U.S. Department of Veterans Affairs

Virtual Pre-bid Conference
RLP #36C10F25R0036
Baltimore, MD OPC

June 23, 2025

WELCOME

We appreciate your interest in VA's requirement.

Agenda

VA Lease Contracting Officer Chartwell Enterprises	**I. Welcome, Pre-bid Purpose & Rules** - Introduction of Project Team
Chartwell Enterprises	**II. Project Overview** - RLP Package Overview - How to Submit an Offer - Lease
VA Project Team	**III. Design Overview** - Appendices Review
Chartwell Enterprises	**IV. Review of Standard Forms & Clauses**
Chartwell Enterprises	**V. Questions Submissions**

I. Introductions

Baltimore VAMC, VISN 5 and VHA Team

George Sazaklis, Baltimore VAMC, Supervisory Healthcare Engineer, Facility Master Planner

Dalton Coker, Baltimore VAMC, General Engineer, Facilities & Engineering

LaTarsha Ward, VAMC Strategic Planner

Marc Dallaire, VISN 5, Capital Asset Manager

Yan Protsyuk, VISN 5, Deputy Capital Asset Manager

Alexander BhaduriHauck, VHA Office of Capital Asset Management, Capital Support Engineer

Introductions (cont.)

VA Office of Construction & Facilities Management Team

Earnest Jackson, Jr., Lease Contracting Officer (LCO)

Jeff Leikin, Project Manager (PM)

Linda Chan, Planner

Robert Bliss, Planner

Mike Souders, Senior Resident Engineer (SRE)

Melissa Bayard, Resident Engineer (RE)

Jason Sturm, Environmental Engineer

Alec Bennett, Senior Historic Preservation Specialist

Introductions (cont.)

Contractor Representatives

Ms. Martha Weekley, FFE, Inc.

Ms. Eileen Trimbach, FFE, Inc.

Ms. Patricia Restrepo, Chartwell Enterprises

Mr. Thomas Leahy, Chartwell Enterprises

Reminders

- Please go on ‘MUTE’.
- Meeting to be recorded.
- We will be taking written questions until June 27, 2025 and will provide the Q&A Matrix via Amendment on SAM.gov.

Pre-bid Purpose

1. Provide a general overview of requirements set forth in RLP #36C10F25R0036.
2. Communicate to potential Offerors to refer to the RLP package for a complete understanding of the requirements in order to submit fully responsive and technically acceptable proposals.

II. Project Overview

- Veterans Affairs Outpatient Clinic (VA OPC)
- Fully-serviced lease, net of janitorial
- Maximum space of 135,148 ABOA SF
- Contiguous space
- 800 on-site parking spaces

II. Project Overview (cont.)

- Primary Care
- Mental Health
- Specialty Care
- Ancillary Services

Review of Request for Lease Proposal Package

1. Request for Lease Proposal (RLP) – GSA Form R100
2. Lease – GSA Form L100
3. Appendices
4. Standard Forms and Clauses

Request for Lease Proposal

Section 1 – Statement of Requirements

Lease Term

Section 1.02 F of the RLP

- Lease term shall be up to 20 years.
- Offerors must submit pricing for each alternative.

Alternative	Term
Alternative A	15-year firm term
Alternative B	20-year firm term

Area of Consideration

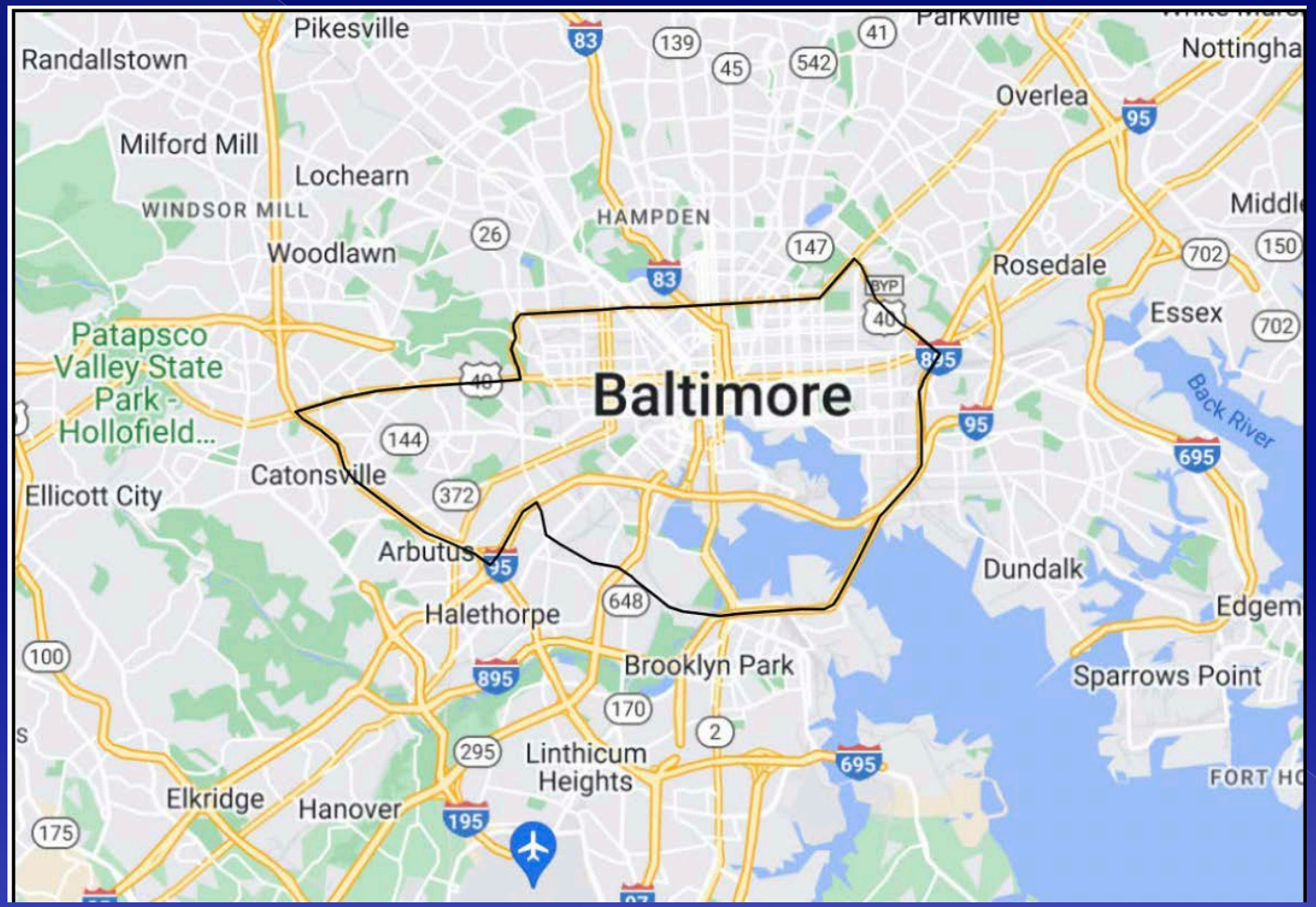
Section 1.03 of the RLP

VA requires offers of space within the delineated area (DA) below

	Boundary
North	Intersection Interstate 695 & Route 40, Route 40, Hilton Pkwy, Bypass 40, Belair Rd
South	Interstate 895, W Patapsco Ave, S Caton Ave, Interstate 95
East	Bypass 40, Interstate 895
West	Interstate 695

Buildings with property boundary(ies) on the boundary streets are deemed to be within the delineated Area of Consideration.

