

# U.S. Department of Veterans Affairs

Outpatient Clinic (OPC)

Rochester, NY

RLP No.: #36C10F18R0569



August 30, 2018

# Agenda



VA Contracting Officer	WELCOME, PRE-BID PURPOSE & RULES - INTRODUCTION OF PROJECT TEAM
VA Project Manager	OVERVIEW - OVERVIEW OF FACILITY & AGENDA
PP	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
PP	REVIEW OF STANDARD FORMS & CLAUSES
Project Team	QUESTIONS & ANSWERS / WRAP-UP

# Introductions



## CFM Project Team

Eric Roberts, Contracting Officer

Eboni Thornhill, Contracting Officer

Michael Moore, Project Manager

Mike Souders, Senior Resident Engineer

Rand Hakim, Planner

## Contractor Representatives

Kevin Crook, AE Project Manager, FFE Serv

Patrick Hillier, AE Project Manager, FFE Serv

Daniel Abeln, AE Architect, Leo A Daly

Brad Seifert, Broker Contractor, Public Properties

Nathan Van Arsdale, Broker Contractor, Public Properties

# Rules



- Questions
  - Please hold all questions until the end
  - 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
- Respect Procurement Integrity/Sensitivity

# Purpose



- Provide Clarification regarding requirements as set forth in RLP No.: #36C10F18R0569
- Encourage Offerors to refer to the RLP for a complete understanding of the requirements in submitting fully-responsive and technically acceptable proposals
- Promote Competition

# Section 1: Summary



## Welcoming Remarks from VAMC

### Rochester, NY – Outpatient Clinic (OPC)

- Best Value
- 34,200 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
- The Lease Term Commencement Date will be around First Quarter 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:

<b>Alternative A</b>	<b>15-year firm term</b>
<b>Alternative B</b>	<b>15-year firm term, with five 1-year options</b>
<b>Alternative C</b>	<b>20-year firm term</b>

# 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.



# Operating Expenses

## Section 3.11 Operating Costs Requirements Included in Offer (JUNE 2012)



- The Government requires a Lease that is NET of interior janitorial services as outlined further in this RLP package; all other operating costs shall be included as part of the Lease and cost included in the rental consideration. The base for the operating costs adjustment will be established during negotiations based upon ABOA. The proposed methodology for operating costs adjustment shall include all items specified in the attached Lease document. The minimum requirements for normal hours, utilities, and janitorial services are specified in the attached Lease document. The offer shall clearly state whether the rental is firm throughout the term of the Lease or if it is subject to annual adjustment of operating costs as indicated above. If operating costs will be subject to adjustment, those costs shall be specified in the proposal.

# 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	40
ABOA Area Chart – Rochester, NY	01C	1
Appendix A.1 – Program for Design	02A	12
Appendix A.2 – Room Contents List	02B	105
Appendix B.1 – Example Floor Plans	03A	6
Appendix C.1 – ASR – Agency Specific Requirements	04A	12
Appendix C.2 – FSL II – Facility Security Level II (Security Requirements)	04B	8
Appendix D – Lease Code Compliance	05	8
Appendix E – CBOC IT Specifications	06	15
Appendix F – Janitorial Services	07	N/A
Offering Entity Acknowledgement Form	08	1
Offeror Proposal Compliance Matrix	09	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	5
Standard Form 330	15	14
GSA Form 527	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
Certification of Building Energy Performance	22	1
Monroe County Wage Determination – Labor Standards Provision	23A	37
Monroe County Wage Determination	23B	N/A
GSA Form 3518 - SAM	23	2

# Area of Consideration

Section 1.03 of the RLP



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

North: Jefferson Road and Brighton Henrietta Town Line Road

South: Erie Station Road, East Henrietta Road, and Goodburlet Road

East: Winton Road and Pinnacle Road

West: East River 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 4.03.C, Factor D.
- 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) and Cultural Resources Study in accordance with RLP Section 2.11 and 2.13 respectively.

# 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. The narrative shall address the Offeror's approach to leadership, management, decision-making authority, communication, modifications, project schedule, and quality control.

