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| U.S. Department  of Transportation  Federal Aviation  Administration | REAL PROPERTY CONTRACTING OFFICER’S REPRESENTATIVE (COR) DELEGATION MEMORANDUM |

Subject:  Designation of Contracting Officer’s Representative for Lease #<insert lease number from PRISM> at <insert location>.

From:   <insert name of Real Estate Contracting Officer (RECO)>

To:       <insert name of COR designee>

Date: <insert date>

Dear<Insert name of COR designee>:

You are hereby designated the Contracting Officer’s Representative (COR) for the subject lease which commences on or about <insert start date of lease>.   No changes or modifications to this delegation may be made unless they are in writing and signed by the Real Estate Contracting Officer (RECO).

It is your responsibility to assist the RECO in the administration of the lease. You are not authorized to change or modify any of the lease terms or conditions.  Changes to the lease are not valid unless they are in writing and signed by the RECO.  You will keep the RECO informed with regular updates on lease performance.  If the requirements of the lease are not being met, you will contact the Lessor directly with notification of the deficiency (send the RECO copies of your notification) and what requirements of the lease are not being met.  If there is no improvement in the performance of the Lessor, you will send a written description of the problem to the RECO for the RECO to resolve. Contact the RECO if you have any questions concerning lease requirements.

**AUTHORITY:**

As COR **you have the authority to:**

1. Monitor contract work and conduct inspections that are necessary to assure compliance with the lease.  Inspect and accept services which the lessor is obligated to provide under the lease contract.
2. Resolve day-to-day matters within the scope of your authority and advise the RECO as difficulties or situations arise which may disrupt or hinder performance.
3. Inspect and accept work which the lessor may do under the lease contract and modifications, subject to the limitations of your authority. Make recommendation to the RECO concerning potential lease changes.
4. Assist the RECO in interpreting the Lease terms and provisions.
5. Update and maintain a listing of employees who will be working at the site unescorted (i.e. will be issued an FAA badge).  Coordinate with the Security Office to keep this list up to date at any time a contractor employee is added or deleted from the list.

**RESPONSIBILITIES**:

As COR, **you have the responsibility to**:

1. Take required training for Contracting Officer Representatives, either online, at [http://www.fai.gov/resource/corcotr.htm](javascript:redirectext('http://www.fai.gov/resource/corcotr.htm')), or through an approved course funded by your Line of Business.
2. Be familiar with and understand the lease requirements.  A copy of the lease is attached for your information and reference.
3. Seek guidance from the RECO for specific situations not covered in this delegation.
4. Maintain liaison between the Lessor and the RECO.
5. Make sure that recurring services required by the lease are performed.
6. Maintain a file on all correspondence (or data) initiated or received by you in connection with the subject lease.  Submit documentation to the RECO when requested.
7. Certify invoices to the RECO for payment.  Date and initial all invoices upon receipt before forwarding to the RECO.  Return improper invoices to the Contractor within 7 days of receipt.
8. Notify the RECO prior to relinquishing your position as COR.  (The COR is designated by RECO.)  As a departing COR, you may nominate a replacement person’s name to the RECO.
9. Be cognizant of ethical requirements in conducting all business, so you perform your duties in a manner that is above reproach and at arms length at all times.

As COR, you are required to consult with the RECO when there are questions about your authority.  This delegation will remain in effect for the duration of the lease unless revoked, in writing, by the RECO.  You are not authorized to redelegate your authority.  If you have any questions concerning your role as COR, please contact me at *<insert RECO's Phone #>*AND/OR <Insert RECO's Email address>.

**ADDITIONAL RESPONSIBILITIES for BUILD OUT**:

**As COR during a build out, the RECO may ask** **you to**:

1. Review -- all required permits, and notify the RECO with respect to whether the Lessor has obtained all required permits.
2. Review proposed materials for tenant improvements and monitor expenditures against schedule.  Notify RECO of any potential cost overruns as soon as possible.
3. Perform periodic inspection of build-out to check progress and keep RECO informed of progress.
4. Attend Lessor’s building, construction, and progress meetings.  Report to RECO all issues related to cost, schedule, and quality of tenant improvements.
5. Review Lessor’s build out invoices and forward to the RECO with payment recommendation.  Date and initial all vouchers or invoices upon receipt before forwarding to the RECO.
6. Inform the RECO via email when the build out is complete.

**LIMITATIONS**:

As COR, **you will not**:

1. Make, or give the appearance of being able to make, any commitments outside the Lease, or to execute or agree to modifications in the Lease terms and requirements, or take actions that would commit the Government to a change in the Lease requirements..
2. Make determinations, or give the appearance of being able to make determinations regarding issues of Lessor or Government liability that may arise during Lease performance.  (Such contract issues must be reported to the RECO).
3. Direct or supervise the Lessor, his contractors or subcontractors, on how to perform.
4. Issue stop work orders, make decisions outside of your official delegation or compromise your independence and objectivity.
5. Lose independence or impartiality.
6. Make a Government decision outside of official channels.

The duties and responsibilities included in this memorandum are not intended to be all – inclusive.  As COR, you will consult with the RECO when there are questions about your authority.