Area of Consideration



List of RLP Documents

Section 1.06 of the RLP

DOCUMENT NAME	File Name Prefix	No. of Pages
Lease No. 36C10F25L0011 (GSA Template L100 for VA)	1	49
Agency Specific Requirements (ASR) Package – Cover Page	2	1
Appendix A – Program for Design (PFD)	2A	20
Appendix A.1 – Project Room Contents List (PRC)	2B	Excel
Appendix A.2 – Lease Design Narrative (LDN)	2C	53
Appendix A.3 – Room Data Matrix (RDM)	2D	2
Appendix A.4 – VA CBOC Information Transport Systems Specifications	2E	19
Appendix A.4.1 – OIT Data Center Design Narrative	2E.1	67
Appendix A.5 – Facility Security Level Requirements for FSL II	2F	16
Appendix A.6 – **Baltimore, MD OPC** Conceptual Floor Plan	3	3
Appendix B – Lease Service Narrative (LSN)	4	13
Offering Entity Acknowledgement Form	5	1
Offeror Proposal Compliance Matrix	6	5
Proposal to Lease Space (GSA Form 1364)	7	4
Attachment No. 1 to GSA Form 1364	8	Excel
GSA Form 1217 – Lessor's Annual Cost Statement	9	3
VA Form 10091 – VA-FSC Vendor File Request Form	10	4
Past Performance Questionnaire Form for VA	11	5
SF-330 – Architect-Engineer Qualifications	12	14
GSA Form 527 – Contractor's Qualifications and Financial Information	13	6
VA Handbook 6500.6	14	46
GSA Template 3516 – Solicitation Provisions	15	7
GSA Template 3517B – General Clauses	16	23
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)	17	6
Certification of Building Energy Performance	18	1
DOL County Wage Determination – Baltimore City	19	6
DOL County Wage Determination – Baltimore County	19	6
FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment	20	4
Pre-Bid Conference Registration Form	21	1

Security Requirements

1.10	Pricing of Security Requirements
A	The proposed Lease contains an attachment with the security requirements and obligations for the Building, which are based on the facility security level (FSL). The Federal Government determines the facility's FSL rating, which ranges from FSL I to FSL IV. The FSL is based on client agency mix, required size of space, number of employees, use of the space, location, configuration of the site and lot, and public access into and around the facility.

Request for Lease Proposal
Section 2 – Eligibility and Preferences for Award

Eligibility and Preferences for Award

Section 2	Eligibility and Preferences for Award
2.01	In order to be acceptable for award, the offered Space must provide for an efficient layout as determined by the LCO.
2.02	A Lease will not be awarded for any offered Property with a plan for the site disturbance or development 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.
2.07 & 2.08	Offered space must meet the accessibility and fire protection and life-safety (FPLS) requirements.

Eligibility and Preferences for Award (cont.)

Section 2	Eligibility and Preferences for Award
2.11.A	Offerors must provide, at Offeror's sole cost and expense, a current Phase I ESA with its initial offer. The study must have been completed within 180 days of the initial offer due date.
2.11.B	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.

Eligibility and Preferences for Award (cont.)

Section 2	Eligibility and Preferences for Award
2.11.B.4	The Government reserves the right to reject any offer where (i) the studies or documentation supporting the NEPA process provided by the Offeror for the offered Property are inadequate, (ii) the offer entails unacceptably adverse impacts on the human environment, (iii) the identified adverse impacts cannot be readily mitigated, or (iv) the level of NEPA analysis is more extensive than is acceptable to the Government, as determined by the LCO, in their sole discretion.

Eligibility and Preferences for Award

Section 2	Eligibility and Preferences for Award
2.12	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).
2.13	A Cultural Resources Study Report is required with initial offers.

Request for Lease Proposal
Section 3 – How to Offer

Receipt of Lease Proposals

Section 3.02 of the RLP

Due Date for Questions	June 27, 2025 by 4:00 PM ET
Due Date for Offers	August 8, 2025 by 4:00 PM ET
Submit Offers to Chartwell Enterprises and to VA Lease Contracting Officer (LCO) by one of the following ways	1. CD 2. Electronic submissions (Email link to a document sharing solution such as SharePoint, Dropbox, Google Drive, etc.)
Please thoroughly review Section 3.02 of the RLP.	

Offers shall be deemed late if received
after the date and time established for receipt of offers.

Receipt of Lease Proposals

I	Technical Proposal (Factor 1: Location)	Evidence proposed site is within the delineated area. a. Site Location Map b. Street View Rendering c. Location Narrative	RLP 1.03 / 1.04 / 1.05 / 4.04
I	Technical Proposal (Factor 2: Technical Quality)	Evidence Building will meet all RLP Requirements a. ABOA/RSF shaded plan b. Updated Program for Design	RLP 1.02 / 2.01 / 4.04
		Architectural Plans for Modernization, if applicable	RLP 1.02 / 3.06 / 4.04
		Proposed Building Narratives/Drawings: Demonstrate VA's mission, Requirements, Calculations, etc. a. Exterior Architectural Design Narrative a. Exterior Renderings b. Exterior Elevations b. Interior Design Concept Narrative a. Interior Renderings c. Structural Design Narrative a. Column spacing drawing d. HVAC System Design Narrative e. Plumbing System Narrative f. Electrical System Narrative g. Shell Floorplans h. Departmental Floorplans	RLP 1.05 / 4.04
		Proposed Site Narratives/Plans: Parking, Landscaping, Quality of Site Development, etc. a. Site Plan b. Landscaping Plan	RLP 1.02 / 1.05 / 3.06 / 4.04
		Proposed Security Narratives/Plans (Reference FSL Requirements) a. Site Security Plan b. Physical Security Narrative	RLP 1.06 / 1.11 / 4.04
		Proposed Narratives for Sustainability (Green Globes) and Energy Efficiencies a. Green Globes Checklist	RLP 3.06 / 4.04
		Seismic Safety Forms, if applicable	RLP 1.06 / 2.03-2.04 / 3.06
		Evidence Space Contains No Asbestos	RLP 2.06 / 3.06
		Evidence of Accessibility Compliance	RLP 2.07 / 3.06
		Evidence of Fire Protection and Life Safety Compliance, GSA Form 12000, Additional FPLS Documentation, as applicable	RLP 1.06 / 2.08 / 3.06

Receipt of Lease Proposals

		Evidence of EISA Compliance (ENERGY STAR®), Certification of Building Energy Performance	RLP 1.06 / 2.09 /3.06
I	Technical Proposal (Factor 3: Delivery Schedule)	Delivery Schedule Narrative and CPM Project Schedule	RLP 1.02
		Project Management Plan: Organizational Chart, Workload, Additional Project Information, Staffing Plan, Risk Mitigation	RLP 3.06 / 4.04
I	Technical Proposal (Factor 4: Offeror's Qualifications and Past Performance)	Record of Relevant Past Performance Statement	RLP 4.04
		Key Personnel (Dedicated to the Project) Resumes	RLP 4.04
		Past Performance Questionnaires	RLP 4.04
		Evidence of Relevant Contracts (Table Format)	RLP 4.04
		Firm Experience	RLP 4.04
		Case Studies	RLP 4.04
		A/E Firm Experience Narrative	RLP 4.04
		Design Team Key Personnel Experience	RLP 4.04
		SF-330 – Architect-Engineer Qualifications	RLP 1.06 / 4.04
		A/E State Licensure/Certification	RLP 4.04
		Design Team Teaming Agreements/Commitment of Teaming Arrangements	RLP 4.04 / 5.06
		GC Experience Narrative	RLP 4.04
		GC Key Personnel Resumes	RLP 4.04
		GSA Form 527 – Contractor's Qualifications and Financial Information	RLP 1.06 / 4.04
		General Contractor State Licensure	RLP 4.04
		General Contractor Teaming Agreements/Commitment of Teaming Arrangements	RLP 4.04 / 5.06

Receipt of Lease Proposals

I	Technical Proposal (Factor 5: Operations & Maintenance Plan)	Staffing Plans	RLP 4.04
		Evidence of Janitorial Services Compliance, as applicable	RLP 4.04
		Interior Maintenance Plan/Chart/Narrative	RLP 4.04
		Exterior Maintenance Plan/Chart/Narrative	RLP 4.04
		Emergency and Routine Service Calls	RLP 4.04

I	Technical Proposal (Factor 6: Socio-Economic Status)	Unique Entity Identifier Registration	RLP 1.16 / 4.04
		SAM Registration: Active Entity	RLP 3.04 / 4.04
		SAM Registration: Representation and Certifications	RLP 3.04 / 4.04
		SAM Registration: Exclusion Status	RLP 3.04 / 4.04
		SBA VETBIZ Printout	RLP 4.04
		Joint Venture Requirements and Submittals, if applicable	RLP 4.04
		Small Business Subcontracting Plan, if applicable	RLP 4.04

