

Automated Advanced Acquisition Program

Building Tour Form

Project [Project Number]

Building Tour Information	
Date of Building Tour	
Method	Virtual or In-Person:
Building Name	
Building Address	
Attendees	GSA:
	Client Agency:
	Offeror:

Agency Requirements			
Client Agency/Agencies			
Space Type			
Square Footage	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px 5px;">Minimum ABOA Square Feet:</td> <td style="padding: 2px 5px;">Maximum ABOA Square Feet:</td> </tr> </table>	Minimum ABOA Square Feet:	Maximum ABOA Square Feet:
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Parking	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 2px 5px;">Surface:</td> <td style="padding: 2px 5px;">Structured:</td> </tr> </table>	Surface:	Structured:
Surface:	Structured:		
Delineated Area			

Other	
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Building/Space Offered

Is the building location within the delineated area?					
Floor Number	Square Feet	Floor Load	Ceiling Height	Windows in Each Bay	Column Spacing
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		
	ABOA:		Floor to Floor:		
	RSF:		Floor to Ceiling:		

How does the amount and type of space compare to the requirement?

Additional Building/Space Notes:

Parking Offered

Location/Floor	Surface	Structured

How does the amount and type of parking compare to the requirement?

Additional Parking Notes:

Parking Observations

Requirement	Observations
<p>Inside City Center: Parking-to-square-foot ratio available on-site meets current local code requirements, or in the absence of a local code requirement, on-site parking is available at a ratio of one (1) space for every 3,000 RSF of space.</p> <p>Outside City Center: Parking-to-square-foot ratio available on-site meets current local code requirements, or, in the absence of a local code requirement, on-site parking is available at a ratio of 3.5 spaces for every 1,000 RSF of Space.</p>	

Neighborhood Observations

Inside City Center: Prime commercial office district with attractive, prestigious, and professional surroundings with a prevalence of modern design and/or tasteful rehabilitation in modern use. Streets and public sidewalks well maintained.

Outside City Center: Office, research, technology, or business park that is modern in design with a campus-like atmosphere; or, on an attractively landscaped site containing one or more modern office buildings that are professional and prestigious in appearance with the surrounding development well maintained and in consonance with a professional image.

Location Amenity Observations

Inside City Center: Variety of inexpensive or moderately priced fast-food and/or eat-in restaurants located within the immediate vicinity of the building, but generally not exceeding a walkable 2,640 feet of the employee entrance of the offered building, as determined by the LCO.

Outside City Center: Adequate eating facilities located within the immediate vicinity of the building, but generally not exceeding a walkable 2,640 feet, as determined by the LCO.

Inside City Center: Other employee services, such as retail shops, cleaners, and banks, located within the immediate vicinity of the building, but generally not exceeding a walkable 2,640 feet of the employee entrance of the offered building, as determined by the LCO.

Outside City Center: Other employee services, such as retail shops, cleaners, and banks, located within the immediate vicinity of the building, but generally not exceeding 5 drivable miles, as determined by the LCO.

Public Transportation Observations

Inside City Center: Commuter rail, light rail, or subway station located within the immediate vicinity of the building, but generally not exceeding a walkable 2,640 feet, as determined by the LCO. OR Two or more public or campus bus lines usable by tenant occupants and their customers located within the immediate vicinity of the building, but generally not exceeding a walkable 1,320 feet, as determined by the LCO.

Other Observations

Document whether or not the space meets or has the potential to meet the requirements for loading dock, security, etc. (as applicable).

Loading Dock	
Security Measures	
Drinking Fountains	
Restrooms	
Elevators	
Architectural Barriers Act Accessibility Standards (ABAAS)	
Other	

Fire Protection and Life Safety (FPLS) Observations

Exit Stairs Questions are applicable only where offered space is located above or below the street floor.	Are there a minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located?	
	Is there an interlocking or scissor stair located on the floor(s) where the offered space is located?	
	Is there another enclosed or exterior exit stair other than the interlocking or scissor stair located on each floor where the offered space is located?	
	Is there a fire escape located on the floor(s) where the offered space is located?	
Automatic Fire Sprinkler System	Is an automatic fire sprinkler system installed throughout the building?	
	Is an automatic fire sprinkler system installed throughout the offered space?	
	Where offered space is located below grade, is the below grade space protected throughout by an automatic fire sprinkler system?	
	Where offered space is located on the sixth floor or higher, is the building up to the highest Government occupancy protected throughout by an automatic fire sprinkler system?	
	If an automatic sprinkler system is installed in the building, is the automatic fire sprinkler system being maintained?	
Fire Alarm System	Where offered space is located on the third floor or higher, is a fire alarm system installed in the building? If the answer is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.	
	If a fire alarm system is installed in the building, is the fire alarm control unit less than 25 years old?	
	If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, a remote station or a UL listed central station?	
	If a fire alarm system is installed in the building, is the fire alarm system maintained?	

Agency Go/No-Go Criteria

Requirement	Observations
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Consensus on Capability

The building:

Meets or is capable of meeting the RLP standards and agency go/no-go criteria.

Does not meet the RLP standards and/or the agency go/no-go criteria and the owner or owner's representative has confirmed that (1) the owner is not willing to meet them or (2) the building is not capable of meeting them for the reason(s) stated below:

Signature indicates concurrence with the observations above, not acceptance of the space. The purpose of the building tour is to identify whether or not the building has the potential to meet the requirements, not whether or not the building meets the requirements today.

<p>_____</p> <p>Agency Representative</p> <p>_____</p> <p>Date</p>	<p>_____</p> <p>GSA Representative</p> <p>_____</p> <p>Date</p>
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