# 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 Public Properties

- 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	<b>Proposal Compliance Matrix:</b> Microsoft Word Version <b>Offering Entity Acknowledgement Form</b> <b>GSA Form 3518-SAM</b> <b>SAM Printout:</b> 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 <a href="http://WWW.SAM.GOV">WWW.SAM.GOV</a> , 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 <b>VETBIZ Printout:</b> To be considered as SDVOSB or VOSB, an offeror must be registered and verified in Vendor Information Pages (VIP) database. ( <a href="http://WWW.VETBIZ.GOV">HTTP://WWW.VETBIZ.GOV</a> ). Provide proof of verification with offer
1	Offering Entity Forms	
		<b>Conditional Commitment of Funds</b> <b>Operating Agreement:</b> Must define individual authorized to represent the entity, which aligns with Offering Entity Acknowledgment Form



# Section 3: How to Offer

## Section 3.02 of the RLP



1	Technical Response	<b>Building Design:</b> Plans, written narratives, design concept, calculations, mechanical and electrical systems, and energy efficiency of the proposed building
		<b>Building Drawings:</b> All applicable drawings to include floor plan, adjacencies and existing ABOA and rentable square footage of proposed space
		<b>Site Plans:</b> Site plan depicting the property boundaries, building, landscaping, parking, ingress/egress and pedestrian circulation
		<b>Project Management Plan</b>
		<b>Schedule</b>
		<b>Detailed Operations and Maintenance Plan</b>
		<b>Building Operating Plan</b>
		<b>Additional Submittals:</b> Any additional applicable technical submittal requirements which are listed in Sections 1.06 and 3.06 of the RLP
		<b>Green Globes Scoresheet &amp; Sustainability Approach Narrative</b>



# Section 3: How to Offer

## Section 3.02 of the RLP



1	Site Information	<b>FEMA Map:</b> FEMA map, clearly illustrating the specific site location, and evidencing that the property lies outside the 100-year floodplain
		<b>Location Map:</b> Location on map, demonstrating the building or land lies within the delineated area
		<b>Public Transportation:</b> Narrative and map describing proximity of the building or land to the nearest bus and/or train stop, and major transportation routes
		<b>Adjacent Uses:</b> Description of the uses of adjacent property(ies)
		<b>Ownership/Control:</b> 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)
		<b>Current Title:</b> 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
		<b>Zoning:</b> 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
		<b>Utilities &amp; Emergency Services:</b> 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
		<b>Phase I:</b> Phase I Environmental Site Assessment & any additional site due diligence
		<b>Cultural Resources Study:</b> Provide required information per RLP Section 2.13.

# Section 3: How to Offer

## Section 3.02 of the RLP



1	Past Performance	Past Performance List
		Key Personnel Resumes
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 2.13 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

# Section 3: How to Offer

## Section 3.02 of the RLP



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.1 – Concept Layout and Floor Plan
		Appendix B.2 – Adjacency Matrix
		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
		Monroe County Wage Determination – Labor Standards Provision
		Monroe County Wage Determination

# Section 3: How to Offer

## Section 3.02 of the RLP



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



# Best Value Trade Off

## 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.

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. 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. 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. 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. 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

## Section 4.03



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 or Veteran-Owned 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 Business will receive partial credit.

# 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%  $[(11,500 \text{ RSF} - 10,000 \text{ ABOA SF}) / 10,000 \text{ ABOA SF}]$ . 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.

# 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

# Appendix A.1: Program for Design (PFD)



## **PROGRAM FOR DESIGN**

**ROCHESTER NY OPC PHASE 2 - FINAL SUBMISSION 28 JUN 2018**

**ROCHESTER CBOC PHASE 2  
ROCHESTER, NY**

Projected Year: 2017    Midpoint Year: 2018

VISN: 2    State: NY    Station ID: 528A5  
Station: Canandaigua  
Installation: VA Medical Center

Project Created: 27 Oct 2016 02:55PM ET by Linda Chan  
Space Plan Last Edited: 28 Jun 2018 04:23PM ET by Kevin Crook

Contents List Created: 02 May 2018 09:38AM ET by Patrick Hillier  
Contents List Last Edited: 28 Jun 2018 03:40PM ET by Kevin Crook

