

**SFO Reissuance and Award Letter Reminder
Summary of Revisions**

Where this Realty Services Letter (RSL) revises the text of the SFO, the paragraph is identified by the issuance month and year of this RSL. The paragraph date is unchanged where this RSL revises blue instructional text or makes non-substantive textual revision such as correcting the name of a referenced paragraph within the subject paragraph.

Section 1 - SUMMARY

Paragraph 1.1 - Amount and Type of Space

The blue text on use of the parking subparagraph was unclear.

Changed “government funded” to “official Government reserved, secure, and lit.”

Paragraph 1.2 D/E

Regarding LEED-NC and LEED-CI, the blue text incorrectly stated “both sets may be used.”

Revised to state, “One or the other set may be used. Choose depending upon the project LEED requirements, if any.”

Paragraph 1.5 - Access and Appurtenant Areas

Referenced the “Lease Security Standards” section of the SFO by the wrong name.

Reference corrected.

Paragraphs 1.8, 1.9, and 1.10 - Location

Part of the blue text applicable to all 3 paragraphs was out of place.

Corrected.

Paragraph 1.9 - Location: Outside City Center

Subparagraph A - The blue text regarding the square footage range variable text did not match paragraph 1.8.

Revised to “one space per 2,500 to 4,000 SF.”

Subparagraph C – The first sentence of the blue text seemed to give inflexible instructions while the second sentence provided for an exception. In addition, we have received objections to “places of worship” being listed in the examples “Location Amenities.”

Revised the blue text to clarify instructions and removed “places of worship” from the list of amenities.

Section 2 - AWARD FACTORS AND PRICE EVALUATION

Paragraph 2.1 - Award Based On Price

Referenced the “Award Factors and Price Evaluation” section of the SFO by the wrong name.

Changed to “this section of the SFO.”

Paragraph 2.3, Seismic Safety

Paragraph 2.4, Seismic Safety for Existing Construction

There were several issues with the seismic safety paragraphs:

- The prescription for use of these paragraphs and the “Seismic Safety for New Construction” paragraph in Section 5 were unclear and partially inaccurate. For example, instructions incorrectly referenced concurrent use of an existing construction paragraph and a new construction paragraph.
- The application of the 10,000 square foot threshold was inconsistent in the instructions and among SFO paragraphs.

This RSL issues updated instructions and incorporates the referenced technical revisions, including square footage threshold consistency.

New instructions for Seismic Safety:

Mandatory for **ALL** leases over 10,000 square feet or for any size lease in moderate to high risk seismic zones except in Regions 8, 9 and 10.

To determine seismic zone for your solicitation, contact your regional engineers.

Action required: For Regions 8, 9 and 10, delete this *Seismic Safety* paragraph and use *Seismic Safety For Existing Construction*, located in this section, or *Seismic Safety For New Construction*, in the Design, Construction, And Other Post-Award Activities section of the SFO).

Action required: For all other regions, if you use *Seismic Safety*, delete the *Seismic Safety For Existing Construction* paragraph.

Action Required: if only soliciting new construction locations, you must use **only** the *Seismic Safety For New Construction* paragraph in the Design, Construction, And Other Post-Award Activities section of the SFO.

Issued new instructions for Seismic Safety for Existing Construction:

Mandatory paragraph for Regions 8, 9 and 10. Optional paragraph for all other regions. Use when soliciting existing buildings.

Action required: If this paragraph is chosen, delete *Seismic Safety: Existing Construction (above)* and *Seismic Safety For New Construction* in the Design, Construction, and Other Post-Award Activities section of the SFO.

Section 3 - HOW TO OFFER AND SUBMITTAL REQUIREMENTS

Paragraph 3.3, Tenant Improvement Rental Adjustment

Subparagraph A - Referenced the “Construction Schedule and Acceptance of Tenant Improvements” paragraph by the wrong name.

Corrected.

Paragraph 3.4, GSA Forms and Pricing Information

Subparagraph A.2.h. – Incorrectly referenced subparagraphs 3, 4, 5, and 6.

