3

Operations and Maintenance (O&M) Plan

- Sub 1 – Interior and Exterior Maintenance
 - Building and Grounds
- Sub 2 – Routine and Emergency Calls -
 - Procedures and Response Times
- Sub 3 – Staffing Plan, Administrative Procedures
 - and Quality Control Plan

Factor No. 4

Socioeconomic Status

(This factor does not have any individual subfactors.)

- SDVOSB
- VOSB
- Small Business

Present Value Price Evaluation (Sec. 4.04)

4.04 PRESENT VALUE PRICE EVALUATION (OCT 2016)

A. If annual CPI adjustments in operating expenses are included, the Offeror shall be required to submit the offer with the total "gross" annual price per RSF and per ABOA SF and a breakout of the "base" price per RSF and ABOA SF for services and utilities (operating expenses) to be provided by the Lessor. The "gross" price shall include the "base" price. The base price per ABOA SF from which adjustments are made will be the base price for the term of the Lease, including any option periods.

B. The Offeror must submit plans and any other information to demonstrate that the Rentable Space yields ABOA space within the required ABOA range. The Government will verify the amount of ABOA SF and will convert the rentable prices offered to ABOA prices, which will subsequently be used in the price evaluation.

C. Evaluation of offered prices will be based on the annual price per ABOA SF, including all required option periods. The Government will perform present value price evaluation by reducing the prices per ABOA SF to a composite annual ABOA SF price, as follows:

1. Parking and wareyard areas will be excluded from the total square footage but not from the price. For different types of space, the gross annual per ABOA SF price will be determined by dividing the total annual rental by the total ABOA square footage excluding these areas.
2. Free rent will be evaluated in the year in which it is offered. The gross annual price is adjusted to reflect free rent.
3. INTENTIONALLY DELETED.
4. Also as stated in the "Lease Acquisition" paragraph, the amount of any commission paid to VA's Broker will not be considered separately as part of this price evaluation since the value of the commission is subsumed in the gross rent rate.
5. If annual adjustments in operating expenses will not be made, the gross annual price will be discounted annually at 5.0 percent to yield a gross present value cost (PVC).
6. If annual adjustments in operating expenses will be made, the annual price, minus the base cost of operating expenses, will be discounted annually at 5.0 percent to yield net PVC. The operating expenses will be both escalated at 2.5 percent compounded annually and discounted annually at 5.0 percent, then added to the net PVC to yield the gross PVC.
7. To the gross PVC will be added:
 - A. INTENTIONALLY DELETED
 - B. The annualized (over the full term) cost of any items, which are to be reimbursed in a lump sum payment. (The cost of these items is present value; therefore, it will not be discounted.)
 - C. INTENTIONALLY DELETED
 - D. INTENTIONALLY DELETED
 - E. The fees for architectural and engineering design (A/E) services and the Offeror's project management fees associated with Tenant Improvements. The Offeror is required as part of their offer to identify on GSA Form 1364

any and all fees to complete the tenant improvements, broken down into two components: (1) Fees for architectural and engineering design services (A/E fees), which may be offered as a rate per ABOA SF, percentage rate, or flat fee, and (2) Lessor's overhead, administrative costs, profit, and fees associated with Tenant Improvements (Lessor's PM fees), which may be only offered as a percentage rate. These fees will be evaluated in a multi-step process, as follows.

- o The A/E fees are assumed to consume a portion of the total tenant improvement allowance (TIA), thus reducing the amount available for actual construction. The percentage is not a percentage of the TIA, but a percentage of the underlying costs, which together with the A/E fee equals the TIA. The following example is used to illustrate the calculations, and assumes the following: An allowance of \$30 per square foot for 10,000 ABOA square feet, which is \$300,000, and A/E fees of 5%.
 - o The underlying costs equals the TIA divided by (1 + A/E fee percentage)
 - o $\$300,000 / 1.05 = \$285,714.29$
 - o A/E fees at 5% of the underlying costs are $.05 \times \$285,714.29 = \$14,285.71$
 - o Underlying costs of \$285,714.29 plus 5% A/E fees of \$14,285.71 = TIA of \$300,000
 - o The Lessor's PM fees are presumed to be in addition to the TIA and calculated as a percentage of the full TIA. Using the same example, if Lessor's PM fees are offered at 5%, the fees are calculated as $\$300,000 \times .05 = \$15,000$.
 - o The sum of these fees is then computed as a percentage of the total TIA. Following the example, A/E fees of \$14,285.71 plus Lessor's PM fees of \$15,000 (total fees of \$29,285.71) ÷ \$300,000 TIA = 9.762%. The amortized rental rate for the tenant improvement allowance is increased by this percentage for purposes of price evaluation.
- F. The annual cost of overtime HVAC based on the offered hourly overtime rate and an estimated usage of 0 hours of overtime HVAC per year for the Space. This cost will be discounted annually at 5.0 percent.
8. The sum of either sub-paragraphs 5 and 7 or sub-paragraphs 6 and 7, divided by the ABOA SF will be the present value cost per ABOA SF of the offer for price evaluation purposes.