Receipt of Lease Proposals

I	RLP Attachments: Complete, Initial, and/or Sign as indicated on the document	Lease No. 36C10F25L0011 (GSA Template L100 for VA)	RLP 1.06 / 1.08
		Agency Specific Requirements (ASR) – Cover Page	RLP 1.06
		Appendix A – Program for Design (PFD)	RLP 1.06
		Appendix A.1 – Project Room Contents List (PRC)	RLP 1.06
		Appendix A.2 – Lease Design Narrative (LDN)	RLP 1.06
		Appendix A.3 – Room Data Matrix (RDM)	RLP 1.06
		Appendix A.4 – VA CBOC Information Transport Systems Specifications	RLP 1.06
		Appendix A.4.1 – OIT Data Center Design Narrative	RLP 1.06
		Appendix A.5 – Facility Security Level Requirements for FSL II	RLP 1.06
		Appendix A.6 – Baltimore, MD OPC Conceptual Plans/Design Drawings	RLP 1.06
		Appendix B – Lease Service Narrative	RLP 1.06
		VA Handbook 6500.6	RLP 1.06
		GSA Form 3517B – General Clauses	RLP 1.06
		DOL Wage Determination – Baltimore City and Baltimore County	RLP 1.06
		GSAR 552.270-33 Foreign Ownership and Financing Representation for High Security Leased Space, if applicable	RLP 1.06
		FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Offeror may provide a printout of SAM representation of FAR 52.204-26 in lieu of this form)	RLP 1.06
		RLP Amendments, if applicable	RLP 1.06

Receipt of Lease Proposals

II	Price Proposal	GSA Form 1217 – Lessor's Annual Cost Statement	RLP 1.06 / 3.03
		GSA Form 1364 – Proposal to Lease Space	RLP 1.01 / 1.06 / 3.03
		Attachment #1 to GSA Form 1364 (provide in Excel and PDF formats)	RLP 1.01 / 1.06 / 3.03
		Form VA 10091 – VA-FSC Vendor File Request Form	RLP 1.06
		Evidence of Historical Preference	RLP 2.05 / 2.12 / 3.06

III	Environmental	Evidence of Environmental Compliance	RLP 2.10
		Phase I Environmental Site Assessment	RLP 2.11
		Cultural Resources Study Report	RLP 2.13
		Evidence Flood Plain Compliance	RLP 2.02

Receipt of Lease Proposals

IV	Additional Submittals & Financial Capability	Financial Resources Plans	RLP 3.06
		Conditional Commitment of Funds	RLP 3.06
		Financial Statements	RLP 3.06
		Offering Entity Acknowledgement Form	RLP 1.06
		Authorization to Submit on Behalf of Offer, if applicable	RLP 3.06
		Compliance with Local Zoning	RLP 3.06
		Evidence of Ownership/Control	RLP 3.06
		Written Agreement to Acquire Interest, if applicable	RLP 3.06
		Proof of Signing Authority	RLP 3.06
		Conflict of Interest, if applicable	RLP 3.06
		Legal Description, Tax ID Number, Copies of Prior Year Taxes	RLP 3.06
		Evidence of Vending Facilities Compliance, if applicable	RLP 1.02 / 3.06

Additional Submittals

Section 3.06 in the RLP

	Additional Submittals
D	Evidence of ownership or control of Building or site. If the Offeror owns the Property being offered or has a long-term leasehold interest, the deed or lease must be submitted to the LCO evidencing the Offeror's stated interest in the Property and any encumbrances on the Property.

Additional Submittals

Section 3.06 in the RLP (cont.)

	Additional Submittals
D	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 at least longer than the duration of the lease term required in this RLP, including the post-award design and construction phase. Documentation that constitutes evidence of control includes, but is not limited to, the following fully-executed documents: • An option to purchase; • A sales contract; • A deed showing fee simple ownership; or • An option to lease the site for at least longer than the lease term plus the post-award design and construction phase.

Tenant Improvements

Section 3.07 of the RLP

	Tenant Improvements Included in the Offer
3.07	Tenant Improvements (TIs) are the finishes and fixtures that typically take the space from the shell condition to a finished, usable condition.
3.07	The Government reserves the right to amortize any portion of the TIs at the amortization rate proposed by the Offeror on Attachment 1 to GSA Form 1364.
3.07	The decision by the Government on whether to amortize the TIs and/or what portion of the allowance is to be amortized, is solely that of the Government. The unamortized portion of the TIs will be paid by the Government in a lump sum upon acceptance of the space by the Government.

The Government expects to pay the TI as a lump sum upon the Government's acceptance of the space.

Additional Items

Section 3	Additional Items
3.06 S	The Offeror must provide documentation of the proposed GREEN GLOBES® FOR NEW CONSTRUCTION (GG®-NC) credits for Two Green Globes level certification.
3.11	The Government requires a fully serviced Lease, net of janitorial services, as part of the rental consideration.

Request for Lease Proposal
Section 4 – Method of Award

Award on Best Value

Section 4.04 of the RLP

	Award on Best Value
4.04	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.
4.04 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.

Evaluation Factors

Section 4.04 of the RLP (cont.)

FACTOR 1: LOCATION

Areas of Consideration
A. Unique Requirements
B. Neighborhood, Amenities & Transportation
C. Visibility & Access

FACTOR 2: TECHNICAL QUALITY

Areas of Consideration
A. Architectural Concept & Building Design
B. Quality of Site Characteristics & Development
C. Sustainable Design & Energy Efficiency

Evaluation Factors

Section 4.04 of the RLP (cont.)

FACTOR 3: DELIVERY SCHEDULE

Areas of Consideration
A. Design and Construction Duration/CPM Schedule
B. Project Management Plan

FACTOR 4: OFFEROR'S QUALIFICATIONS AND PAST PERFORMANCE

Areas of Consideration
A. Offeror Past Performance
B. Offeror Qualifications
C. Design Team & General Contractor Qualifications

Evaluation Factors

Section 4.04 of the RLP (cont.)

FACTOR 5: OPERATIONS & MAINTENANCE PLAN

Areas of Consideration
A. Interior & Exterior Maintenance of Building & Grounds
B. Routine Emergency Calls - Procedure & Response Times
C. Staffing Plan, Administrative Procedures, & Quality Control Plan

FACTOR 6: 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

Request for Lease Proposal Section 5 – Additional Terms and Conditions

Additional Terms and Conditions

Section 5	Additional Terms and Conditions
5.02	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.
5.03	The lessor acknowledges its duty to conduct reasonable site inspections for the proposed site.
5.06	The Offeror must provide evidence of teaming arrangements with both the general contractor and the design team that are presented in the Offeror's proposal.

Request for Lease Proposal

- Read all parts of the RLP in its entirety and respond accordingly.
- Ensure compliance with Section 3.02 of the RLP. Fully complete and include Offeror Proposal Compliance Matrix with the proposal.

Request for Lease Proposal	RLP #36C10F25R0036
Section 1	Statement of Requirements
Section 2	Eligibility and Preferences for Award
Section 3	How to Offer
Section 4	Method of Award
Section 5	Additional Terms and Conditions

Lease

Included in the RLP documents is the Lease Form (GSA Form L100). Upon selection for award, VA will transcribe the successful Offeror's final offered rent and other price data included on the GSA Form 1364 into the lease form and transmit the completed lease, including the awarded lease term and any appropriate attachments, to the successful Offeror for execution.

Lease	Section Title
Section 1	The Premises, Rent, and Other Terms
Section 2	General Terms, Conditions, and Standards
Section 3	Construction Standards and Shell Components
Section 4	Design, Construction, and Post Award Activities
Section 5	Tenant Improvement Components
Section 6	Utilities, Services, and Obligations During the Lease Term
Section 7	Additional Terms and Conditions

Lease (cont.)

It is essential that potential Offerors thoroughly read the L100. There are revisions to the GSA L100 specific to VA.

Section 3	Construction Standards and Shell Components
3.40A	**HEATING, VENTILATION, AND AIR CONDITIONING - SHELL (VA OCT 2024)** HVAC systems shall be installed and operational per the requirements of this lease, additional codes listed, and Agency Specific Requirements identified in the Appendices, including all Building common areas. The design, operation and maintenance of the systems will meet American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 170, Ventilation of Healthcare Facilities. All HVAC systems shall be provided as part of the shell rent.