Changed to c, d, f and g.

Paragraph 3.5, Evidence of Capability to Perform

Subparagraph B.2 – Asked for the names of three proposed construction contractors. We require a minimum of two bids for the competitive process.

Changed to “at least two.”

Paragraph 3.6, Building and Site Information Submittals

Subparagraph A.2. – lists seismic safety certification as a submittal. This RSL clarifies we accept either certifications or commitments by offerors to meet SFO seismic standards.

Updated this “Submittals” subparagraph to reflect these changes.

Section 4 - UTILITIES, SERVICES, AND LEASE ADMINISTRATION

Paragraph 4.3, Operating Costs

Reference to renewal options had been omitted in error.

Reinserted the missing subparagraph B.

Section 5 - DESIGN, CONSTRUCTION, AND OTHER POST AWARD ACTIVITIES

Paragraph 5.2, Seismic Safety for New Construction

Instructions were unclear.

Modified the instructions as follows:

Mandatory paragraph for required lease construction when a newly constructed building is the only solution that will meet the customer agency's needs.

Action required: If this paragraph is chosen, delete both *Seismic Safety* and *Seismic Safety: Existing for Construction* in the Award Factors and Price Evaluation section of this solicitation.

Paragraph 5.4, Safeguarding and Dissemination of Sensitive But Unclassified (SBU) Building Information

The old SFO paragraph was rewritten, renamed, and its application revised by GSA Order PBS 3490.1A, *Document Security For Sensitive But Unclassified Building Information*.

The old paragraph applied to all leases; the new paragraph is mandatory only for Interagency Security Committee (ISC) Level IV GSA leased facilities and ISC Level III GSA leased facilities with 100 percent government occupancy. GSA must consider including the new paragraph in other leases if requested by the funds certifying official of the customer agency.

The old order and SFO paragraph required the collection of Personally Identifiable Information (PII), such as a copy of the driver's license of person receiving SBU documents. The order replaced this requirement with recordkeeping that does not require the collection of PII. The order also takes new encryption procedures, new data destruction processes, the current use of new file storage media, etc. into account.

Incorporated the new paragraph dated June 2009.

Paragraph 5.6, Tenant Improvements Pricing Requirements

Subparagraph B – Stated, "...the Government (in accordance with FAR 15.403) is willing to accept a price based upon the results of a competitive proposal process..." We normally do not accept the price without negotiations.

Substituted "negotiate" for "accept."

Subparagraph B.1. – The statement, "This will be negotiated and agreed upon prior to the award for the subject improvements (*separate from lease award*)" contradicted the language in paragraph 2.8.D, requiring these fees to be submitted as part of the offer to lease space. This requirement is not separate from lease award.

Sentence deleted.

Paragraph 5.9, Responsibility of the Lessor and Lessor's Architect/Engineer

Paragraph should have been mandatory, not optional.

Changed to mandatory.

Paragraph 5.15, Construction Schedule and Acceptance of Tenant Improvements

Subparagraph B (both versions) contained an incomplete definition of what we expect in design intent drawings.

Following the advice of ODC, edited as follows: “Design intent drawings, for the purposes of this lease, are defined as fully-dimensioned drawings of the leased space which consist of enough information to prepare construction drawings including: 1) furniture, wall, door, and built-in millwork locations; telephone, electrical, and data outlet types and locations; and repositioned sprinklers, ceilings, and lighting, where impacted; 2) specifications necessary for calculation of electrical and HVAC loads; and 3) all finish and signage selections. Design intent drawings shall be due from the Lessor within _____ working days from award.”

Section 6 – GENERAL ARCHITECTURE

Paragraph 6.2, Exits and Access

The blue text referenced consulting with the regional Fire Protection/Life Safety Officer, but the paragraph is concerned with temperature and dirt at entryways, not egress.

Removed reference to the fire protection engineer (FPE) after consultation with our FPE. Also removed the “may alter” option from the blue text.

