

**Department of  
Veterans Affairs**

**Memorandum**

Date: December 21, 2017

From: Associate Executive Director, Office of Real Property (003C1E)

Subj: Real Property Policy Memorandum 2018-5 – Quantification of Space & Form of Advertisement

To: Office of Real Property (003C1E)

1. The purpose of this memorandum is to: (1) adopt American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet in lieu of Net Usable Square Feet (NUSF); (2) rescind a previous policy memorandum entitled “Form of Advertisement” dated February 20, 2015; and (3) provide new Forms of Advertisement for use in all new, replacing, and succeeding leases procured by the Office of Real Property (ORP).
2. Effective immediately, all new advertisements will reflect ABOA square feet as a measurement standard in order to better align with both the commercial market place and the General Services Administration. The Forms of Advertisement attached hereto, shall be used for all new, replacing, and succeeding leases procured by ORP when the proposed action is estimated to exceed 10,000 ABOA square feet. If the delineated area, square footage, lease term, or major building features significantly change after the initial advertisement, a revised advertisement is required to be re-posted.
3. For succeeding leases, the incumbent lessor shall be notified when an advertisement is posted.
4. If you have any questions, please contact Timothy Ethier, Acting Director, Policy and Programs, ORP, at (202) 632-4882 or by email at [Timothy.Ethier@va.gov](mailto:Timothy.Ethier@va.gov).

Darren Blue

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Darren J. Blue

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**Attachments**

New or Replacing Presence Form of Advertisement Template  
Succeeding Lease Form of Advertisement Template

**NEW OR REPLACING PRESENCE FORM OF ADVERTISEMENT**

**[City, State]**

**The U.S. Department of Veterans Affairs Seeks Expressions of Interest for  
XX,XXX American National Standards Institute/Building Owners and Managers Association  
(ANSI/BOMA) Office Area (ABOA) Square Feet of [Facility Type] Space in the area of [City, State].**

**Notice:** This advertisement is a notice of a potential opportunity. This advertisement is not a solicitation for offers, nor is it a request for proposals. The purpose of this advertisement is to identify potential sources and suitable locations, and is not intended to pre-qualify or disqualify any potential offers. The Government will not pay for any costs incurred as a result of this advertisement. The Government cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of the furnished information found within this advertisement; Government is under no responsibility to respond to and is unable to answer any inquiries regarding this advertisement. **Respondents are advised that the Government assumes no responsibility to award a lease based upon responses to this advertisement.**

**Contracting Office Address:** [Name of Contracting Officer and contact information], United States Department of Veterans Affairs (VA), Office of Construction & Facilities Management, Office of Real Property, (003C1E), 425 “Eye” Street, NW, Washington DC 20001

**Description:** VA seeks to lease approximately XXX,XXX ABOA Square Feet of space and XXX parking spaces for use by VA as a [Facility Type] in the delineated area explained below within [City, State]. The maximum rentable square feet (RSF) cannot exceed XXX,XXX. VA will consider leased space located in an existing building as well as land for new construction for a build-to-suit lease option.

**Lease Term:** Up to [XX] years.

**Delineated Area:** To receive consideration, submitted properties must be located within the following area described below, which is bound by the following roads, or must front on any of the following boundary lines:

**Bounded on the North:** [Insert boundary road descriptions]

**Bounded on the South:**

**Bounded on the West:**

**Bounded on the East:**

The attached map of the delineated area is provided for further clarification of the boundaries of the delineated area.

**[Map]**

**Additional Requirements:**

(1) Offered space must be located on [a single floor OR no more than two contiguous floors]. [If the offered space is on two floors, a minimum of [XXX] passenger elevators and [XXX] combination (passenger/freight) elevator must be provided.]

(2) Bifurcated sites, inclusive of parking, are not permissible.

(3) The following space configurations will not be considered: Space with atriums or other areas interrupting contiguous space, extremely long or narrow runs of space (more than twice as long as wide), irregularly shaped space configurations or other unusual building features adversely affecting usage.

(4) Column size cannot exceed two (2) feet square and space between columns and/or walls cannot be less than twenty (20') feet.

(5) Offered space cannot be in the FEMA 100-year flood plain.

(6) Offered space must be zoned for VA's intended use by the time initial offers are due.

(7) Offered space will not be considered if located in close proximity to property with incompatible uses, including but not limited to the following uses: liquor establishments, treatment centers, correctional facilities, where firearms are sold/discharged, railroad tracks, or within flight paths.

(8) Offered space will not be considered if located in close proximity to residential or industrial areas.

(9) Space will not be considered where apartment space or other living quarters are located within the same building.

(10) Offered space must be located in close proximity to amenities including but not limited to restaurants, hotels, pharmacy, and shopping.

