Lease Market Survey Form
For Existing Building
LEASE # 57-39119-27-FA

Building Tour Information			
Date of Market Survey			
Method	Virtual or In-Person:		
Building Name			
Building Address			
Year Built		**Total # of Floors**	
Year Last Renovated? What Renovations?			
Asking Rental Rate? NNN/MG/FS?		**Rental Concessions Offered?**	
Owner/Agent Name			
Attendees, Agency	TBD		

Agency Requirements				
Tenant Agency/Agencies	USDA-LAAB			
Space Type	Office and related space			
Square Footage	Minimum ABOA Square Feet:	3,967	Maximum ABOA Square Feet:	4,199
Parking	Surface: 19 Reserved; 14 Unreserved		Structured: None	
Delineated Area	See advertisement			
Other				

- Square feet may reflect non-USDA partners where NRCS provides workspace to partners through agreement.
- The parking lot shall have pull-through capabilities and shall not be obstructed by adjacent building(s) or tenant usage.
- The space offered, its location, and its surrounding areas must be compatible with the Government's intended use.
- The space offered shall be in a professional office environment or surroundings with a prevalence for modern design and/or tasteful rehabilitation in modern use.
- The space offered shall not be located within 300-feet of residential areas.
- The space offered will not be considered where any living quarters are located within the building.
- Space shall not be adjacent to a tenant or business whose primary operation is the sale of alcoholic beverages, where firearms are sold and/or discharged, or where tenants related to drug treatment or detention facilities are located.
- Subleases are not acceptable.
- First floor space is preferred. Office space must be contiguous, on one floor. If space offered is above the ground level, then at least one (1) accessible elevator will be required.
- The Government will have access to the Space 24-hours a day, 7-days a week. Normal hours of operation are Monday through Friday 6:00 AM – 6:00 PM (excluding Saturdays, Sundays, and Federal Holidays).
- Offered space must meet Government requirements for fire safety, accessibility, seismic, and sustainability standards per the terms of the Lease.
- A fully serviced lease is required.
- Offered space shall not be in the 0.2-percent-annual chance floodplain (formerly referred to as 500-Year floodplain).

Building/Space Offered					
Is the building location within the delineated area?					
Floor Number	**Square Feet**	**Floor Load**	**Ceiling Height**	**Windows in Each Bay**	**Column Spacing**
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		
How does the amount and type of space compare to the requirement?					
Additional Building/Space Notes:					

Parking Offered		
Location/Floor	**Surface**	**Structured**
How does the amount and type of parking compare to the requirement?		
Additional Parking Notes:		

Neighborhood Observations

Other Observations Document whether or not the space meets or has the potential to meet the requirements for loading dock, security, etc. (as applicable).	
Loading Dock	
Security Measures	
Drinking Fountains	
Restrooms	
Elevators	
Architectural Barriers Act Accessibility Standards (ABAAS)	
Other	

Fire Protection and Life Safety (FPLS) Observations		
Exit Stairs Questions are applicable only where offered space is located above or below the street floor.	Are there a minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located?	
	Is there an interlocking or scissor stair located on the floor(s) where the offered space is located?	
	Is there another enclosed or exterior exit stair other than the interlocking or scissor stair located on each floor where the offered space is located?	
	Is there a fire escape located on the floor(s) where the offered space is located?	
Automatic Fire Sprinkler System	Is an automatic fire sprinkler system installed throughout the building?	
	Is an automatic fire sprinkler system installed throughout the offered space?	
	Where offered space is located below grade, is the below grade space protected throughout by an automatic fire sprinkler system?	
	Where offered space is located on the sixth floor or higher, is the building up to the highest Government occupancy protected throughout by an automatic fire sprinkler system?	
	If an automatic sprinkler system is installed in the building, is the automatic fire sprinkler system being maintained?	
Fire Alarm System	Where offered space is located on the third floor or higher, is a fire alarm system installed in the building? If the answer is “No,” Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.	
	If a fire alarm system is installed in the building, is the fire alarm control unit less than 25 years old?	
	If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, a remote station or a UL listed central station?	
	If a fire alarm system is installed in the building, is the fire alarm system maintained?	

Agency Go/No-Go Criteria	
Requirement	Observations

Lease Contracting Officer Decision on Capability

The building:

☐ **Meets or is capable of meeting the RLP standards and agency go/no-go criteria.**

☐ **Does not meet the RLP standards and/or the agency go/no-go criteria and the owner or owner's representative has confirmed that (1) the owner is not willing to meet them or (2) the building is not capable of meeting them for the reason(s) stated below:**

Signature indicates concurrence with the observations above, not acceptance of the space. The purpose of the building tour is to identify whether or not the building has the potential to meet the requirements, not whether or not the building meets the requirements today.

FSA Concurrence	**NRCS Concurrence**	**LCO Decision/ Approval**
_____	_____	_____
FSA	NRCS	Lease Contracting Officer
_____	_____	_____
Date	Date	Date