Summary of Operating Expenses (Lease Sec. 6)

- FULL SERVICE LEASE
- All utilities and cost outlined in Line 27 of GSA Form 1217 will be the responsibility of the Lessor.
- Cost on GSA Form 1217 (above Line 27) will receive a CPI increase.
- Taxes increased from base year.
- Exterior janitorial/maintenance to be provided by the Lessor.
- Interior janitorial as outlined in Appendix C.1 shall be provided by the Lessor throughout term of the lease.

6.01 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS (JUN 2012)

A. The Government's normal hours of operations are established as **6:00 AM to 8:00 PM**, Monday through Friday and **7:00 AM to 4:00 PM**, on Saturdays, with the exception of Federal holidays. Services, maintenance, and utilities shall be provided during these hours, with the exception of janitorial. The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed after normal hours.

B. The Lessor and the Lessor's representatives, employees and contractors shall demonstrate a cooperative, positive, welcoming, respectful, professional and business-like demeanor and shall present a neat, clean, job-appropriate (professional) appearance.

6.02 UTILITIES (APR 2011)

The Lessor is responsible for providing all utilities necessary for base Building and tenant operations as part of the rental consideration.

Rentable Space vs. ANSI/BOMA

- 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% $[(11,500 \text{ RSF} - 10,000 \text{ ABOA SF}) / 10,000 \text{ ABOA SF}]$. 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: $\text{ABOA SF of Space} \times (1 + \text{CAF}) = \text{RSF}$.
- 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.

Post Award/Design (Lease 4.01)

4.01 SCHEDULE FOR COMPLETION OF SPACE (OCT 2017)

Design and construction activities for the Space shall commence upon Lease award.

Construction of TIs and completion of other required construction work: The Lessor shall complete all work as required in this Lease not later than **TBD (based on construction schedule provided by Lessor and agreed to by Government)** Working Days following Lease award.

Design and construction activities for the Space shall commence upon Lease award. The Lessor shall schedule the following activities to achieve timely completion of the work required by this Lease:

A. **Design Intent Drawing (DID) Workshop:** In conjunction with the Government, the Lessor shall commit as part of shell costs to a 4-day DID workshop tentatively scheduled to begin **approximately 15 Working Days after award** at the office of the Lessor's architect or an alternate location agreed to by the Government. The architect will provide full design services so that the DIDs can be completed during this conference.

B. **DIDs:** For the purposes of this Lease, DIDs are defined as layout line drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors; schematic demolition; voice, data, and electrical outlet locations; finishes; generic furniture layout, and any additional details necessary to communicate the design intent to the lessor's architect for the purpose of preparing the construction documents (CDs). A full DID set must include the following elements:

Level 1 (included in shell rent):

1. Cover Sheet;
2. Demolition Plan (if applicable);
3. Construction (Partition) Plan;
4. Power/Communication (Electrical) Plan;
5. Furniture Plan; and
6. Finish Plan.

Level 2 (reimbursable):

After Lease Award, the Government may request the Lessor to submit a separate price proposal to provide Level 2 DIDs in addition to the Level 1 DIDs which are already priced as part of the shell rent. If requested, Level 2 DIDs must include the following Level 2 elements:

1. Reflected Ceiling Plan;
2. Interior Elevations;
3. Interior Sections;
4. Partition Type/ Section Plan; and
5. Door/Hardware Schedule

At the DID workshop, the Lessor shall provide a minimum of three (3) finish options to include coordinated samples of finishes for all interior elements such as paint, wall coverings, base coving, carpet, window treatments, laminates, and flooring. All samples provided must comply with specifications set forth elsewhere in this Lease. The finish options shall be approved by the Government at the DID workshop. The Lessor may not make any substitutions after the finish option is selected.

C. **The Government's review and approval of the DIDs** is limited to conformance to the specific requirements of the Lease and the client agency build-out requirements as they apply to the Space. The Government will provide formal approval of DIDs in writing **20 Working Days** from the conclusion of the DID workshop.

