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| **Department of Transportation**  **Federal Aviation Administration**  **Proposal to Lease Space** | In response to Announcement/Lease Contract #: XXXXX-XX-X-XXXXXCITY/STATE **Date:** MM/DD/YYYY |
| ***Paperwork Reduction Act Burden Statement***  *A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0595. Public reporting for this collection of information is estimated to be approximately 150 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*  *Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524* | |
| INSTRUCTIONS: Offeror/Vendor must read the detailed instructions found at the end of the document, fill in all applicable boxes, and provide to the Real Estate Contracting Officer. | |

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| **SECTION I- Description of Premises** | | | | | | | | | | | | | | |
| **1a. Building Name**  Click or tap here to enter text. | | | | | | **1b. Building Address**  Street: Click or tap here to enter text.  City: Click or tap here to enter text.  State: Click or tap here to enter text.  Zip Code: Click or tap here to enter text. | | | | | | | | |
| **2a. Floors Offered**  Click or tap here to enter text. | | **2b. Total Number of Floors in Building**  Click or tap here to enter text. | | | | **3. Total Rentable Space in Offered Building** | | | | | | | | |
| **3a. General Purpose (Office)** | | | **3b. Warehouse** | | | **3c. Other** | | |
| Click or tap here to enter text.sq. ft. | | | Click or tap here to enter text. sq. ft. | | | Click or tap here to enter text. sq. ft. | | |
| **4. Measurement Method**  ANSI / BOMA  Other (specify) \_\_\_\_\_\_\_\_\_ | | | | | | | | | **5. Year of Last Major Renovation\* (if applicable)**  Click or tap here to enter text. | | | **6. Building Age**  Click or tap here to enter text. | | |
| **SECTION II- Space Offered** | | | | | | | | | | | | | | |
|  | | | **7. Office** | | | | | **8. Warehouse** | | | | **9. Wareyard** | | |
| **a. ANSI/BOMA Office Area Square Feet (ABOA)** | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| **b. Rentable Square Feet (RSF)** | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| **c. Common Area Factor (CAF)** | | | Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| **10a. Number of parking spaces to be provided for use by FAA employees/visitors (per solicitation)** | | | | | | | | | \_\_\_\_\_\_\_\_ Surface \_\_\_\_\_\_\_\_ Structured | | | | | |
| **10b. Number of parking spaces to be reserved for government-owned vehicles (per solicitation)** | | | | | | | | | \_\_\_\_\_\_\_\_ Surface \_\_\_\_\_\_\_\_ Structured | | | | | |
| **10c. Does the rental rate offered above include solicitation required parking costs?** | | | | | | | | | YES  NO | | | | | |
| **10d. If 10c is NO, complete the following:** | | | | | | | | | Annual Cost Per Space:  $\_\_\_\_\_\_\_\_\_\_ Surface $\_\_\_\_\_\_\_\_ Structured | | | | | |
| **10e. Additional Description/Narrative of how Parking Requirements will be met (attach additional pages if necessary):**  Click or tap here to enter text. | | | | | | | | | | | | | | |
| **SECTION III- Lease Terms and Conditions** | | | | | | | | | | | | | | |
| **11. Initial Lease Term** | | | | | | | **12. Renewal Options** | | | | | | | |
| **a. Number of Years** | **b. Years firm**  **(not more than 1, unless otherwise stated in solicitation)** | | | | **c. Number of days’ notice for government to terminate lease:** | | **a. Years each** | | | | **b. Number of Options** | | | **c. Number of days’ notice to exercise renewal options:** |
| Click or tap here to enter text. | Click or tap here to enter text. | | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. |
| **SECTION IV- Rental Rates** | | | | | | | | | | | | | | |
|  | | | | **13. Initial Term** | | | | | | **14. Option Term** | | | | |
| Annual Rate/ RSF | | | **Annual Rate/ ABOA** | | | **Annual Rate/ RSF** | | | **Annual Rate/ ABOA** | |
| 1. **Base Rent**   **(Including current real estate taxes. Refer to Line33 on Lessor's Annual Cost Statement)** | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **b. Tenant Improvement Allowance** | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **c. Operating Costs**  **(equal to Line27 on Lessor’s Annual Cost Statement)** | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **d. Total Annual Rent** | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **e. Rent Concessions (must provide description below)** | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **f. Description of offered Rent Concessions (attach additional pages if necessary):**  Click or tap here to enter text. | | | | | | | | | | | | | | |
| **SECTION V- Owner Identification and Certifications** | | | | | | | | | | | | | | |
| **15. Recorded Owner Name** | | | | | Click or tap here to enter text. | | | | | | | | | |
| **16. Recorded Owner Address** | | | | | Street:Click or tap here to enter text.  City/State:Click or tap here to enter text.  Zip Code:Click or tap here to enter text. | | | | | | | | | |
| **17. Offeror Name**  Check if same as Recorded Owner | | | | | Click or tap here to enter text. | | | | | | | | | |
| **18. Offeror Address** | | | | | Street:Click or tap here to enter text.  City/State:Click or tap here to enter text.  Zip Code:Click or tap here to enter text. | | | | | | | | | |
| **19. Offeror’s Interest in Property**  ***(Attach evidence of Offeror’s Interest in Property (e.g., deed) and representative’s authority to bind Offeror.)*** | | | | | OWNER  AGENT  OTHER *(Include explanation in remarks below and attach documentation as applicable)* | | | | | | | | | |

