

APPENDIX H: PARKING ACQUISITION

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Part 1: Background

The purpose of this appendix is to provide information for when U.S. Department of Veterans Affairs (VA) has a need to acquire parking spaces to support the mission.

Parking may be acquired by VA using a real property lease. **Prior to commencing a lease for parking, always contact your [GSA Regional Office](#) first, in writing, to see if there is existing available federally controlled parking already available.** Include GSA's written response in the procurement file.

In cases where a lease is necessary for standalone parking, you'll need to first go through the VA's Strategic Capital Investment Planning (SCIP) approval process and then request a lease delegation from GSA. For existing leases where the lessor already controls parking convenient to the facility, use a lease amendment. You'll also need to obtain a GSA lease delegation for the lease amendment.

When used throughout this VA Supplement Appendix, "Reserved" means the information in [GSA's LDG](#) applies to VA's leasing program without further supplemental information.

Authority

[38 U.S.C. § 8109](#) "In order to accommodate the vehicles of employees of medical facilities, vehicles used to transport veterans and eligible persons to or from such facilities for the purpose of examination or treatment, and the vehicles of visitors and other individuals having business at such facilities, the Secretary— may acquire, by purchase, lease, condemnation, donation, exchange, or otherwise, any facility that the Secretary considers necessary for use as a parking facility." **VA still needs to secure lease delegations from GSA for parking leases.**

NOTE: [41 C.F.R. § 102-73.240](#) "Federal agencies that need parking must utilize available Government-owned or leased facilities. Federal agencies must make inquiries regarding availability of such Government-controlled space to GSA regional offices and document such inquiries. If no suitable Government-controlled facilities are available, an agency may use its own procurement authority to acquire parking by service contract." **Please work with your local contracting office for guidance on acquiring parking by a service contract.**

Requirements (Leases)

Parking Leases are required to comply with all lease requirements as outlined in the GSA Leasing Desk guide and throughout this supplement.

Tips for Success

- Make sure to secure written documentation of any inability for existing federal

parking facilities to meet VA's parking need prior to seeking a lease contract.

- Make sure to specify the number of official and non-official parking spaces required within the total required parking area in any solicitation.
- Ensure there is the [correct number](#) of accessible and van-accessible parking spaces within each lot to comply with the [Architectural Barriers Accessibility Act Standards \(ABAAS\)](#).

Part 2: Operating Policies and Procedures

a. General

Reserved.

b. Applicability

Reserved.

c. Parking Characteristics

Reserved.

d. Parking Pursuant to an Approved Prospectus Security Provision

Reserved.

e. Parking Requirements for GSA Child Care Centers in Leased Space

Reserved.

f. Methods of Acquiring Parking

Reserved.

g. Allocation of Parking Spaces

Reserved.

h. Roles and Responsibilities

Reserved.

i. Justification Requirements for Parking (for other than Official Parking Spaces)

Reserved.

Part 3: Documents

Reserved.

- a. Sample Letter – Written Response to Request for Vacant Available Federally Controlled Space under 41 C.F.R. § 102-73.240**
- b. Sample Letter – Written Response to Request for Vacant Available Federally Controlled Space Associated with A Replacement Lease under 41 C.F.R. § 102-73.240**
- c. Sample Letter – Written Response to Request for Employee Parking**
- d. Parking Determination and Findings Document**
- e. GSA Form 300, Order for Supplies and Services**
- f. GSA Form 3626, U.S. Government Lease for Real Property (Short Form)**

Part 4: Attachments

Reserved.

Attachment A: Sample Letter - Written Response to Request for Vacant Available Federally Controlled Space (41 C.F.R. §102-73.240)

Reserved.

Attachment B: Sample Letter - Written Response to Request for Vacant Available Federally Controlled Space Associated with A Replacement Lease (41 C.F.R. § 102-73.240)

Reserved.

Attachment C: Sample Letter - Written Response to Request for Employee Parking

Reserved.

Attachment D: Parking Determination and Findings Document

Reserved.