D. **The Lessor's preparation and submission of construction documents (CDs):** The Lessor as part of the TI must complete CDs conforming to the approved DIDs not later than **30 Working Days** following the approval of DIDs. The pricing for this work is included under the A/E fees established under Section 1 of the Lease. If during the preparation of CDs the Lessor becomes aware that any material requirement indicated in the approved DIDs cannot be reasonably achieved, the Lessor shall promptly notify VA, and shall not proceed with completion of CDs until direction is received from the LCO. The LCO shall provide direction within **10 Working Days** of such notice, but the Government shall not be responsible for delays to completion of CDs occasioned by such circumstances. ~~For the purpose of this paragraph, a "material requirement" shall mean any requirement necessary for the Government's intended use of the Space as provided for in, or reasonably inferable from, the Lease and the approved DIDs (e.g., number of workstations and required adjacencies).~~

E. **Government review of CDs:** The Government shall have **25 Working Days** to review CDs before Lessor proceeds to prepare a TI price proposal for the work described in the CDs. At any time during this period of review, the Government shall have the right to require the Lessor to modify the CDs to enforce conformance to Lease requirements and the approved DIDs.

F. **The Lessor's preparation and submission of the TI price proposal:** The Lessor shall prepare and submit a complete TI price proposal in accordance with this Lease within **20 Working Days** following the end of the Government CD review period.

G. INTENTIONALLY DELETED.

H. **Negotiation of TI price proposals and issuance of notice to proceed (NTP):** The Government shall issue NTP within **10 Working Days** following the submission of the TI price proposals, unless these have been priced as turnkey, ~~provided that~~ price proposals conform to the requirements of the Lease and the parties negotiate a fair and reasonable price.

I. **Construction of TIs and completion of other required construction work:** The Lessor shall complete all work required to prepare the Premises as required in this Lease ready for use not later than **TBD (based on construction schedule provided by Lessor and agreed to by Government)** Working days following issuance of NTP.

Pricing Terms (RLP Sec. 3.03)

3.03 PRICING TERMS (OCT 2017)

Offeror shall provide the following pricing information with its offer.

A. GSA Form 1217, Lessor's Annual Cost Statement. Complete all sections of the 1217.

B. GSA Form 1364, Proposal to Lease Space. Complete all sections of the 1364, including, but not limited to:

1. A fully serviced Lease rate (gross rate) per ABOA and RSF, clearly itemizing the total Building shell rental, TI rate, operating costs, and parking (itemizing all costs of parking above base local code requirements or otherwise already included in shell rent).
2. Improvements. All improvements in the base Building, lobbies, common areas, and core areas shall be provided by the Lessor, at the Lessor's expense. This Building shell rental rate shall also include, but is not limited to, property financing (exclusive of TIs and BSAC), insurance, taxes, management, profit, etc., for the Building. The Building shell rental rate shall also include all basic Building systems and common area buildout, including base Building lobbies, common areas, core areas, etc., exclusive of the ABOA Space offered as required in this RLP.
3. The annual cost per ABOA and rentable square foot (RSF) for the cost of services and utilities. This equals line 27 of GSA Form 1217, Lessor's Annual Cost Statement, divided by the Building size (shown on the top of both GSA Form 1364, Proposal to Lease Space, and Form 1217) for ABOA and RSF, respectively.
4. The annual rent to amortize the Tenant Improvements. Such amortization shall be expressed as a cost per ABOA and RSF per year. This shall be all alterations for the Space above the Building shell and BSAC build-out. Such alterations shall be described and identified in the drawings used to construct the Space. If the Offeror chooses to amortize the TI for a period exceeding the Firm Term of the Lease, the Offeror shall indicate the extended time in the offer. If the Government terminates the Lease after the Firm Term or does not otherwise renew or extend the term beyond the Firm Term, the Government shall not be liable for any unamortized TI costs resulting from an extended amortization period.
5. INTENTIONALLY DELETED.
6. A shell rate per ABOA and RSF for that portion of the lease term extending beyond the Firm Term. The rate proposed for this portion of the term shall not reflect any TIs as they will have been fully amortized over the Firm Term.
7. An hourly overtime rate for overtime use of heating and cooling, and annual rate for areas requiring 24/7 HVAC. **NOTE:** Refer to the Lease document for additional guidance.
8. Adjustment for Vacant Leased Premises. **NOTE:** Refer to the Lease document for additional guidance.
9. Lessor's Fees to complete Tenant Improvements. Provide a listing of proposed (i) Lessor's Project Management fee and (ii) Lessor's A/E design costs to prepare construction documents, to complete the Tenant Improvements. State the basis for determining each component, (e.g. flat fee, cost per ABOA SF, etc.). State any assumptions used to compute the dollar costs for each fee component.
10. Rent concessions being offered. Indicate either on the GSA Form 1364 Proposal to Lease Space or in separate correspondence.
11. Compensation (expressed as either % or \$) to Offeror's broker and/or representative arising from an agreement between the Offeror and the Offeror's representative, agent(s), broker(s), property manager, developer, employee, or any other agent or representative in connection with the Lease contemplated herein shall be entered in block 25.b., and if GSA is using a Tenant Representative Broker, compensation (expressed as either % or \$) to GSA's Broker reflecting the agreement between Offeror and GSA's Broker, shall be entered in block 25.a.