III. Design Overview

Design Concept: Submission with Offer

- The submission shall include a narrative of the Offeror's approach to facility design.
- VA will use the Offeror's design concept used to evaluate technical proposals, and the concept will be the basis for 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.

General Design Criteria

Lessor shall design and construct the building and site in accordance with:

- RLP package to include the Lease Design Narrative (LDN) and Program for Design (PFD)
- Federal regulations
- Building codes & ordinances -- In case of conflict, most stringent standard applies
- Accessibility standards
    - ABA Standards for Accessible Design
    - Uniform Accessibility Standards (UFAS) and ABAAS

Appendices

Appendices	
Appendix A	Program for Design (PFD)
Appendix A.1	Project Room Contents List (PRC)
Appendix A.2	Lease Design Narrative (LDN)
Appendix A.3	Room Data Matrix (RDM)
Appendix A.4	Information Transport Systems Specifications
Appendix A.4.1	OIT Data Center Design Narrative
Appendix A.5	Facility Security Level II (FSL II)
Appendix A.6	Conceptual Floor Plan
Appendix B	Lease Service Narrative (LSN)

Appendix A – Program for Design

PROGRAM FOR DESIGN

FY2020 - BALTIMORE - 20230621

REPLACEMENT ANNEX
BALTIMORE, MD

Projected Year: 2020 Midpoint Year: 2022

VISN: 5 State: MD State: 512
Station: Baltimore
Installation: VA Maryland HCS VAMC Baltimore, MD Div.

Project Created: 12/16/2018 4:03:09 PM by Jason Moseley
Space Plan Last Edited: 10/18/2023 5:39:10 PM by Carter Daniel

Contents List Created: 12/22/2018 8:40:35 AM by Jason Moseley
Contents List Last Edited: 10/18/2023 3:51:26 PM by Carter Daniel

Report Generated: 19 Oct 2023 05:27AM ET

Appendix A.1 – Project Room Contents List

Project Room Contents

FY2020 - BALTIMORE - 20230621

REPLACEMENT ANNEX
BALTIMORE, MD

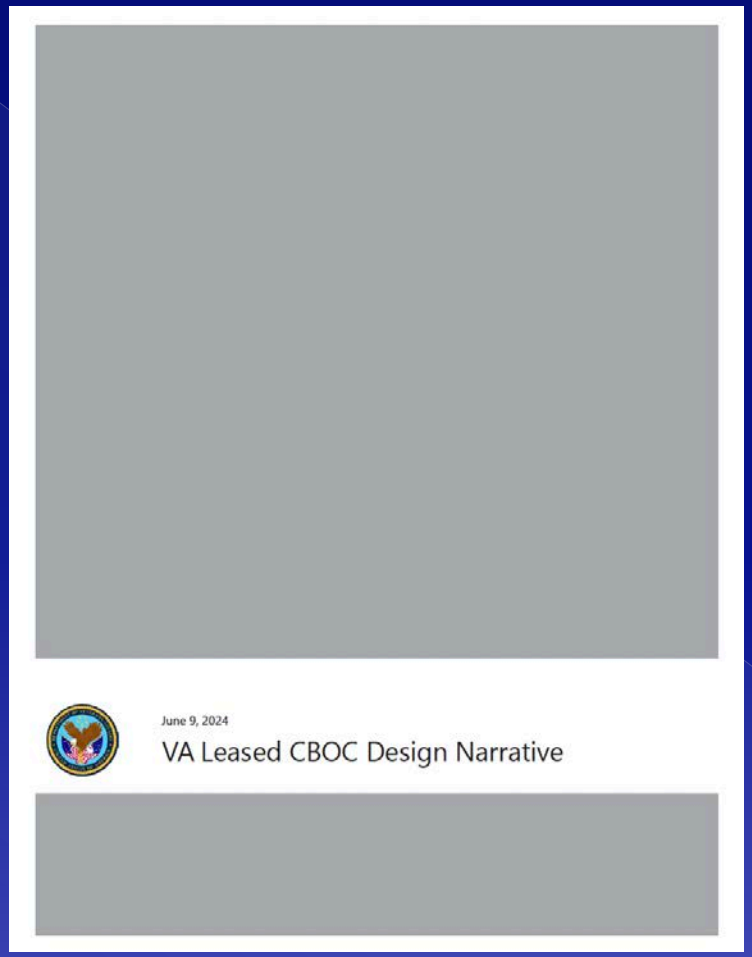
Projected Year: 2020 Midpoint Year: 2022

VISN: 5 State: MD Station ID: 512
Station: Baltimore
Installation: VA Maryland HCS VAMC Baltimore, MD Div.

Project Created: 16 Dec 2018 04:03PM ET by Jason Moseley
Space Plan Last Edited: 18 Oct 2023 05:39PM ET by Carter Daniel