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| **SECTION VI- Remarks/Attachments** |
| **20. ADDITIONAL REMARKS OR CONDITIONS WITH RESPECT TO THIS OFFER (attach additional pages if necessary):**  Click or tap here to enter text. |
| **21. LIST OF ATTACHMENTS SUBMITTED WITH THIS OFFER:**  Click or tap here to enter text. |

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| **SECTION VII- Authorized Signature** | |
| **22. The Offeror agrees to enter into negotiation involving this proposal to lease to the United States of America, the premises described, upon the terms and conditions as specified herein.**  I have read the Solicitation with attachments in its entirety including all amendments and am requesting no deviations. | |
| **Offeror Name:**  Click or tap here to enter text. | **Title**:  Click or tap here to enter text. |
| **Offeror Signature:** | **Date:**Click or tap to enter a date. |
| **Offeror Phone No:**  Click or tap here to enter text. | **Offeror Email Address:**  Click or tap here to enter text. |

**FAA PROPOSAL TO LEASE SPACE INSTRUCTIONS**

**SECTION I – DESCRIPTION OF PREMISES**

**Block 1a Building Name**

If applicable, the Offeror should provide the building name of the proposed facility/building, to house the Government’s space requirement.

**Block 1b Building Address**

The Offeror must provide the building street address of the proposed facility/building, to house the Government’s space requirement. If an unimproved site is being offered, attach a site plan as detailed in the Solicitation.

**Building City**

The Offeror must provide the name of the City the proposed facility/building is located.

**Building State**

The Offeror must provide the name of the State or U.S. Territory the proposed facility/building is located.

**Building 9-Digit Zip Code**

The Offeror must provide the 9-Digit United States Postal Service Zip Code for the address of the proposed facility/building.

**Block 2a Specific Floors Offered**

The Offeror must specifically identify the floor(s) offered in his/her building.

**Block 2b Total Number of Floors in Building**

The Offeror must provide the total number of floors in the building.

**Block 3a General Purpose (Office)**

If the building/facility offered is, or will be constructed as, a general-purpose office and/or retail facility, the Offeror must provide the total rentable square feet of space in the building being offered to house the Government’s space requirement. Rentable space is the area for which a tenant is charged rent. The rentable square feet are determined by the building owner and agreed to by the Contracting Officer. The rentable space may include a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The rentable space does not include vertical building penetrations and their enclosing walls, such as stairs, elevator shafts, and vertical ducts.

**Block 3b General Purpose (Warehouse)**

If the building/facility offered was, or will be, constructed as a warehouse, the Offeror must provide the total rentable square feet of space in the building being offered to house the Government’s space requirement.

**Block 3c Other**

If other space is being offered as part of the proposal, e.g., storage space within an office and/or retail facility, the Offeror should differentiate and provide the total rentable square feet in the building being offered to the Government under Block 3c. Please note that storage space within an office and/or retail facility is not warehouse space.

**Block 4 Measurement Method**

The Offeror must identify their method of measurement for the Office Area. Refer to the Solicitation for a definition of ANSI/BOMA Office Area. If another method of measurement is used, provide the methodology in an attachment to the offer.

**Block 5 Year of Last Major Renovation**

The Offeror should provide the date of the last major building renovation, if applicable. A major renovation would include at a minimum an upgrade of various building systems, e.g., plumbing, HVAC, etc. Renovations to finishes in common areas are not considered major renovations for purposes of this block.