GSA FORM 1364



GSA Form 1364

SECTION II - SPACE OFFERED AND RATES						
9. ANSI/BOMA OFFICE AREA SQUARE FEET (ABOA) 43,500		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>						
	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 (per RLP requirements)	\$8,654,345.00					
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 real estate taxes. Refer to Line 28 on GSA 1217)						
17. OPERATING COSTS (Refer to Line 27 on GSA 1217)						
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 (SHELL RATES)	/RSF /ABOA	Thru	/RSF /ABOA	Thru	/RSF /ABOA	Thru

GSA Form 1364 – Three Versions

Sec. 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

Attachment No. 1 – Form 1364A

CBDC - Terre Haute, IN RFP No. 26CWH000570 Attachment #1 to the Form 1364																				
Offeror Name:																				
Building Total Rentable Square Feet:		RTF																		
Building Total ABDA Square Feet:		45,969																		
Ground Area (Acres):		-																		
Parking:		250																		
Land Acquisition Costs (not including the improvements as a condition):		\$0.00																		
Assess Operating Expenses (Line 27 from GSA Form 1217):		\$0.00 Annually																		
Assess Operating Expenses Rate per (Line 27 from GSA Form 1217):		\$0.00 per ABDA																		
Tenant Improvement Lump Sum Total:		\$1,454,340.00																		
Tenant Improvement Lump Sum Rate per ABDA:		\$192.95																		
Lower Tenant Improvement Award to the Rate:		-																		
15 Year Firm Term:																				
Lease Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
Fully-Serviced Award Rent not including Tenant Improvements (paid lump sum):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Assess Operating Expenses (Form 1217 - Line 27):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Shell Award Rent with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Assess Shell Rent Rate (1564 - 25.3), not including Operating Expenses (Form 1217 - Line 27) or Tenant Improvements (1564 - 25.3 - Paid Lump Sum) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Assess Operating Expenses Rate (Form 1217 - Line 27) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Fully-Serviced ABDA Rental Rate with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Lump sum items:																				
Total Tenant Improvements Lump Sum Cost:	\$	0,554,345.00																		
Tenant Improvements Lump Sum Rate per ABDA:	\$	192.95																		
15 Year Firm Term with Five 5-Year Options:																				
Lease Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	OY1	OY2	OY3	OY4	OY5
Fully-Serviced Award Rent not including Tenant Improvements (paid lump sum):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Operating Expenses (Form 1217 - Line 27):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shell Award Rent with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Shell Rent Rate (1564 - 25.3), not including Operating Expenses (Form 1217 - Line 27) or Tenant Improvements (1564 - 25.3 - Paid Lump Sum) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Operating Expenses (Form 1217 - Line 27) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fully-Serviced ABDA Rental Rate with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lump sum items:																				
Total Tenant Improvements Lump Sum Cost:	\$	0,554,345.00																		
Tenant Improvements Lump Sum Rate per ABDA:	\$	192.95																		
20 Year Firm Term:																				
Lease Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Fully-Serviced Award Rent not including Tenant Improvements (paid lump sum):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Operating Expenses (Form 1217 - Line 27):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shell Award Rent with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Shell Rent Rate (1564 - 25.3), not including Operating Expenses (Form 1217 - Line 27) or Tenant Improvements (1564 - 25.3 - Paid Lump Sum) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assess Operating Expenses (Form 1217 - Line 27) per ABDA:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fully-Serviced ABDA Rental Rate with Tenant Improvements paid lump sum:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lump sum items:																				
Total Tenant Improvements Lump Sum Cost:	\$	0,554,345.00																		
Tenant Improvements Lump Sum Rate per ABDA:	\$	192.95																		

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**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 (<i>Wax, cleaners, cloths, etc.</i>)			
7. Contract Services (<i>Window washing, waste and snow removal</i>)			
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 (<i>Ballasts, Fixtures, etc.</i>)			
D. PLUMBING			
15. Water (<i>For all purposes</i>) (<i>Include Sewage Charges</i>)			
16. Supplies (<i>Soap, towels, tissues not in 6 above</i>)			
17. System Maintenance and Repair			
E. AIR CONDITIONING			
18. Utilities (<i>Include electricity, if not in C11</i>)			
19. System Maintenance and Repair			
F. ELEVATORS			
20. Salaries (<i>Operators, starters, etc.</i>)			
21. System Maintenance and Repair			

