

VA REQUEST FOR  
LEASE PROPOSALS  
NO. 36C25023R0063  
Cincinnati, OH#

**Offers due by**  
**04/18/2023**

In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than **11:00 AM Eastern Time** on the date above. See "Receipt Of Lease Proposals" herein for additional information.

This Request for Lease Proposals ("RLP") sets forth instructions and requirements for proposals for a Lease described in the RLP documents. Proposals conforming to the RLP requirements will be evaluated in accordance with the Basis of Award set forth herein to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions herein.

*The information collection requirements contained in this Solicitation/Contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.*

SMALL RLP  
GSA TEMPLATE R103 (10/22)

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## SECTION 1 - STATEMENT OF REQUIREMENTS

### 1.01 GENERAL INFORMATION (SMALL) (AUG 2016)

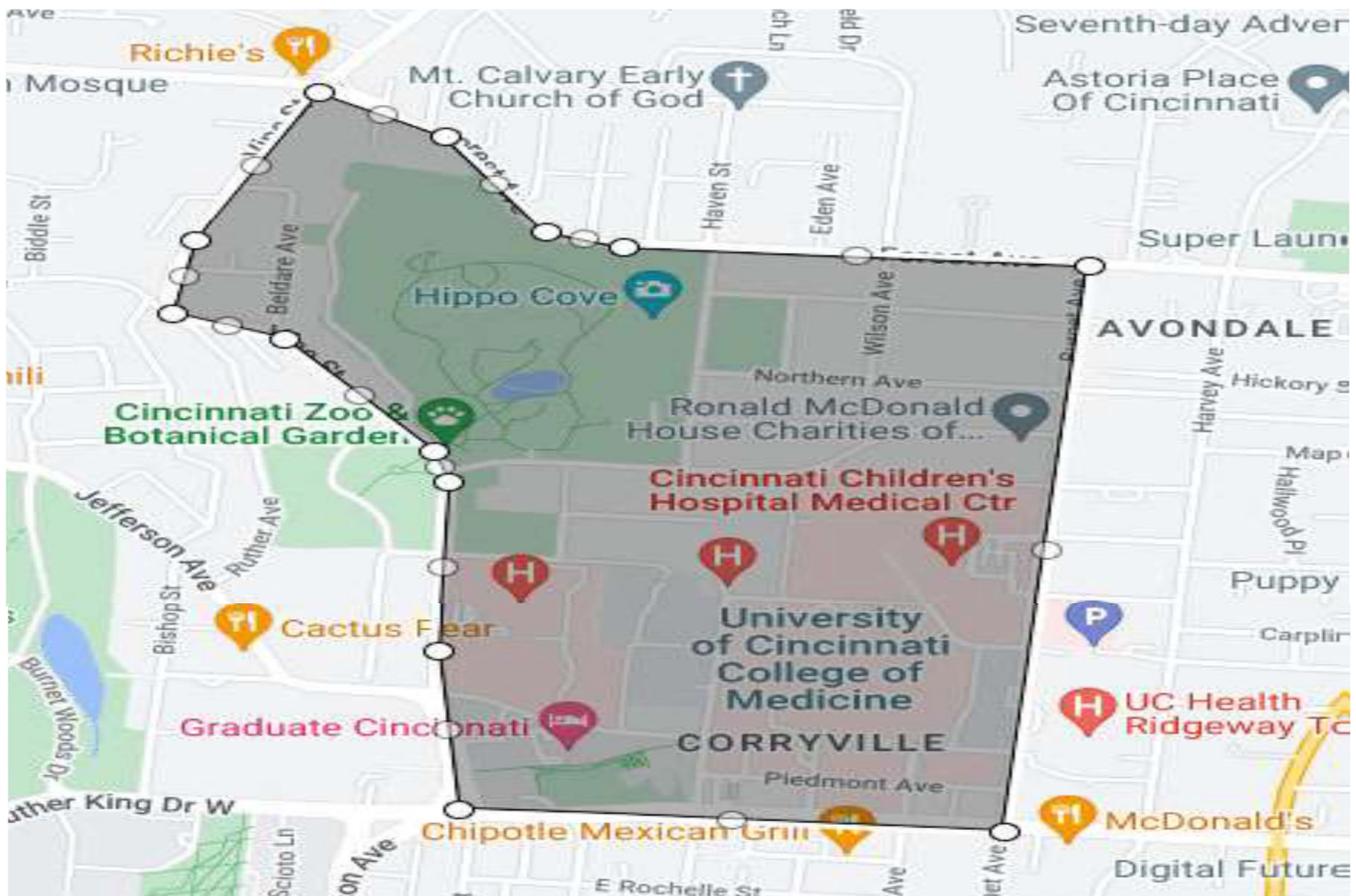
A. This Request for Lease Proposals (RLP) sets forth instructions and requirements for proposals for a Lease described in the RLP documents. The Government will evaluate proposals conforming to the RLP requirements in accordance with the Basis of Award set forth below to select an Offeror for award. The Government will award the Lease to the selected Offeror, subject to the conditions below.