**Block 6 Building Age**

The Offeror must identify the facility/buildings age or the year the building was constructed.

**SECTION II – SPACE OFFERED**

**Block 7-9**

1. **Office, Warehouse, and Wareyard**- The Offeror must provide the total square footage being offered in relation to the specifics within the solicitation.
2. **ANSI/BOMA Office Area Square Feet (ABOA)**

The Offeror must provide the total ANSI/BOMA Office Area square feet of space being offered to house the Government’s space requirement. The Government recognizes the American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) international standard definition for Office Area. ANSI/BOMA Office Area square feet shall be computed by measuring the area enclosed by the finished surface of the room side of corridors (corridors in place as well as those required by local codes and ordinances to provide an acceptable level of safety and/or to provide access to essential building elements) and other permanent walls, the dominant portion of building exterior walls, and the center of tenant-separating partitions. Where alcoves, recessed entrances, or similar deviations from the corridor are present, ANSI/BOMA Office Area square feet shall be computed as if the deviation were not present.

1. **Rentable Square Feet (RSF)**

The Offeror must provide the total rentable square feet of space being offered to house the Government’s space requirement. See Block 3A above for more information about rentable square feet.

1. **Common Area Factor - (CAF)**

The Offeror must provide the Common Area Factor (a conversion factor(s) determined by the building owner and applied by the Offeror to the ANSI/BOMA Office Area square feet to determine the rentable square feet for the offered space). The equation is rentable square feet divided by ANSI/BOMA Office Area square feet.

If the space offered is on multiple floors and does not have a single common area factor because of changes in floor design due to building architecture/building systems or due to full floor and partial floor occupancy under the same lease proposal, the Government requests the common area factors itemized by location and by floor. If the offer is the successful offer, the Government, on a case-by-case basis, may request to have one common area factor, which would be the blended/averaged common area factor. This blended/averaged common area factor may be placed on contract documents, for internal Government purposes.

If the product of rentable square feet divided by ANSI/BOMA Office Area square feet does not round evenly, the Government requests that the result be provided up to 9 decimal places.

**Block 10- Parking**

**a. Parking provided for Employee/Visitor Use**

The Offeror shall state the number of parking spaces for Employee/Visitor that are available at the building/facility to meet any Solicitation requirements. The Offeror shall provide the number of parking spaces, surface and/or structured, available for Government employee and/or visitor use.

**b. Parking reserved for Official Government Vehicles**

The Offeror shall state the number of parking spaces for Official Government Vehicles that are available at the building/facility to meet any Solicitation requirements. If the Solicitation and its attachments requires parking for official government vehicles, the Offeror must provide as part of the proposal the number of parking spaces provided for official government vehicles along with the annual cost per space. The Offeror must specify whether the annual cost remains level over the entire term or itemize any steps in the annual cost over the term of the proposal.

1. **Parking Costs**

The Offeror shall state whether the offered rental rate(s) above include parking costs. If not, provide the annual cost per space for structured and surface parking spaces.

1. **Annual Cost per Space**

If the answer to 10c is NO, the offeror must indicate the annual cost per space, surface and/or structured.

1. **Additional Description/Narrative**

If the above sections do not adequately capture the offered parking arrangements, the Offeror must include a description/narrative of how the Parking Requirements described in the Solicitation will be met.

**SECTION III – LEASE TERMS AND CONDITIONS**

**Block 11 Initial Lease Term**

1. **Number of Years** The Offeror is requested to confirm that the total initial term of the proposal is consistent with the Solicitation and its attachments.
2. **Years Firm** The Offeror is requested to confirm that the firm term portion of the total initial term of the proposal is consistent with the Solicitation and its attachments.
3. **Days Notice to Terminate** The Offeror must provide the number of days’ notice required for the Government to terminate the proposed lease consistent with the Solicitation and its attachments.

**Block 12 Renewal Options**

1. **Renewal Option- Years Each-** The Offeror is requested to confirm that the renewal term of the proposal is consistent with the Solicitation and its attachments. If the Solicitation requested more than one renewal term, the Offeror is requested to confirm that the renewal terms of the proposal are consistent with the Government’s requirement. If the Solicitation requires a renewal option, the renewal options will be evaluated in accordance with the Solicitation.
2. **Number of Renewal Options-** The Offeror is reminded that the Government anticipates that the tenant build-out will be fully amortized at the end of the firm term. Any desired rent increases or decreases should be reflected in the shell rate and fully explained as part of this written proposal.