Report Generated: 05 Mar 2024 10:29AM ET revised 03 DEC 2024 09:30 am ET

Appendix A.2 – Lease Design Narrative

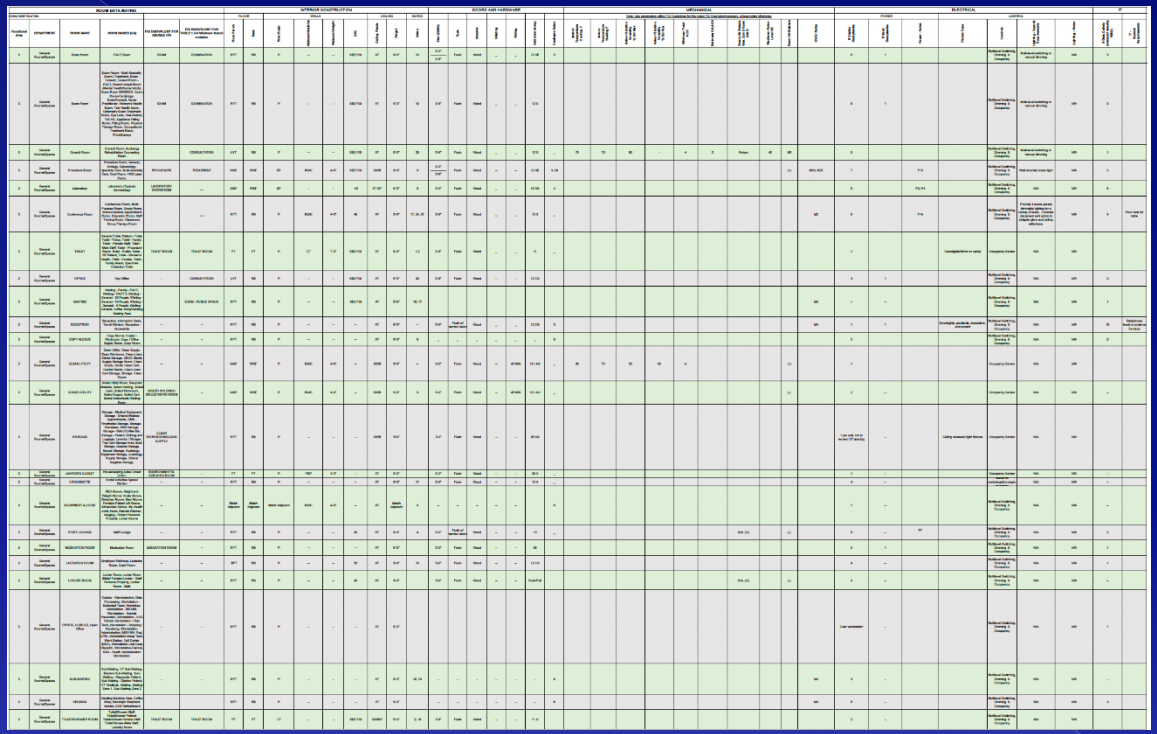


Appendix A.2 – Lease Design Narrative & Agency Specific Requirements

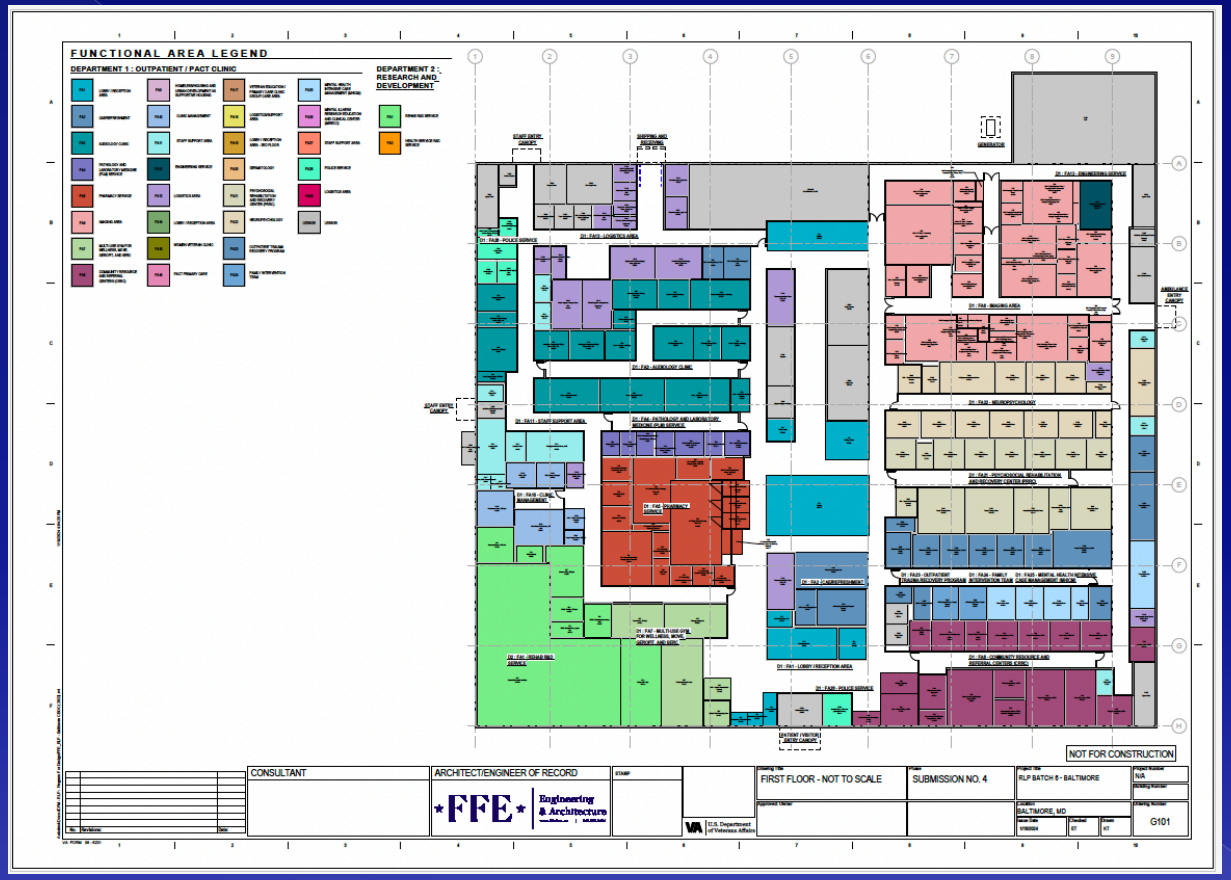
- The purpose of Appendix A.2, the Lease Design Narrative is to consolidate the governing codes, standards, references, and guidelines in a document that provides performance-based standards for VA leased space.

- The governing codes, standards, and references are based on a VA affiliated OPC facility.

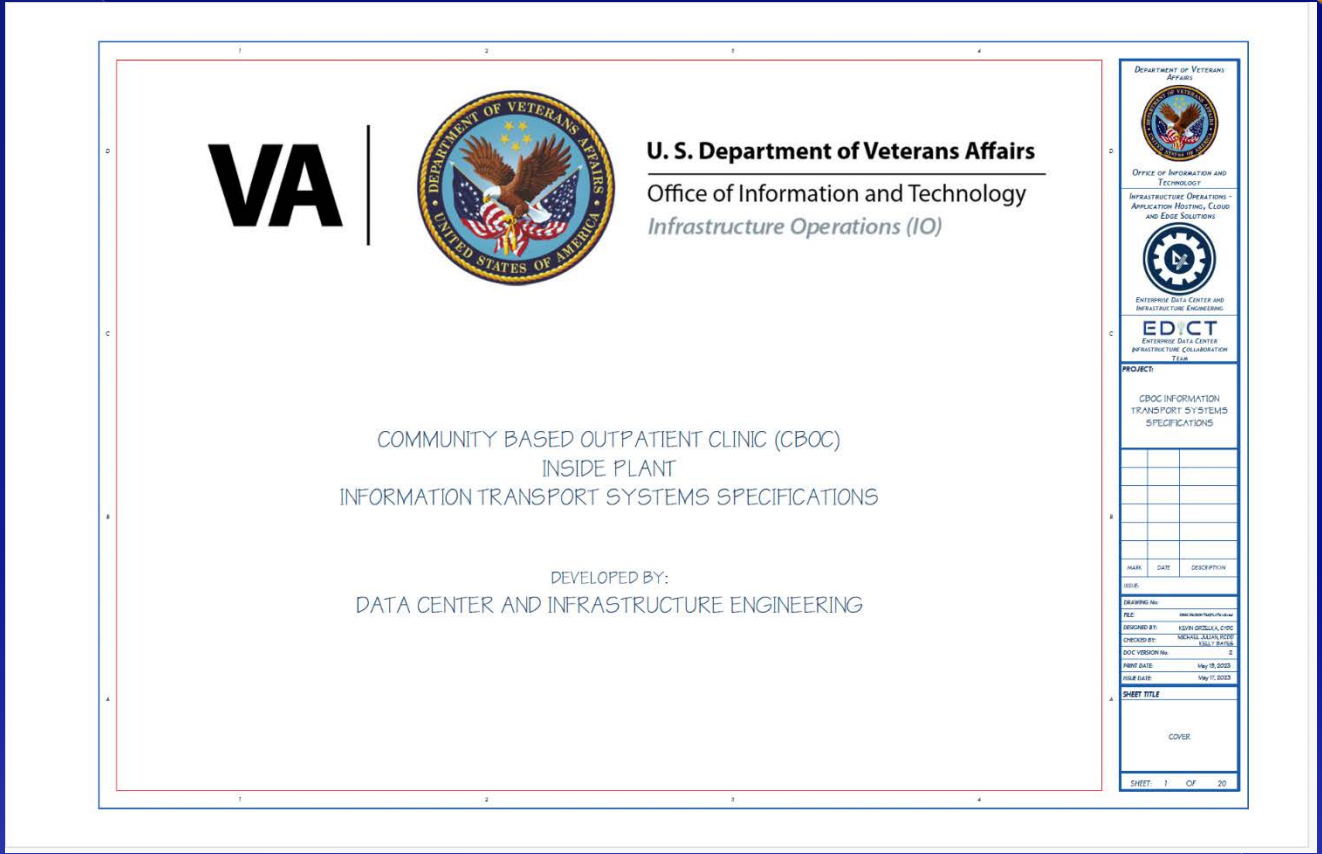
Appendix A.3 – Room Data Matrix



Appendix A.6 – Conceptual Layout



Appendix A.4-A.4.1 – IT Specs



VA

U. S. Department of Veterans Affairs

Office of Information and Technology

Infrastructure Operations (IO)

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

DEVELOPED BY:
DATA CENTER AND INFRASTRUCTURE ENGINEERING

Department of Veterans Affairs

Office of Information and Technology

Infrastructure Operations – Application Hosting, Cloud and Edge Solutions

Enterprise Data Center and Infrastructure Engineering

EDICT
Enterprise Data Center Infrastructure Collaboration Team

PROJECT:
CBOC INFORMATION TRANSPORT SYSTEMS SPECIFICATIONS

MARK	DATE	DESCRIPTION

ISSUE:

DRAWING No:

FILE:

DESIGNED BY: KEVIN GRZELKA, CISSP

CHECKED BY: MICHAEL JULIAN, PCDP, KELLY BATES

DOC VERSION No: 2

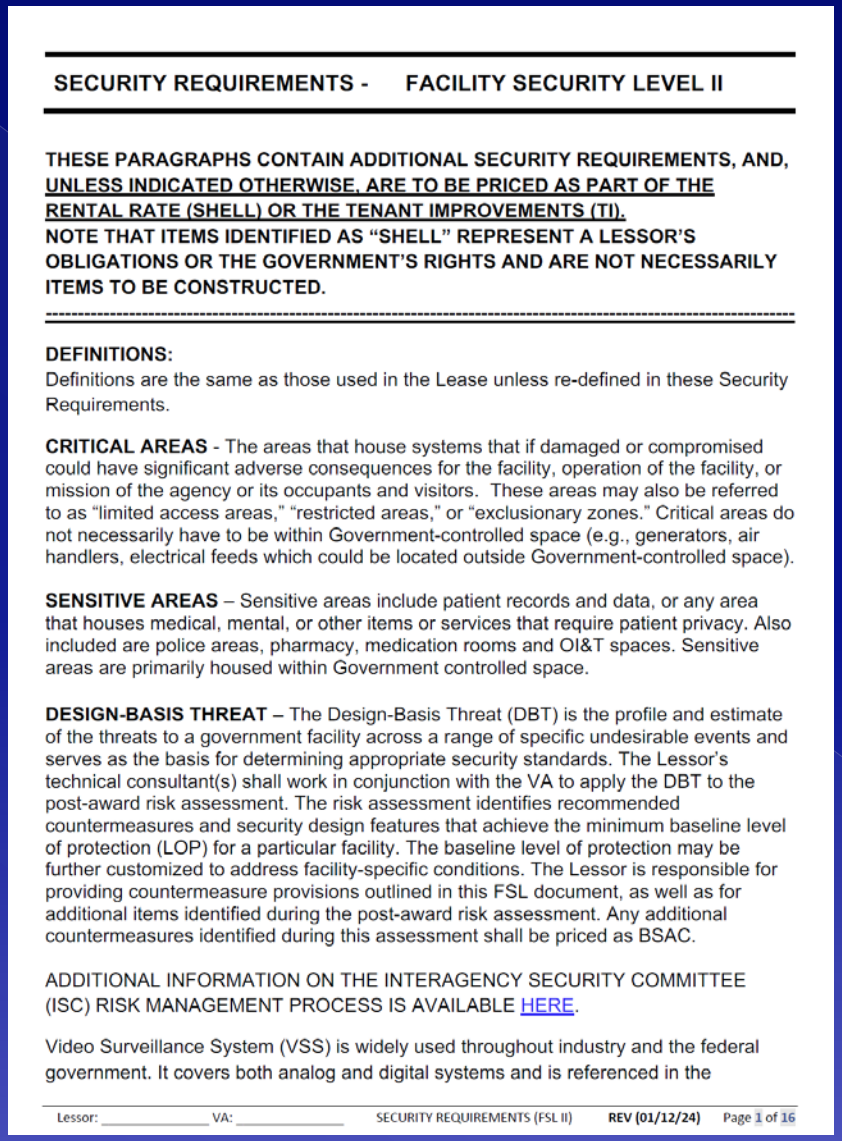
PRINT DATE: May 19, 2023

ISSUE DATE: May 17, 2023

SHEET TITLE
COVER

SHEET: 1 OF 20

Appendix A.5 – Facility Security Level II



SECURITY REQUIREMENTS - FACILITY SECURITY LEVEL II

THESE PARAGRAPHS CONTAIN ADDITIONAL SECURITY REQUIREMENTS, AND, UNLESS INDICATED OTHERWISE, ARE TO BE PRICED AS PART OF THE RENTAL RATE (SHELL) OR THE TENANT IMPROVEMENTS (TI).
NOTE THAT ITEMS IDENTIFIED AS "SHELL" REPRESENT A LESSOR'S OBLIGATIONS OR THE GOVERNMENT'S RIGHTS AND ARE NOT NECESSARILY ITEMS TO BE CONSTRUCTED.

DEFINITIONS:
Definitions are the same as those used in the Lease unless re-defined in these Security Requirements.

CRITICAL AREAS - The areas that house systems that if damaged or compromised could have significant adverse consequences for the facility, operation of the facility, or mission of the agency or its occupants and visitors. These areas may also be referred to as "limited access areas," "restricted areas," or "exclusionary zones." Critical areas do not necessarily have to be within Government-controlled space (e.g., generators, air handlers, electrical feeds which could be located outside Government-controlled space).

SENSITIVE AREAS – Sensitive areas include patient records and data, or any area that houses medical, mental, or other items or services that require patient privacy. Also included are police areas, pharmacy, medication rooms and OI&T spaces. Sensitive areas are primarily housed within Government controlled space.

DESIGN-BASIS THREAT – The Design-Basis Threat (DBT) is the profile and estimate of the threats to a government facility across a range of specific undesirable events and serves as the basis for determining appropriate security standards. The Lessor's technical consultant(s) shall work in conjunction with the VA to apply the DBT to the post-award risk assessment. The risk assessment identifies recommended countermeasures and security design features that achieve the minimum baseline level of protection (LOP) for a particular facility. The baseline level of protection may be further customized to address facility-specific conditions. The Lessor is responsible for providing countermeasure provisions outlined in this FSL document, as well as for additional items identified during the post-award risk assessment. Any additional countermeasures identified during this assessment shall be priced as BSAC.

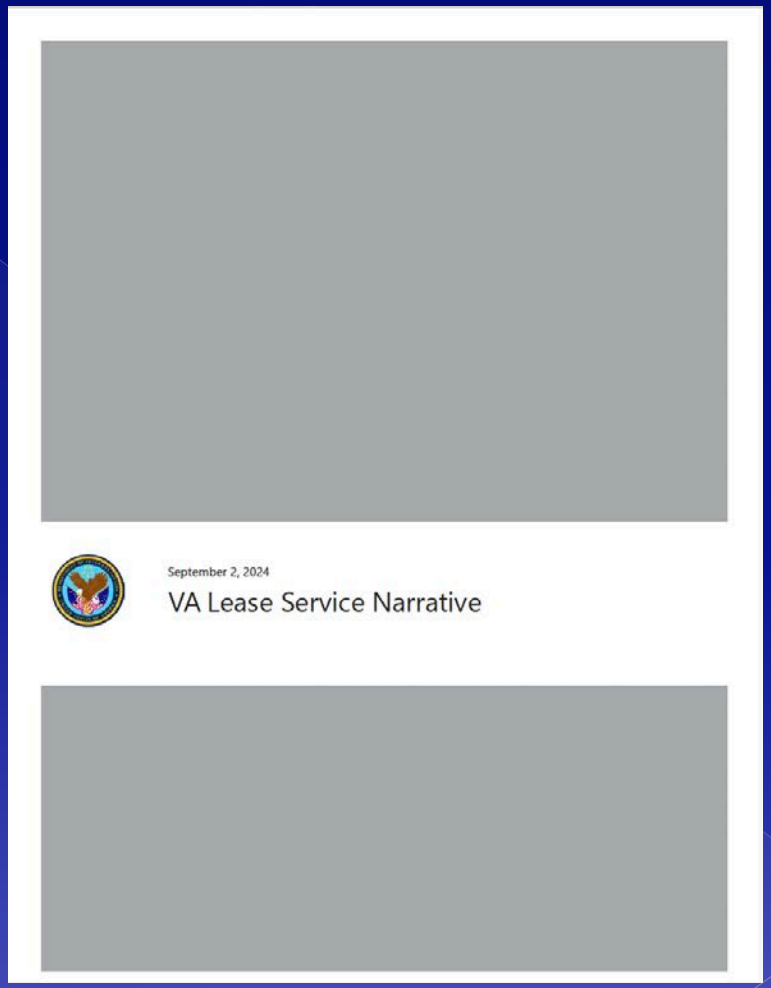
ADDITIONAL INFORMATION ON THE INTERAGENCY SECURITY COMMITTEE (ISC) RISK MANAGEMENT PROCESS IS AVAILABLE HERE.