B. Included in the RLP documents are the GSA Form 3626 (U.S. GOVERNMENT LEASE FOR REAL PROPERTY (Short Form)) which serves as an offer form and lease contract award document Supplemental Lease Requirements document, and GSA Form 3517B (General Clauses).

C. The Offeror's executed GSA Form 3626 shall constitute a firm offer. No Lease shall be formed until the Lease Contracting Officer (LCO) executes the GSA Form 3626 and delivers a signed copy to the Offeror.

### 1.02 AMOUNT AND TYPE OF SPACE AND LEASE TERM (SLAT) (OCT 2020)

CITY, STATE	CINCINNATI, OH
SPACE TYPE(S)	PARKING
RESERVED PARKING SPACES (TOTAL)	350 PARKING SPACES (Single location)
INITIAL FULL TERM	5 YEARS
TERMINATION RIGHTS	90 DAYS
INITIAL FIRM TERM	3 YEAR FIRM TERM
Non Firm TERM	2 YEAR NON-FIRM TERM
DELINEATED AREA	N: FOREST AVE, S: MARTIN LUTHER KING DR E., MARTIN LUTHER KING DR W. E: BURNETT AVE, W: VINE ST.



**1.03 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE AND SMALL BUSINESS SIZE STANDARD (OCT 2020)**

- A. The North American Industry Classification System (NAICS) code for this acquisition is 812930
- B. The small business size standard for the applicable NAICS code is found at [HTTPS://WWW.SBA.GOV/SIZE](https://www.sba.gov/size) STANDARDS.

**1.04 UNIQUE ENTITY IDENTIFIER (OCT 2021)**

*Unique entity identifier* means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See [WWW.SAM.GOV](http://WWW.SAM.GOV) for the designated entity for establishing unique entity identifiers. If an offeror does not have a unique entity identifier, it should contact the entity designated at [www.sam.gov](http://www.sam.gov) for establishment of the unique entity identifier directly to obtain one.

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## SECTION 2 - SOLICITATION PROVISIONS

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### 2.01 PARTIES TO EXECUTE LEASE (APR 2015)

- A. If the Lessor is an individual, that individual shall sign the lease. A lease with an individual doing business as a firm shall be signed by that individual, and the signature shall be followed by the individual's typed, stamped, or printed name and the words, "an individual doing business as \_\_\_\_\_."
- B. If the Lessor is a partnership, the lease must be signed in the partnership name, followed by the name of the legally authorized partner signing the same, and a copy of either the partnership agreement or current Certificate of Limited Partnership shall accompany the lease.
- C. If the Lessor is a corporation, the lease must be signed in the corporate name, followed by the signature and title of the officer or other person signing the lease on its behalf, duly attested, and, if requested by the Government, evidence of this authority to so act shall be furnished.
- D. If the Lessor is a joint venture, the lease must be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) of this provision for each type of participant. When a corporation is participating in the joint venture, the corporation shall provide evidence that the corporation is authorized to participate in the joint venture.
- E. If the lease is executed by an attorney, agent, or trustee on behalf of the Lessor, an authenticated copy of the power of attorney, or other evidence to act on behalf of the Lessor, must accompany the lease.