If the Offeror submits an unsolicited renewal option, the Offeror understands that even if his/her offer is the successful offer the Contracting Officer, may choose not to incorporate the renewal option into the lease language.

Please note procurement and appropriation regulations may prevent FAA from incorporating a renewal option into the lease agreement and may prevent FAA from ultimately exercising a renewal option written into the lease agreement.

1. **Days Notice to Exercise Renewal Options-** If the Solicitation requires a renewal option, the number of days notice required to exercise the renewal option is requested. The Solicitation may specify a number of days notice as determined by the Contracting Officer. Otherwise, the number of days notice should be reasonable and in accordance with market conditions.

**SECTION IV – RENTAL RATES**

**Block 13, 14- Base Rate (Annual Rate/RSF and USF)**

1. **Base Rent-** State the base rental rate, including current real estate taxes. Refer to Line 27 on Lessor's Annual Cost Statement.
2. **Tenant Improvement Allowance** If the government requires a tenant improvement allowance as part of the solicitation the Offeror must provide the total tenant improvement allowance as part of the rental consideration. The tenant improvement allowance shall be used for building out the government-demised area in accordance with the government-approved design intent drawings. The successful Offeror, as part of the rental consideration, shall perform all tenant improvements required by the government for occupancy, and all improvements shall meet the quality standards and requirements of the solicitation and its attachments including the Draft Lease.

The tenant improvement allowance shall include all the Offeror’s administrative costs, general contractor fees, subcontractor’s profit and overhead costs, Offeror's profit and overhead, design costs, and other associated project fees necessary to prepare construction documents to complete the tenant improvements. It is the successful Offeror’s responsibility to prepare all documentation (working drawings, etc.) required to receive construction permits. No costs associated with the building shell shall be included in the tenant improvement pricing.

The tenant improvement allowance dollars are defined and specified in the Solicitation or the government’s lease requirements. The tenant improvement allowance is based upon and calculated by using the ANSI/BOMA Office Area square footage.

State the total build-out costs and amortized costs of any tenant improvements identified in the Solicitation.

The Offeror is encouraged to minimize any rounding errors. The Offeror is reminded that tenant improvements shall provide for all alterations for the government-demised area above the building shell build-out. It is anticipated that the tenant build-out will be fully amortized at the end of the firm term. Any desired rent increases or decreases should be reflected in the shell rate and fully explained as part of this written proposal. If tenant improvements are to be amortized beyond the firm term, said calculations will be itemized as part of this written proposal.

1. **Operating Costs** The Offeror must provide any and all services, utility expenses, excluding ownership and managerial costs, on a first lease year rentable square foot basis.
2. **Total Annual Rent** The Offeror must calculate the total annual rent per rentable square foot and useable square foot for the Base Years and Option Term if applicable.

e-f. **Rent Concessions** The Offeror must describe any rent concessions included in the Offer.

**SECTION V- OWNER IDENTIFICATION & CERTIFICATIONS**

**Block 15, 16- Name and Address of Recorded Owner** The Offeror must provide the name and full address of the recorded owner of the property proposed in response to the Government’s requirement.

**Block 17, 18- Name and Address of Offeror** The proposal must include the Offeror’s name, title, address, email address, and phone. The Contracting Officer may request an authority to represent letter from the ownership identifying the Offeror as his/her official representative.

**Block 19- Offeror's Interest in the Property** The Offeror must identify their interest in the property, whether they have an ownership interest, they are an agent, or some other relationship to the property being proposed in response to the Government’s requirement. If the Offeror is an agent, provide a copy of the agency agreement indicating control of the property. Include explanation in remarks and attach additional documentation as applicable).

**SECTION VI- REMARKS/ATTACHMENTS**

**Block 20- Additional Remarks or Conditions with Respect to this offer** The Offeror must provide any additional information that impacts the offer. Provide additional pages as necessary.

**Block 21- List of Attachments Submitted with this Offer** The Offeror may itemize attachments submitted as part of his/her proposal as required by the Solicitation and as necessary to thoroughly and properly explain his/her offer.

**SECTION VII- AUTHORIZED SIGNATURE**

**Block 22- Signature** The Offeror must indicate they have read the Solicitation with attachments in its entirety, including all amendments. The Offeror must sign and date the offer.