

**PROPOSAL TO LEASE SPACE**In Response to Request for Lease  
Proposals (RLP) Number➔**36C24522R0113**

DATED

**SECTION I - DESCRIPTION OF PREMISES**1. BUILDING  
DESCRIPTION

a. Building Name

b. Building Street Address

c. City

d. State

e. 9-Digit ZIP Code

f. Congressional District  
\_\_\_\_\_

2a. FLOORS OFFERED

2b. TOTAL NUMBER  
OF FLOORS IN BUILDING

3. TOTAL RENTABLE SPACE IN OFFERED BUILDING

a. GENERAL PURPOSE  
(Office)

b. WAREHOUSE

c. OTHER

\_\_\_\_\_ SF

\_\_\_\_\_ SF

\_\_\_\_\_ SF

4. LIVE FLOOR LOAD

5. MEASUREMENT  
METHOD6. YEAR OF LAST  
MAJOR RENOVATION  
(if applicable)

7. BUILDING AGE

8. SITE SIZE

\_\_\_\_\_ Pounds per SF

☐ NUSF☐ OTHER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SF

\_\_\_\_\_ Acres

**SECTION II - SPACE OFFERED AND RATES**9. NET USABLE OFFICE AREA  
SQUARE FEET \_\_\_\_\_10. RENTABLE SQUARE FEET  
(RSF) \_\_\_\_\_

11. COMMON AREA FACTOR (CAF) \_\_\_\_\_

"Tenant Improvements" are all alterations for the Government-demised area above the building shell buildout, excluding costs identified as tenant improvements in the Security Unit Price List. Building Specific Amortized Capital (BSAC) is the sum of costs identified as such in the Security Unit Price List. Neither the Tenant Improvements as stated in Block 12, nor the BSAC as stated in Block 13, are to be included in the shell rent. It is expected that the tenant buildout will be fully amortized at the end of the firm term, and the rent will be reduced accordingly. Any desired rent increases or decreases beyond the firm term of the lease should be reflected in the shell rate and fully explained as part of this written proposal. If Tenant Improvements or BSAC improvements are to be amortized beyond the firm term, those calculations must be itemized as part of this written proposal. The Offeror may attach additional pages as necessary.

Number of years each cost per square foot  
is in effect. State any changes for any rent  
component.a.  
BUILD-OUT COSTS PER  
CATEGORYb.  
AMORTIZATION  
TERMc.  
AMORTIZATION  
INTEREST RATE  
(%)d.  
ANNUAL RENT  
\$ PER RSFe.  
ANNUAL RENT  
\$ PER NUSFf.  
NUMBER YEARS  
RATE IS  
EFFECTIVE12. TENANT IMPROVEMENTS  
(per RLP requirements)

\$ \_\_\_\_\_

13. BSAC  
(per RLP requirements)

\$ \_\_\_\_\_

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 Form 1217)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

17. OPERATING COSTS (Refer to  
Line 27 on GSA Form 1217)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

18. TOTAL RATE/SF

\$ \_\_\_\_\_

\$ \_\_\_\_\_

19. TOTAL ANNUAL RENT

\$

PER SF RATE

FOR YEARS

PER SF RATE

FOR YEARS

PER SF RATE

FOR YEARS

20. STEP RENT (SHELL RATES)

\$ \_\_\_\_\_/RSF

\$ \_\_\_\_\_/RSF

\$ \_\_\_\_\_/RSF

\$ \_\_\_\_\_/NUSF

\$ \_\_\_\_\_/NUSF

\$ \_\_\_\_\_/NUSF

21. PARKING

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

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

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

d. Number of parking spaces for Official Government Vehicles (per RLP): \_\_\_\_\_ Surface \_\_\_\_\_ Structured

e. Does the rental rate offered above include RLP-required parking costs?

YES ☐ NO ☐

If NO, complete the following:

Annual cost per space: \$ \_\_\_\_\_ Surface

\$ \_\_\_\_\_ Structured

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

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**SECTION III - LEASE TERMS AND CONDITIONS****22. INITIAL LEASE TERM**  
(Full Term)

a. Number of Years

b. Years Firm

c. Number of Days  
Notice for Government to  
Terminate Lease**23. RENEWAL OPTIONS**a. Shell Rate /  
RSF / Yr

\$ \_\_\_\_\_

b. Years  
Eachc. Number of  
Optionsd. Number of Days Notice  
to Exercise Option:**24. OFFER GOOD UNTIL AWARD**

25. Space will be altered and delivered in accordance with the Government's specifications and requirements in accordance with the Request for Lease Proposals (RLP) and the lease.

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

a. Tenant Representative Commission:

\_\_\_\_\_ %

b. Owner's Representative Commission:

\_\_\_\_\_ %

c. Schedule of Commission Payments:

\_\_\_\_\_ % at lease award and \_\_\_\_\_ % at lease occupancy

**27. OFFEROR'S TENANT IMPROVEMENT FEE SCHEDULE\***

\*Block 27 fees only applicable for TI subject to post-award pricing.; N/A for turnkey pricing

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

- ☐ 1. \$ \_\_\_\_\_ per NUSF
- ☐ 2. \_\_\_\_\_ % of Total TI construction costs
- ☐ 3. \$ \_\_\_\_\_ flat fee

b. Lessor's Project Management Fee will be \_\_\_\_\_ percent of Total TI construction costs

c. If other fees are applicable, state as per NUSF, or if using a percentage, the basis for determining the fee.

