RLP EXHIBIT SWING SPACE

SS 1.01 SWING SPACE - RLP (MAY 2026)

A. A renovation of the Space at the current location will be required to meet all the requirements of this RLP package, including the schedule requirements outlined under the Lease. The RLP package outlines a level of base building/shell requirements, and tenant improvements that will require all or portions of the Space to be vacant during renovations.

B. As part of the offer, the incumbent Lessor must submit a plan and schedule outlining specific swing space alternatives meeting the requirements stated herein and under Lease paragraph "Swing Space - Lease." Any plan or schedule that does not efficiently or timely house the Government's requirements or fails to adequately prevent disruption of Government operations may be rejected and the offer may be considered technically unacceptable. The swing space plan and schedule must include, at a minimum, the following:

1. Detailed narrative demonstrating how renovations are proposed at the current location in accordance with all of the requirements of this RLP package, including requirements set forth in this paragraph and Lease Exhibit Swing Space. Narrative must clearly identify the number of Government staff member moves and outline how renovations will occur with minimum disruption and interference with ongoing Government operations;

2. Floor plan (computer generated plans set to 1/8" = 1'0" preferred) indicating block(s) of swing space including swing space finishes; and

3. Schedule of swing space and final Space to address interim moves demonstrating adherence to Lease schedule, inclusive of all phases, commissioning, and testing requirements.

C. Swing space must meet the following:

1. Space must be contiguous and continuous in the same building on the same floor. If space is offered above the first or ground floor, at least 1 elevator shall be present meeting ADA/ accessibility requirements per ABAAS.

2. Three (3) rooms measuring at least 120 square feet with lockable door for private office space. The space shall be wired for electricity and lighting. IT will determine what data/telecommunication wiring will be required to support office functions within the space.

3. At least 1,100 square feet of open office space for open workstations. At least 156 square feet should be within line of sight of the public-facing reception/waiting area. The space shall be wired for electricity and lighting. IT will determine what data/telecommunication wiring will be required to support office functions within the space.

4. At least 120 square feet for public-facing reception located near or adjacent to the open space for workstations. Preference for space that has an existing reception counter and lockable door to control access to government open- and private office areas.

5. At least 300 square feet of enclosed meeting/conference space with lockable door for privacy/meetings.

6. At least 100 square feet of space that has or can provide a breakroom/eating/gathering function, including plug-ins for Government-provided microwave and coffee maker.

7. Single, lockable room of at least 200 square feet for storage of files for quick access for files and documentation requiring secure storage.

8. Parking: **Six (6)** reserved parking spaces for GOV, **6** reserved spots for producers and visitors, and **14** spaces within 1/4 walkable mile shall be made available for employee use at no additional cost.

9. Space on the site must be made available to stage pods or similar storage containers (2-3) to house government property and records during swing space occupancy. Lessor shall be responsible for any obtaining and placement of required permitting required for both temporary and long-term storage staging during swing space occupancy. Storage containers housing records and files must be located adjacent to the building for quick access and security.

10. Any spaces provided within swing space are required to meet local occupancy codes, and requirements for fire protection and life safety as well as ADA/ABAAS accessibility.

Swing space offered at a location other than **21315 Berlin Road, Georgetown, Delaware 19947-2144** must have the following area of consideration. An area bounded as follows: **N/E/S/W - 1/4 mile of 21315 Berlin Road, Georgetown, Delaware 19947-2144**.

Buildings with Property boundary(is) on the boundary streets are deemed to be within the swing space delineated Area of Consideration.

D. Offeror shall demonstrate ownership of the proposed swing space through deed or other valid document. If the incumbent is not the owner of the offered property for swing space, an executed Letter of Intent for leasing such swing space to the Offeror, reflecting a minimum lease term coterminous with the completion of the renovation of the Space, must be submitted no later than Final Proposal Revisions. If selected, control through ownership, lease, or binding option of such specific alternatives must be demonstrated within thirty (30) days after Lease Award.

E. The Government reserves the right to require a single group of employees (including contractor personnel) or successive groups of the Government employees to be moved into and out of the swing space, based upon the Incumbent Lessor's proposal. The Government

must be responsible for the cost of moving each Government employee one time only, which must be identified as the last and final move from the swing space to the final Space. The Incumbent Lessor must be responsible for the cost of all moves, interim moves, and restacking in excess of one move per Government employee.

F. Prior to Final Proposal Revisions, the Incumbent Lessor must submit a swing space layout that allows the Government to function efficiently during renovation of final Space, as determined by the LCO.

SS 1.02 INSTRUCTIONS FOR OFFEROR AND SUBMITTALS – SWING SPACE (FEB 2026)

The following is added to the RLP paragraph titled: “Instructions for Offeror and Submittals” as a requirement and additional submittal.

DOCUMENT NAME	RLP EXHIBIT SWING SPACE
Swing Space Submittals	J