**Report Generated: 28 Jun 2018 04:24PM**



# Appendix A.1: PFD



**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	CLSC2	My Healthy Vet	30	30	1	0
2	EXR11	Alcove, Height/Weight	40	80	1	0
1	LAC01	Lactation Room/Mother's Room	75	75	1	0
4	RCHK2	VPS Kiosk	30	120	1	0
1	RECP3	Information Desk	100	100	1	0
2	RPR03	Alcove, Copier / Printer	0	0	1	0
1	SRLW1	Storage, Wheelchair	120	120	1	0
1	WRTM1	Registration Mental Health	260	260	1	0
1	WRTM1	Registration PM&R/KT/Prosthetics	260	260	1	0
1	WTG08	Waiting, General, 8 People	160	160	1	0
1	WTG30	Waiting, General, 30 People	600	600	1	0

**FA Totals: Room Qty: 16 Net Area: 1,805**

# Appendix A.2: Project Room Contents



## COMMUNITY BASED OUTPATIENT CLINICS Choice 2.0

Rochester, NY

Updated PDF into Project Content List

Final Draft Review July 25, 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	3 - My Healthy Vet Cubicle	30	A1010	Telecommunication Outlet	CC - CONTRACTOR FURNISHED/INSTALLED	1	Telecommunication outlet location.
1 - OUTPATIENT / PACT CLINIC (265)	1 - LOBBY / RECEPTION AREA	CLSC2	3 - My Healthy Vet Cubicle	30	A1015	Telephone, Desk, Multiple Line	VV - GOVT FURNISHED & INSTALLED	1	Telephone, desk, multiple line.
1 - OUTPATIENT / PACT CLINIC (265)	1 - LOBBY / RECEPTION AREA	CLSC2	3 - My Healthy Vet Cubicle	30	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
1 - OUTPATIENT / PACT CLINIC (265)	1 - LOBBY / RECEPTION AREA	CLSC2	3 - My Healthy Vet Cubicle	30	F0205	Chair, Side Chair, With Arms	VV - GOVT FURNISHED & INSTALLED	1	Upholstered side chair, 32" high X 21" wide X 23" deep with arms, padded seats and padded backs. Seat height is a minimum of 17". Available with or without sled base.
1 - OUTPATIENT / PACT CLINIC (265)	1 - LOBBY / RECEPTION AREA	CLSC2	3 - My Healthy Vet Cubicle	30	F2000	Basket, Wastepaper, Fire Resistant	VV - GOVT FURNISHED & INSTALLED	0	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 (265)	1 - LOBBY / RECEPTION AREA	CLSC2	3 - My Healthy Vet Cubicle	30	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; 144MB 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 or Rooms	1								



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# 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: Code Requirements



COMMUNITY BASED OUTPATIENT CLINICS Choice 2.0  
Rochester, NY  
**Appendix D: VA Healthcare Standards and Codes**  
Final Submission #4  
June 29, 2018

## Appendix D: 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. VA reserves the right to use a more recent version than the state-adopted FGI.
- NFPA 99: Health Care Facilities Code
- Architectural Barriers Act (ABA) Accessibility Standards
- Americans with Disabilities Act (ADA) Accessibility Standards
- NFPA 101: Life Safety Code in the absence of a State or Local Fire 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. Developer team shall confirm with the local VA interior design team
- VA Signage Design Guide
- VA Planning Guide
  - Refer below to FSL II for Security requirements
  - Planning & equipment layouts for CBOCs
    - "Outpatient Clinic Lease-Based Design Guide"
  - Other VA design planning guides may apply

# Appendix E: OPC IT SPECS



**VA**



**U.S. Department of Veterans Affairs**

Office of Information and Technology  
*IT Operations and Services*  
*Solution Delivery*

*COMMUNITY BASED OUTPATIENT CLINIC (CBOC)*  
*INSIDE PLANT*  
*INFORMATION TRANSPORT SYSTEMS SPECIFICATIONS*

*DEVELOPED BY:*  
*DATA CENTER ENGINEERING*  
*DATA CENTER & CLOUD ENGINEERING*



# Standard Forms & Clauses Overview



# Proposal Compliance Matrix

## Section 3.02.C of the RLP



Request for Lease Proposal (RLP) No.: 36C10F18R0569  
Community Based Outpatient Clinic (CBOC)  
Rochester, NY