(11) Offered space must be located in close proximity to a hospital or stand-alone emergency room center and a fire department.

(12) Offered space must be located in close proximity to public transportation. A commuter rail, light rail, or bus stop shall be located within the immediate vicinity of the building.

(13) Offered space must be easily accessible to multiple highways, which provide multiple routes of travel.

(14) Loading dock and freight elevator required. Parking lot must be able to accommodate deliveries by trucks with trailers.

(15) Structured parking under the space is not permissible.

(16) Offered space must meet Federal and Local Government requirements for fire safety, physical security, accessibility, seismic, and sustainability standards per the terms of the solicitation for offers or request for proposals.

(17) A fully serviced lease may be required.

(18) Offered space must be compatible for VA's intended use.

All submissions should include the following information:

- (1) Name of current owner;
- (2) Address or described location of building or land;
- (3) Location on map, demonstrating the building or land lies within the Delineated Area;
- (4) Description of ingress/egress to the building or land from a public right-of-way;
- (5) A statement as to whether the building or land lies within the Delineated Area;
- (6) Description of the uses of adjacent properties;
- (7) FEMA map evidencing floodplain status;
- (8) A narrative and map describing proximity of the building or land to the nearest bus and/or train stop, and major transportation routes;
- (9) A description of any planned land development or construction that will affect the site, including neighboring projects and road/utility line construction;
- (10) Site plan depicting the property boundaries, building, and parking;
- (11) Floor plan, ABOA, and RSF of proposed space;
- (12) If you are qualified as a Veteran Owned Small Business (VOSB) or Service Disabled Veteran Owned Small Business (SDVOSB) under NAICS Code 531120 Lessors of Nonresidential Buildings with a small business size standard of \$38.5 million, please read the attachment, "VOSB or SDVOSB Status". You are invited, but not required to submit a Capabilities Statement;
- (13) A document indicating the type of zoning;
- (14) A description of any changes to the property necessary to be compatible with VA's intended use;
- (15) A statement indicating the current availability of utilities serving the proposed space or property.

All interested parties must respond to this announcement no later than [Recommend three weeks from advertisement date] at 4:00 p.m. EST.

[Insert broker contact information]

With a copy to:

[Insert Contracting Officer information]

Market Survey (Estimated): [Season, Year]

Occupancy (Estimated): [Season, Year]

Attachment - VOSB or SDVOSB Status

The NAICS Code for this procurement is 531120 Lessors of Nonresidential Buildings, and the small business size standard is \$38.5 million. Responses to this notice will assist VA's Office of Real Property (ORP) in determining if the acquisition should be set-aside for competition and restricted to SDVOSB or VOSB concerns in accordance with 38 USC Sec. 8127.

The magnitude of the anticipated construction/buildout for this project is [Choose one]:

- (a) Less than \$25,000;
- (b) Between \$25,000 and \$100,000;
- (c) Between \$100,000 and \$250,000;
- (d) Between \$250,000 and \$500,000;
- (e) Between \$500,000 and \$1,000,000;
- (f) Between \$1,000,000 and \$2,000,000;
- (g) Between \$2,000,000 and \$5,000,000;
- (h) Between \$5,000,000 and \$10,000,000;
- (i) Between \$10,000,000 and \$20,000,000;
- (j) Between \$20,000,000 and \$50,000,000;
- (k) Between \$50,000,000 and \$100,000,000;
- (l) More than \$100,000,000.

[Range should take into account the FMV of the project as calculated in our OMB scoring workbook plus the estimated lump sum payment of \$83/ABOA Square Foot.]

VA makes monthly rental payments in arrears upon facility acceptance and may elect to make a single lump-sum payment or amortize over the course of the firm term for specified tenant improvements. VA makes no progress payments during the design or construction/build-out phases of the project.

This is not a request for proposals, only a request for information for planning purposes, and does not constitute a solicitation. A solicitation may or may not be issued.

**Project Requirements:** ORP seeks information from Potential Offerors who are capable of successfully performing a lease contract, including design and construction of the facility described above, for a term of up to **20 years**, inclusive of all options, as well as all maintenance and operation requirements for the duration of the lease term, at a fair and reasonable price. More information on VA's requirements can be found on its Technical Information Library: <https://www.cfm.va.gov/til/leasing.asp>.

SDVOSB and VOSB firms are invited to provide information to contribute to the market research for this project. SDVOSB and VOSB firms must be registered in VA's Vendor Information Pages (VIP) site at <https://www.vip.vetbiz.gov/>. All business concerns must have the technical skills and financial capabilities necessary to perform the stated requirements. All business concerns are requested to submit a Capabilities Statement if they are interested in participating in this project. A submission checklist and information sheet is provided below for firms to fill out and submit, which will serve as the firm's Capabilities Statement.