Video Surveillance System (VSS) is widely used throughout industry and the federal government. It covers both analog and digital systems and is referenced in the

Lessor: _____ VA: _____ SECURITY REQUIREMENTS (FSL II) **REV (01/12/24)** Page 1 of 16

Appendix B – Lease Service Narrative

- Supplements the utility, maintenance, and services required in the L-100 with agency specific requirements



IV. Review of Standard Forms and Clauses

Proposal Compliance Matrix

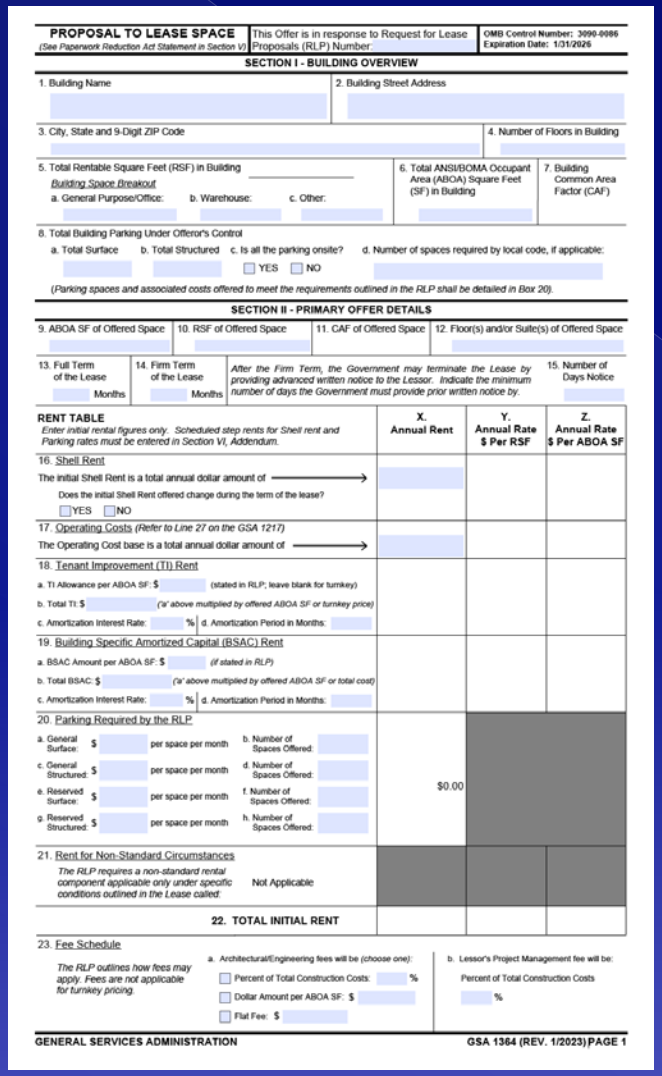
Offeror Proposal Compliance Matrix
RLP No.: 36C10F25R0036
Outpatient Clinic (OPC), Baltimore, MD

Instructions: Offerors are required to adequately address each line item in the table provided below, provide a "check" in either the Yes or No box/column, and provide comments as necessary. RLP paragraphs to each line item have been provided for reference.

General Information	
Offeror Name:	
Offeror Unique Entity Identifier:	
Offered Building/Site Name & Address:	
Date Offer Submitted:	

Requirements	Provided		Proposal Submittal Requirement
	Yes	No	
Volume I – Technical Proposal	☐	☐	Offeror addressed all required submittals/items outlines below and RLP references
	☐	☐	Offeror referenced RLP 3.02, Receipt of Lease Proposals, and provided submittals accordingly (CD Titled Volume I)
Volume II – Price Proposal	☐	☐	Offeror addressed all required submittals/items outlines below and RLP references
	☐	☐	Offeror referenced RLP 3.02, Receipt of Lease Proposals, and provided submittals accordingly (CD Titled Volume II)
Volume III – Environmental	☐	☐	Offeror addressed all required submittals/items outlines below and RLP references
	☐	☐	Offeror referenced RLP 3.02, Receipt of Lease Proposals, and provided submittals accordingly (CD Titled Volume III)
Volume IV – Additional Submittals & Financial Capability	☐	☐	Offeror addressed all required submittals/items outlines below and RLP references
	☐	☐	Offeror referenced RLP 3.02, Receipt of Lease Proposals, and provided submittals accordingly (CD Titled Volume IV)

GSA Form 1364



PROPOSAL TO LEASE SPACE
(See Paperwork Reduction Act Statement in Section VI)

This Offer is in response to Request for Lease Proposals (RLP) Number:

OMB Control Number: 3090-0086
Expiration Date: 1/31/2026

SECTION I - BUILDING OVERVIEW

1. Building Name
2. Building Street Address
3. City, State and 9-Digit ZIP Code
4. Number of Floors in Building
5. Total Rentable Square Feet (RSF) in Building
   Building Space Breakout
   a. General Purpose/Office: b. Warehouse: c. Other:
6. Total ANSI/BOMA Occupant Area (ABOA) Square Feet (SF) in Building
7. Building Common Area Factor (CAF)
8. Total Building Parking Under Offeror's Control
   a. Total Surface b. Total Structured c. Is all the parking onsite? ☐ YES ☐ NO d. Number of spaces required by local code, if applicable:
   (Parking spaces and associated costs offered to meet the requirements outlined in the RLP shall be detailed in Box 20).

SECTION II - PRIMARY OFFER DETAILS

9. ABOA SF of Offered Space
10. RSF of Offered Space
11. CAF of Offered Space
12. Floor(s) and/or Suite(s) of Offered Space
13. Full Term of the Lease ____ Months
14. Firm Term of the Lease ____ Months
After the Firm Term, the Government may terminate the Lease by providing advanced written notice to the Lessor. Indicate the minimum number of days the Government must provide prior written notice by.
15. Number of Days Notice

RENT TABLE *Enter initial rental figures only. Scheduled step rents for Shell rent and Parking rates must be entered in Section VI, Addendum.*	X. Annual Rent	Y. Annual Rate $ Per RSF	Z. Annual Rate $ Per ABOA SF
16. Shell Rent The initial Shell Rent is a total annual dollar amount of → Does the initial Shell Rent offered change during the term of the lease? ☐ YES ☐ NO			
17. Operating Costs *(Refer to Line 27 on the GSA 1217)* The Operating Cost base is a total annual dollar amount of →			
18. Tenant Improvement (TI) Rent a. TI Allowance per ABOA SF: $ (stated in RLP; leave blank for turnkey) b. Total TI: $ *('a' above multiplied by offered ABOA SF or turnkey price)* c. Amortization Interest Rate: % d. Amortization Period in Months:			
19. Building Specific Amortized Capital (BSAC) Rent a. BSAC Amount per ABOA SF: $ *(if stated in RLP)* b. Total BSAC: $ *('a' above multiplied by offered ABOA SF or total cost)* c. Amortization Interest Rate: % d. Amortization Period in Months:			
20. Parking Required by the RLP a. General Surface: $ per space per month b. Number of Spaces Offered: c. General Structured: $ per space per month d. Number of Spaces Offered: e. Reserved Surface: $ per space per month f. Number of Spaces Offered: g. Reserved Structured: $ per space per month h. Number of Spaces Offered:	$0.00		
21. Rent for Non-Standard Circumstances *The RLP requires a non-standard rental component applicable only under specific conditions outlined in the Lease called:* Not Applicable			
22. TOTAL INITIAL RENT			