### 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 Yes No	Proposal Submittal Requirement
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 subheaders
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 (Offerors shall provide Compliance Matrix in the native Word format, as well as PDF 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"/>			

# 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)			
<b>SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION</b>			
SERVICES AND UTILITIES	LESSOR'S ANNUAL COST FOR		FOR GOVERNMENT USE ONLY
	(a) Entire Building	(b) Government-Leased Area	
<b>A. CLEANING, JANITOR AND/OR CHAR SERVICE</b>			
5. Salaries			
6. Supplies (Wax, cleaners, cloths, etc.)			
7. Contract Services (Window washing, waste and snow removal)			
<b>B. HEATING</b>			
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			
<b>C. ELECTRICAL</b>			
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.)			
<b>D. PLUMBING</b>			
15. Water (For all purposes) (Include Sewage Charges)			
16. Supplies (Soap, towels, tissues not in 6 above)			
17. System Maintenance and Repair			
<b>E. AIR CONDITIONING</b>			
18. Utilities (Include electricity, if not in C11)			
19. System Maintenance and Repair			
<b>F. ELEVATORS</b>			
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)		
<b>27. TOTAL</b>		
<b>SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES</b>		
28. Real Estate Taxes		
29. Insurance (Hazard, Liability, etc.)		
30. Building Maintenance and Reserves for Replacement		
31. Lease Commission		
32. Management		
<b>33. TOTAL</b>		
<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.

Line 27 =  
Total  
Estimated  
cost of  
Services  
& Utilities

RLP #36C10F18R0569  
Rochester, NY

# GSA Form 1364



<b>PROPOSAL TO LEASE SPACE</b>		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 2.3 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.</small>			
In Response to Request for Lease Proposals (RLP) Number →		36C10F18R0569	DATED
<b>SECTION I - DESCRIPTION OF PREMISES</b>			
1. BUILDING DESCRIPTION	a. Building Name	b. Building Street Address	
c. City	d. State	e. 9-Digit ZIP Code	f. Congressional District
2a. FLOORS OFFERED	2b. TOTAL NUMBER OF FLOORS IN BUILDING	3. TOTAL RENTABLE SPACE IN OFFERED BUILDING	
		a. GENERAL PURPOSE (Office)	b. WAREHOUSE
		SQUARE FEET	SQUARE FEET
			c. OTHER
			SQUARE FEET
4. LIVE FLOOR LOAD	5. MEASUREMENT METHOD	6. YEAR OF LAST MAJOR RENOVATION (if applicable)	7. BUILDING AGE
POUNDS PER SQUARE FOOT	<input type="checkbox"/> ANSI/BOMA <input type="checkbox"/> OTHER		8. SITE SIZE
			SQUARE FEET ACRES

SECTION II - SPACE OFFERED AND RATES						
9. ANSI/BOMA OFFICE AREA SQUARE FEET (ABOA)	10. RENTABLE SQUARE FEET (RSF)	11. COMMON AREA FACTOR (CAF)				
<small>"Tenant Improvements" are all alterations for the Government-demised area above the building shell build-out, 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 build-out 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.</small>						
	a. BUILD-OUT COSTS PER CATEGORY	b. AMORTIZATION TERM	c. AMORTIZATION INTEREST RATE (%)	d. ANNUAL RENT \$ PER RSF	Number of years each cost per square foot is in effect. State any changes for any rent component.	
					e. ANNUAL RENT \$ PER ABOA SQUARE FOOT	f. NUMBER OF YEARS RATE IS EFFECTIVE
12. TENANT IMPROVEMENTS (per RLP requirements)	\$8,762,888.00					
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						

**RLP #36C10F18R0569**  
**Rochester, NY**

**RLP #36C10F18R0569**  
**Rochester, NY**

# 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 20<sup>th</sup> of the month must have been mailed by the 15<sup>th</sup>).

(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



## **RLP 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.

## **RLP 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.



# Miscellaneous



## **RLP 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 ESA and CULTURAL RESOURCES STUDY requirement)

## **RLP 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 Operating Agreement and completed “Offering Entity Acknowledgement Form”.
- Provide completed 1364 & Attachment #1 for each lease term scenario.

# Reminders (cont.)



- Submittal of Phase I ESA and Cultural Resources Study 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 (RLP 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!**