### 2.02 FLOOD PLAINS (OCT 2022)

- A. A Lease will not be awarded for any offered Property located within a 1-percent-annual-chance floodplain (formerly referred to as 100-year floodplain) unless the Government has determined that there is no practicable alternative. An Offeror may offer less than its entire site in order to exclude a portion of the site that falls within a floodplain, so long as the portion offered meets all the requirements of this RLP and does not impact the Government's full use and enjoyment of the Premises. If an Offeror intends that the offered Property that will become the Premises for purposes of this Lease will be something other than the entire site as recorded in tax or other property records the Offeror shall clearly demarcate the offered Property on its site plan/map submissions and shall propose an adjustment to property taxes on an appropriate pro rata basis. For such an offer, the Government may determine that the offered Property does not adequately avoid development in a 1-percent-annual-chance floodplain.
- B. In addition, a Lease will not be awarded for any offered Property adjacent to 1-percent-annual-chance floodplain, where such an adjacency would, as determined by the Government, restrict ingress or egress to the Premises in the event of a flood, unless there is no practicable alternative.

### 2.03 THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE:

- A. 552.270-1 - INSTRUCTIONS TO OFFERORS – ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY (JUN 2011) – ALTERNATE II (MAR 1998)
- B. 52.215-5 - FACSIMILE PROPOSALS (OCT 1997)

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## SECTION 3 - ELIGIBILITY AND PREFERENCES FOR AWARD

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### 3.01 BASIS OF AWARD (OCT 2022)

- A. Lowest Price Technically Acceptable Approach. The Lease will be awarded to the responsible Offeror whose offer conforms to the requirements of this RLP and Lease documents and is the lowest priced technically acceptable offer submitted, based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-2017 definition for Occupant Area, which means "the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area." The Method A – Multiple Load Factor Method shall apply.
- B. Price evaluation will be based on the lowest price per square foot, according to the ANSI/BOMA Z65.1-2017 definition for Occupant Area, which means "the total aggregated area used by an Occupant before Load Factors are applied, consisting of Tenant Area and Tenant Ancillary Area." The Method A – Multiple Load Factor Method shall apply.
- C. If an offer contains terms taking exception to or modifying any Lease provision, the Government will not be under any obligation to award a Lease in response to that offer.

### 3.02 ~~SEISMIC SAFETY – MODERATE SEISMICITY (OCT 2022)~~ INTENTIONALLY DELETED

### 3.03 ~~SEISMIC SAFETY – HIGH SEISMICITY (OCT 2022)~~ INTENTIONALLY DELETED

### 3.04 ~~HISTORIC PREFERENCE (SMALL) (SEP 2015)~~ INTENTIONALLY DELETED

### 3.05 ~~ENERGY INDEPENDENCE AND SECURITY ACT (SMALL) (OCT 2021)~~ INTENTIONALLY DELETED

### 3.06 ~~NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS (SMALL) (OCT 2020)~~ INTENTIONALLY DELETED

### 3.07 HUBZONE SMALL BUSINESS CONCERN: PRICE PREFERENCE AND COMPETITIVE RANGE DETERMINATION (SMALL) (OCT 2017)

- A. Should the Government conduct discussions, then, prior to eliminating an Offeror that is a HUBZone small business concern (SBC) and which has not waived its entitlement to a price evaluation preference from the competitive range, the LCO shall adjust the evaluated prices of all non-small business Offerors proposed for inclusion in the competitive range by increasing the prices by ten (10) percent, solely for the purpose of determining whether the HUBZone SBC Offeror should be included or excluded from the competitive range. Offerors who are not included in the competitive range will be notified in writing.
- B. If after completion of the Price Evaluation, award is proposed to a non-small business Offeror, and there exists as part of the procurement another technically acceptable proposal submitted by a responsible Offeror that is a qualified HUBZone small business concern (SBC) which has not waived its entitlement to a price evaluation preference, the evaluated price of the non-small business Offeror's proposal shall be increased by ten (10) percent, solely for the purpose of determining whether award should be made to the HUBZone SBC Offeror. In such a case, the proposals of the apparently successful non-small business Offeror and the HUBZone SBC Offeror shall be considered in light of the applied price preference, and award made to the lower priced offer. The LCO shall document his/her application of the price preference and further consideration of the offers under this subparagraph.