**Capabilities Statement Will Include:**

1. Company name, address, point of contact, phone number, Experian Business Identification Number, and e-mail address;
2. Evidence of SDVOSB or VOSB status through registration at VIP (<https://www.vip.vetbiz.gov/>);
3. Evidence of ability to offer as a small business under NAICS Code 531120 and listing in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)), including a copy of the representations and certifications made in that system;
4. A summary describing at least three (3) projects of similar size and scope completed in the past five (5) years that demonstrate your company's experience designing, constructing, and managing Federal leased facilities or health care facilities relevant to the project described above. (3-page limit);
5. Evidence of capability to obtain financing for a project of this size.

If desired, the company may also submit a narrative describing its capability.

Although this notice focuses on SDVOSB and VOSB, we encourage all small businesses and other interested parties to respond for market research purposes.

**CAPABILITIES STATEMENT  
SUBMISSION CHECKLIST AND INFORMATION SHEET**

**[City, State, Project Type]**

Company name:

Company address:

Experian Business Identification Number:

Point of contact:

Phone number:

Email address:

The following items are attached to this Capabilities Statement:

- Evidence of SDVOSB or VOSB status through registration at VIP (<https://www.vip.vetbiz.gov/>);
- Evidence of ability to offer as a small business under NAICS Code 531120 and listing in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)), with representations and certifications;
- A summary describing at least three (3) projects of similar size and scope completed in the past five (5) years that demonstrate the company's experience designing, constructing, and managing Federal leased facilities or health care facilities relevant to (input project specific RSF). (3-page limit); and
- Evidence of capability to obtain financing for a project of this size.

If desired, the company may also submit a narrative describing its capability, not to exceed two (2) pages.

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name, Title)

**SUCCEEDING LEASE FORM OF ADVERTISEMENT**

**[City, State]**

**The U.S. Department of Veterans Affairs Seeks Expressions of Interest for  
XX,XXX American National Standards Institute/Building Owners and Managers Association  
(ANSI/BOMA) Office Area (ABOA) Square Feet of [Facility Type] Space in the area of [City, State].**

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**Description:** The Government’s lease of approximately (XXX,XXX) ABOA Square Feet of space and XXX parking spaces for use by VA as a [Facility Type] in the delineated area explained below within [City, State] is expiring. The maximum rentable square feet (RSF) cannot exceed XXX,XXX. VA is considering alternative space if economically advantageous, and that otherwise the Government intends to pursue a sole source acquisition. In making this determination, VA will consider, among other things, the availability of alternate space that potentially can satisfy the Government's requirements as well as costs likely to be incurred through relocating such as physical move costs, replication of tenant improvements and telecommunications infrastructure, and non-productive agency downtime. VA will consider leased space located in an existing building as well as land for new construction for a build-to-suit lease option.

**Lease Term:** Up to [XX] years.

**Delineated Area:** To receive consideration, submitted properties must be located within the following area described below, which is bound by the following roads, or must front on any of the following boundary lines:

**Bounded on the North:** [Insert boundary road descriptions]

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**[Map]**



**Additional Requirements:**

(1) Offered space must be located on [a single floor OR no more than two contiguous floors]. [If the offered space is on two floors, a minimum of [XXX] passenger elevators and [XXX] combination (passenger/freight) elevator must be provided.]

(2) Bifurcated sites, inclusive of parking, are not permissible.

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[Insert broker contact information]

With a copy to:

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Market Survey (Estimated): [Season, Year]

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4. A summary describing at least three (3) projects of similar size and scope completed in the past five (5) years that demonstrate your company's experience designing, constructing, and managing Federal leased facilities or health care facilities relevant to the project described above. (3-page limit);
5. Evidence of capability to obtain financing for a project of this size.

If desired, the company may also submit a narrative describing its capability.

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**CAPABILITIES STATEMENT  
SUBMISSION CHECKLIST AND INFORMATION SHEET**

**[City, State, Project Type]**

Company name:

Company address:

Experian Business Identification Number:

Point of contact:

Phone number:

Email address:

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- Evidence of SDVOSB or VOSB status through registration at VIP (<https://www.vip.vetbiz.gov/>);
- Evidence of ability to offer as a small business under NAICS Code 531120 and listing in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)), with representations and certifications;
- A summary describing at least three (3) projects of similar size and scope completed in the past five (5) years that demonstrate the company's experience designing, constructing, and managing Federal leased facilities or health care facilities relevant to (input project specific RSF). (3-page limit); and
- Evidence of capability to obtain financing for a project of this size.

If desired, the company may also submit a narrative describing its capability, not to exceed two (2) pages.

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name, Title)