**The Government will add the cost of the proposed TI fees to the net present value of the offered rental rate as described in the RLP's Present Value Price Evaluation paragraph. This schedule will be applicable for Tenant Improvements.****28. ADDITIONAL FINANCIAL ASPECTS OF THE LEASE**

Adjustment for Vacant Premises: \$ \_\_\_\_\_ per NUSF

Adjustment for Reduced Services: \$ \_\_\_\_\_ per NUSF\*

\*Only applies when Government requires extended services, such as 24/7 HVAC, beyond normal operating hours (check RLP/Lease for confirmation). Reflects reduction if Government no longer requires these extended services.

HVAC Overtime Rate: \$ \_\_\_\_\_ per hour per ☐ zone ☐ floor ☐ space  
(choose one)

For rates based on a "per zone" basis, provide the following:

Number of zones in offered Space: \_\_\_\_\_

Building's Normal Hours of HVAC Operation:

Monday - Friday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Saturday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Sunday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Percent of Government Occupancy: \_\_\_\_\_ %

Current Year Taxes: \$ \_\_\_\_\_

Based on fully assessed value? ☐ Yes ☐ NoIs the offered space part of multiple tax bills or multiple buildings on a single tax parcel? ☐ Yes ☐ No

If so, provide tax ID numbers and SF for each. Attach the legal description of the offered property.

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

**29. FREE RENT INCLUDED IN OFFER**

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

**30. LIST OF ATTACHMENTS SUBMITTED WITH THIS OFFER (See RLP requirements)****31. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER****SECTION IV - OWNER IDENTIFICATION AND CERTIFICATION****32. RECORDED OWNER**

a. Name

b. Address

c. City

d. State

e. ZIP + 4

f. DUNS Number

**33. BY SUBMITTING THIS OFFER, THE OFFEROR AGREES UPON ACCEPTANCE OF THIS PROPOSAL BY HEREIN SPECIFIED DATE, TO LEASE TO THE UNITED STATES OF AMERICA, THE PREMISES DESCRIBED, UPON THE TERMS AND CONDITIONS AS SPECIFIED HEREIN, IN FULL COMPLIANCE WITH AND ACCEPTANCE OF THE AFOREMENTIONED RLP, WITH ATTACHMENTS.**☐ I have read the RLP with attachments in its entirety and am requesting no deviations.**34. Offeror's Interest in Property**☐ Owner ☐ Agent ☐ Other \_\_\_\_\_**35. OFFEROR ☐ Check if same as Recorded Owner**

a. Name

b. Address

c. City

d. State

e. ZIP + 4

f. Title

g. E-Mail Address

h. Telephone Number

i. Offeror's Signature

j. Date Signed

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

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LEASE PROPOSAL DATA	In Response to Request for Lease Proposals (RLP) Number	DATE:
1	<b>Offeror's Interest in the Property:</b> <input type="checkbox"/> Fee owner <input type="checkbox"/> Other:  <b>Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.</b>	
2	<b>Flood Plains:</b> <b>The Property is <input type="checkbox"/> in a base (100-year) flood plain <input type="checkbox"/> in a 500-year flood plain <input type="checkbox"/> not in a flood plain.</b> <b>(See RLP Section 2, Flood Plains.)</b>	
3	<b>Seismic Safety: The Building</b> <input type="checkbox"/> RLP does not contain seismic requirements. No documentation required. <input type="checkbox"/> RLP contains seismic requirements. The Building <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully meets seismic requirements or meets an exemption under the RLP</li> <li><input type="checkbox"/> Does not meet seismic requirements, but will be retrofitted to meet seismic requirements</li> <li><input type="checkbox"/> Will be constructed to meet seismic requirements</li> <li><input type="checkbox"/> Will not meet seismic requirements</li> </ul> <b>(See RLP Section 2, Seismic Safety.) Attach appropriate documentation.</b>	
4	<b>Historic Preference: The Building is a</b> <input type="checkbox"/> Historic property within a historic district. <input type="checkbox"/> Non-historic developed site or non-historic undeveloped site within a historic district. <input type="checkbox"/> Historic property outside of a historic district. <input type="checkbox"/> None of the above. <b>(See RLP Section 2, Historic Preference.) Attach appropriate documentation.</b>	
5	<b>Asbestos-Containing Material (ACM): The Property</b> <input type="checkbox"/> Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage. <input type="checkbox"/> Contains ACM not in a stable, solid matrix. <b>(See RLP Section 2, Asbestos.)</b>	
6	<b>Fire/Life Safety:</b> <b>The Property <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet Lease fire/life safety standards.</b> <b>(See RLP Section 2, Fire Protection and Life Safety.)</b>	
7	<b>Accessibility:</b> <b>The Property <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet Lease accessibility standards.</b> <b>(See RLP Section 2, Accessibility.)</b>	
8	<b>ENERGY STAR®: The Building</b> <input type="checkbox"/> Has received the ENERGY STAR® Label within the past twelve months. Date (MM-DD-YYYY): _____ <input type="checkbox"/> Has not received the ENERGY STAR® Label within the past twelve months; the Offeror has evaluated energy savings measures and <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined that none are cost effective.</li> <li><input type="checkbox"/> Determined that the following are cost effective (Attach additional pages):</li> </ul> <b>(See RLP Section 2, Energy Independence and Security Act.)</b>	
9	<b>Waiver of Price Evaluation Preference. A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. In such a case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable to a lease awarded to the HUBZone SBC Offeror under this solicitation. A HUBZone SBC desiring to waive the price evaluation preference should so indicate below.</b> <input type="checkbox"/> I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference. <b>(See RLP and Lease documents for more information)</b>	