### 3.08 HUBZONE SMALL BUSINESS CONCERN ADDITIONAL PERFORMANCE REQUIREMENTS (SMALL) (SEP 2015)

HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in the "HUBZone Small Business Concern: Price Preference and Competitive Range Determination" paragraph. 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 should the HUBZone SBC be awarded the Lease. A HUBZone SBC Offeror acknowledges that a prospective HUBZone SBC awardee must be a qualified HUBZone SBC at the time of award of this contract in order to be eligible for the price evaluation preference. The HUBZone SBC Offeror shall provide the LCO a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. If it is determined, prior to award, that the apparently successful HUBZone SBC Offeror is not an eligible HUBZone SBC, the LCO will reevaluate proposals without regard to any price preference provided for the previously identified HUBZone SBC Offeror, and make an award consistent with the solicitation and the evaluation factors set forth herein.

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## SECTION 4 - HOW TO OFFER

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### 4.01 RECEIPT OF LEASE PROPOSALS (SMALL) (OCT 2021)

A. Offeror is authorized to transmit its lease proposal as an attachment to an email. Offeror's email shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offeror's signed Lease proposal must be saved in a generally accessible format (such as portable document format (pdf)), which displays a visible image of all original document signatures, and must be transmitted as an attachment to the email. Only emails transmitted to, and received at, the VA email address identified in the RLP will be accepted. Offeror submitting a Lease proposal by email shall retain in its possession, and make available upon VA's request, its original signed proposal. Offeror choosing not to submit its proposal via email may still submit its lease proposal, by United States mail, or other express delivery service of Offeror's choosing.

B. In order to be considered for award, offers conforming to the requirements of the RLP shall be received no later than **11:00 AM Eastern Time** on the date specified below at the following designated email address:

**Date: April 18, 2023**

Email Address: [MITCH.CHAPMAN@VA.GOV](mailto:MITCH.CHAPMAN@VA.GOV), [SALONDA.OZIER@VA.GOV](mailto:SALONDA.OZIER@VA.GOV), [ELAINA.YOUNG@VA.GOV](mailto:ELAINA.YOUNG@VA.GOV)

C. INTENTIONALLY DELETED

D. Offers transmitted through email shall be deemed late if received at the designated email address after the date and time established for receipt of offers unless it 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. Offers 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.

A. 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.

B. Due to COVID-19 pandemic conditions, an on-site physical tour of the offered Property may not be practical. At the LCO's discretion, additional Offer submittals may be requested to include pictures, video(s), and/or a building representative conducting a walkthrough with a virtual or online meeting option provided by VA. In these instances, additional guidance will be more particularly set forth by the LCO.

### 4.02 PROPOSAL CONTENTS FOR SMALL LEASES (OCT 2022)

The proposal shall consist of the following documents:

DOCUMENT NAME OR DESCRIPTION
U.S. Government Lease for Real Property (Short Form) (GSA Form 3626), completed and signed by Offeror
Supplemental Lease Requirements
Agency Specific Requirements, initialed by Offeror
Evidence of ownership or control of Building or site, including a copy of the Property deed
Authorization from the ownership entity to submit an offer on the ownership entity's behalf, if the offeror is not the owner of the Property
Proof of signing authority (see GSA Form 3516A, Solicitation Provisions)
GSA 3516A Solicitation Provisions – Initialed by offeror
GSA 3517B, General Clauses – Initialed by offeror
FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment
Address of proposed parking location

4.03 FIRE PROTECTION AND LIFE SAFETY SUBMITTALS (SMALL) (OCT 2020) INTENTIONALLY DELETED

4.04 EISA SUBMITTALS (SMALL) (SEP 2015) INTENTIONALLY DELETED

4.05 ~~SWING SPACE – RLP (OCT 2022)~~ INTENTIONALLY DELETED