Paragraph 6.4, Windows

Subparagraph C stated that “Fire rated glazing shall comply with ANSI Z97.1...”

Removed reference to the fire rated glazing after consultation with our FPE.

Paragraph 6.5, Window Coverings

Subparagraph B did not include that draperies are Tenant Improvements.

Edited to provide, “If draperies are required, they shall be part of the Tenant Improvement Allowance and the following minimum specifications shall apply:”

Paragraph 6.7, Ceilings

Subparagraph included requirements that conflicted with paragraph 6.8, “Acoustical Requirements.”

Deleted subparagraph B.

Paragraph 6.8, Acoustical Requirements

Ceilings were incorrectly listed as a Tenant Improvement item rather than a shell item and the “Reverberation Control” subparagraph needed technical corrections.

Deleted the “Tenant Improvement” section and updated and consolidated “Reverberation Control” in A 1.

Section 7 – ARCHITECTURAL FINISHES

Paragraph 7.3, Finish Selections

Subparagraphs A. and C referenced “samples” and “colorboards” referring to the same thing.

Changed to "finish options" after consultation with ODC.

Paragraph 7.5, Adhesives and Sealants

The paragraph had been revised in August 2008, but the date did not reflect a change from September 2000.

Date changed to AUG 2008.

Paragraph 7.10, Partitions: Subdividing

Subparagraph B.3 showed installation and repositioning of sprinklers and fire alarm notification appliances under “Tenant Improvement Information.” This conflicted with the shell definition under subparagraph 1.14 A. 11, which states both are shell items, with the exception that sprinkler installation (repositioning) beyond an open office layout is TI.

Revised B.3 as follows:

“If installed in accordance with the “Automatic Fire Sprinkler System” and “Fire Alarm System” paragraphs in the FIRE PROTECTION, LIFE SAFETY, AND ENVIRONMENTAL ISSUES section, sprinklers and fire alarm notification appliances shall be repositioned as appropriate after installation of partitions to maintain the level of fire protection and life safety.”

Paragraph 7.12, Painting

Subparagraph A.3 omitted that the cost of moving and returning of furnishings shall be borne by the Lessor.

Added, “This cost, including the moving and returning of furnishings, as well as disassembly and reassembly of systems furniture, will be borne by the Lessor as part of the shell rent.”

Paragraph 7.13, Floor Covering and Perimeters

Deleted the outdated floor covering description, “durable vinyl composite tile.”

Section 8 – MECHANICAL, ELECTRICAL, PLUMBING

Paragraph 8.19, Lighting: Interior and Parking

Subparagraph A omitted the requirement for parabolic light fixtures. Parabolic is standard for Class A office space and conflicted with the shell definition under the “Building Shell Requirements” paragraph.

Revised as follows: “Unless alternate lighting is approved by the Contracting Officer, the Lessor shall provide deep-cell parabolic louver 2'-0" wide x 4'-0" high or 2'-0" wide x 2'-0" high (or

building standard that meets or exceeds this standard) or modern, diffused fluorescent fixtures using no more than 2.0 W per ANSI/BOMA Office Area square foot.”

Section 9 – Fire Protection, Life Safety, and Environmental Issues

Paragraph 9.12, Occupant Emergency Plans

The link to guidance was out of date.

Corrected the link: <http://www.9-11summit.org/materials9-11/911/acrobat/27/P3&C10EmergencyPreparednessPlans/GSAOccupantEmergencyProgram.pdf>

Section 10 – LEASE SECURITY STANDARDS

Paragraph 10.4, Emergency Power To Critical Systems

The paragraph incorrectly identified all emergency power backup as a tenant improvement.

Corrected as follows:

Emergency power backup is required for all alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, lighting, etc., and special equipment, as identified elsewhere in the SFO.

- A. Building Shell:
Emergency power to building systems is building shell.
- B. Tenant Improvement:
Emergency power to agency special equipment is tenant improvement.