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G. MISCELLANEOUS (To the extent not included on Page 1)			
22. Building Engineer and/or Manager			
23. Security (<i>Watchperson, guards, not janitors</i>)			
24. Social Security Tax and Workperson's Compensation Insurance			
25. Lawn and Landscaping Maintenance			
26. Other (<i>Explain on separate sheet</i>)			
27. TOTAL			

SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES

28. Real Estate Taxes			
29. Insurance (<i>Hazard, Liability, etc.</i>)			
30. Building Maintenance and Reserves for Replacement			
31. Lease Commission			
32. Management			
33. TOTAL			

APPENDIX A.2 – VA Project Content List



Project Content List

COMMUNITY BASED OUTPATIENT CLINICS Choice 2.0

Terre Haute, IN

Appendix A.2: VA Project Content List

RLP No. 36C10F18F3202

July 31, 2018

Department	Functional Area	Room Code	Room Name	Room Area	JSN	Content Name	Acq Code	Qty	Description
1 - OUTPATIENT / PACT CLINIC (265)	1 - LOBBY / RECEPTION AREA	CLSC2	Workstation, Patient Education	30	A1010	Telecommunication Outlet	CC - FURNISHED & INSTALLED	1	Telecommunication outlet location.
					A1015	Telephone, Desk, Multiple Line	VV - GOVT FURNISHED & INSTALLED	1	Telephone, desk, multiple line.
					E0042	Workcenter, Computer, Free Standing, 48" W	VV - GOVT FURNISHED & INSTALLED	1	THIS TYPICAL INCLUDES: 1 Tool Rail 2 Paper Tray 1 Diagonal Tray 1 Freestanding Work Surface 1 Mobile Pedestal, Box/File 1 Adjustable Keyboard Tray
					F0280	Chair, Swivel, Low Back	VV - GOVT FURNISHED & INSTALLED	1	Low back contemporary swivel chair, 37" high X 25" wide X 31" deep with a five (5) caster swivel base, arms and foam padded seat and back upholstered with either woven textile fabric or vinyl.
					F3200	Clock, Battery, 12" Diameter	VV - GOVT FURNISHED & INSTALLED	1	Clock, 12" diameter. Round surface, easy to read numbers with sweep second hand. Wall mounted unit for use when impractical to install a fully synchronized clock system. Battery operated, (batteries not included).
					F2000	Basket, Wastepaper, Fire Resistant	VV - 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.
					M1801	Computer, Microprocessing, w/Flat Panel Monitor	VV - GOVT FURNISHED & INSTALLED	1	Desk top microprocessing computer. The unit shall consist of a central processing mini 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; 32/48x 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.

Qty of Rooms

2

APPENDIX A.1 – Program for Design



Program for Design

PROGRAM FOR DESIGN

CFM- TERRE HAUTE (FFE COPY)

(VHA11-583-2017-31686)
TERRE HAUTE

Projected Year: 2017 Midpoint Year: 2019

VISN: 11 State: IN Station ID: 583
Station: Indianapolis
Installation: Richard L. Roudebush VA Med. Cntr.

Project Created: 27 Sep 2015 11:37AM ET by Lucas Miller
Space Plan Last Edited: 28 Jun 2018 04:00PM ET by Patrick Hillier

Contents List Created: 04 May 2018 09:29PM ET by Patrick Hillier
Contents List Last Edited: 22 Jun 2018 07:49AM ET by Patrick Hillier

Report Generated: 28 Jun 2018 04:01PM

Bldg Totals:

Room Qty: 201

Net Area: 24,551

ABOA Area: 43,500

APPENDIX B – FLOOR PLANS



Sample Floor Plan



APPENDIX C

- **Agency Specific Requirements, including Janitorial**
 - **FSL Level II Security Requirements**

APPENDIX D

- **Building Codes & Standards for Leasing**

APPENDIX E

- **IT Specifications for VA CBOC's**

QUESTIONS & ANSWERS

- Final questions will be due no later than August 29, 2018.
- Answers to all questions to be posted on FBO, with notice to attendees of the pre-bid conference.

VA's Technical Information Library:

<https://www.cfm.va.gov/til/leasing.asp>



**Department of Veterans Affairs
Community Based Outpatient Clinic
Terre Haute, Indiana**

Pre-Bid Conference

***THANK YOU
FOR ATTENDING***