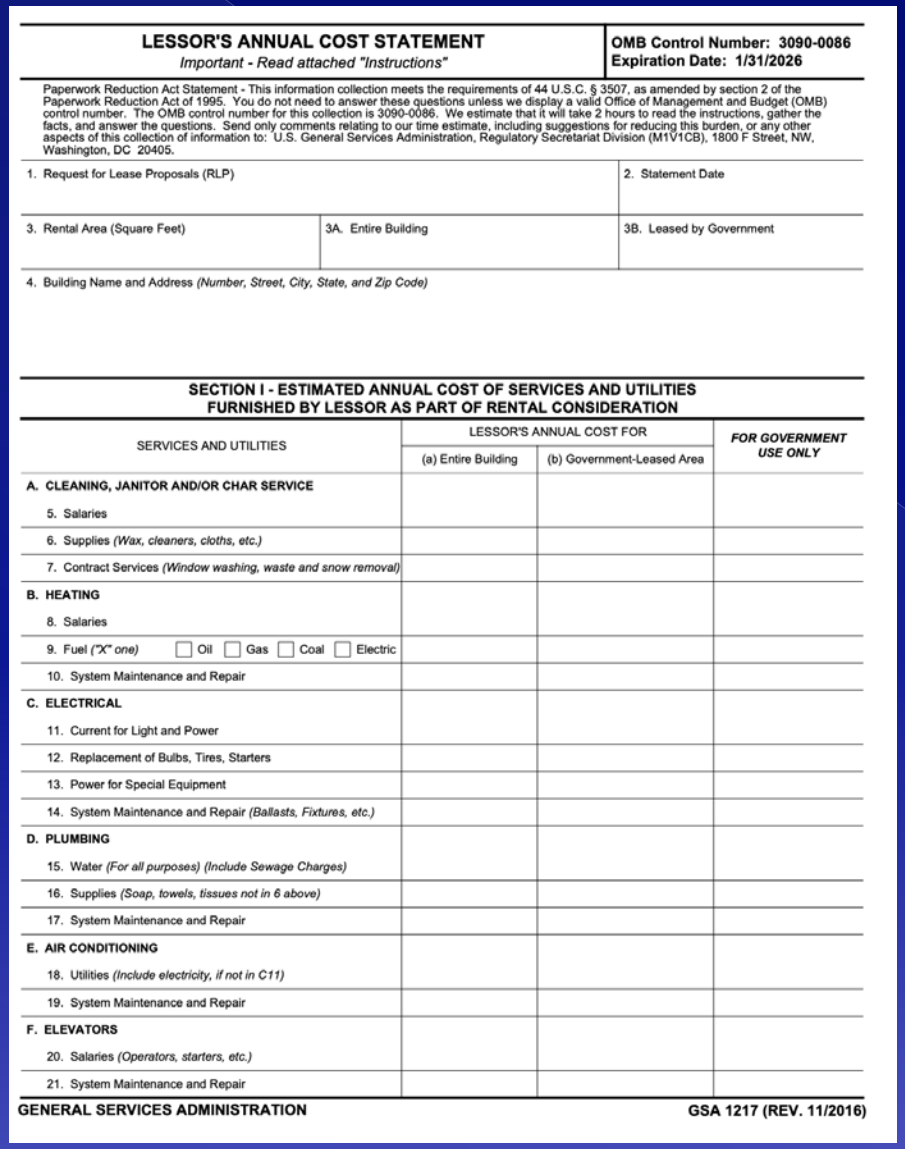
23. Fee Schedule
The RLP outlines how fees may apply. Fees are not applicable for turnkey pricing.

a. Architectural/Engineering fees will be *(choose one)*:
☐ Percent of Total Construction Costs: %
☐ Dollar Amount per ABOA SF: $
☐ Flat Fee: $

b. Lessor's Project Management fee will be:
Percent of Total Construction Costs
%

GENERAL SERVICES ADMINISTRATION GSA 1364 (REV. 1/2023) PAGE 1

GSA Form 1217



LESSOR'S ANNUAL COST STATEMENT
Important - Read attached "Instructions"

OMB Control Number: 3090-0086
Expiration Date: 1/31/2026

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.

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)*

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 (a) Entire Building	LESSOR'S ANNUAL COST FOR (b) Government-Leased Area	*FOR GOVERNMENT USE ONLY*
A. CLEANING, JANITOR AND/OR CHAR SERVICE			
5. Salaries			
6. Supplies *(Wax, cleaners, cloths, etc.)*			
7. Contract Services *(Window washing, waste and snow removal)*			
B. HEATING			
8. Salaries			
9. Fuel *("X" one)* ☐ Oil ☐ Gas ☐ Coal ☐ 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 *(Ballasts, Fixtures, etc.)*			
D. PLUMBING			
15. Water *(For all purposes) (Include Sewage Charges)*			
16. Supplies *(Soap, towels, tissues not in 6 above)*			
17. System Maintenance and Repair			
E. AIR CONDITIONING			
18. Utilities *(Include electricity, if not in C11)*			
19. System Maintenance and Repair			
F. ELEVATORS			
20. Salaries *(Operators, starters, etc.)*			
21. System Maintenance and Repair			

GENERAL SERVICES ADMINISTRATION **GSA 1217 (REV. 11/2016)**

Form 1217: Offerors must ensure that all operational costs and any annual maintenance required for the lease are included in their submissions.

GSA Form 1217

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)*			
27. TOTAL			
SECTION II - ESTIMATED ANNUAL COST OF OWNERSHIP EXCLUSIVE OF CAPITAL CHARGES			
28. Real Estate Taxes			
29. Insurance *(Hazard, Liability, etc.)*			
30. Building Maintenance and Reserves for Replacement			
31. Lease Commission			
32. Management			
33. TOTAL			
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.	34. Signature of: ☐ Owner		☐ Legal Agent
TYPED NAME AND TITLE	SIGNATURE		DATE
34A.	34B.		34C.
35A.	35B.		35C.

Services & Utilities Cost i.e., Operating costs

Included in Shell rent

GSA Form 3517B – General Clauses/Modified General Clauses

GENERAL CLAUSES
(Acquisition of Leasehold Interests in Real Property)

CATEGORY	CLAUSE NO.	48 CFR REF.	CLAUSE TITLE
GENERAL	1	GSAR 552.270-4	DEFINITIONS (DEVIATION)
	2	GSAR 552.270-5	SUBLETTING AND ASSIGNMENT (DEVIATION)
	3	GSAR 552.270-11	SUCCESSORS BOUND
	4	GSAR 552.270-23	SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT
	5	GSAR 552.270-24	STATEMENT OF LEASE
	6	GSAR 552.270-25	SUBSTITUTION OF TENANT AGENCY
	7	GSAR 552.270-26	NO WAIVER
	8	GSAR 552.270-27	INTEGRATED AGREEMENT (DEVIATION)
	9	GSAR 552.270-28	MUTUALITY OF OBLIGATION
PERFORMANCE	10	GSAR 552.270-10	DEFAULT BY LESSOR (DEVIATION)
	11	GSAR 552.270-9	INSPECTION – RIGHT OF ENTRY
	12	GSAR 552.270-17	DELIVERY AND CONDITION (DEVIATION)
	13	GSAR 552.270-19	PROGRESSIVE OCCUPANCY
	14	GSAR 552.270-6	MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT (DEVIATION)
	15	GSAR 552.270-7	FIRE AND CASUALTY DAMAGE (DEVIATION)
	16	GSAR 552.270-8	COMPLIANCE WITH APPLICABLE LAW (DEVIATION)
	17	GSAR 552.270-12	ALTERATIONS
	18	GSAR 552.270-29	ACCEPTANCE OF SPACE AND CERTIFICATE OF OCCUPANCY (DEVIATION)
PAYMENT	19	FAR 52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE
	20	GSAR 552.270-31	PROMPT PAYMENT
	21	FAR 52.232-23	ASSIGNMENT OF CLAIMS
	22	GSAR 552.270-20	PAYMENT (DEVIATION)
	23	FAR 52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER—SYSTEM FOR AWARD MANAGEMENT
STANDARDS OF CONDUCT	24	FAR 52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
	25	GSAR 552.270-32	COVENANT AGAINST CONTINGENT FEES
	26	FAR 52.203-7	ANTI-KICKBACK PROCEDURES

Contract Requirements

- Fire Safety, Physical Security, Accessibility & Sustainability Standards
- Offered space must be zoned for VA's intended use. Letter from the authority having jurisdiction (AHJ) to substantiate compatible zoning.
- Codes – In accordance with the Lease Design Narrative and 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. This information must be consistent with Operating Agreement and completed "Offering Entity Acknowledgement Form".
- Provide completed 1364 & Attachment #1 for both lease term scenarios.

Reminders (cont.)

- Submit a Phase I ESA and Cultural Resources Study with initial offer.
- Submit AHJ letters for life/safety services, utilities, zoning, etc.
- Follow the RLP requirements for proposal structure and formatting.
- 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. Do not submit contingencies or changes to RLP requirements.

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: Offerors 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.).

V. Proposal Questions

Please submit all questions in Excel in the format below.

Example:

Reference	Question
L100 - Section 6.01A	What will be the normal hours of operation for the Clinic?

All questions must be submitted in writing to the broker and must reference the RLP paragraph and section.

Official responses will be posted on SAM.gov through an Amendment.

THANK YOU!