# 2. Cost

Include all cost and rent information for the proposal on this page.  
  
DCAMM encourages submission of gross, flat-rent proposals that include the cost of all Landlord’s Improvements and all Landlord’s Services.

## 2.1 Total Annual Rent

Please complete the table below by filling in the components of the proposed Total Annual Rent for each year of the lease term. The far-left column identifies components of Annual Rent. Enter total dollars per year in the applicable rows; DCAMM will confirm the usable area of the proposed premises (Premises) and will calculate the proposed rental rate per usable square foot.  
  
If you are proposing a gross lease, there should only be costs listed in the “Base Amount for Rent” row. If you are not proposing a gross lease and a cost is excluded from the proposed Total Annual Rent, please provide the estimated dollar amounts in the appropriate boxes in that row. Identify in the Questions section below how excluded costs are to be paid. Confirm that amounts are entered in the appropriate box so that the Total Annual Rent for each year equals the sum of the amounts entered. Confirm that the Annual Rent is expressed in total dollars and NOT as a rental rate per square foot.  
  
Complete the questions below. Use the “Comments” section to provide information about any costs that may require explanation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Base Amount for Rent: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Estimate for Lights and Plugs: |  |  |  |  |  |
| Estimate for HVAC: |  |  |  |  |  |
| Estimate for Reserved Parking: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Total Annual Rent: |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Base Amount for Rent: | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| Estimate for Lights and Plugs: |  |  |  |  |  |
| Estimate for HVAC: |  |  |  |  |  |
| Estimate for Reserved Parking: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Estimate for Other: |  |  |  |  |  |
| Total Annual Rent: |  |  |  |  |  |

Years 11 through 40 on the following pages.

# 8. Capital Improvements and Capital Reserve

Please provide a Capital Improvement Schedule and a plan for maintaining a Capital Reserve Account. You may use the space provided below or attach to this Lease Proposal Form in your preferred format.

Capital Reserve Plan Narrative:

Capital Improvement Schedule:

|  |  |  |
| --- | --- | --- |
| Item | Estimated Useful Life in Years (based on industry standards, actual planned product specifications or RFP requirements) | Estimated Replacement Lease Year / Additional information (maintenance, replacements, etc.) |
|  |  |  |

# 15. Proposer Comments

Please provide any commentary you wish DCAMM to consider related to your proposed space. These comments may include: ways that the Building is meeting or will meet the Commonwealth’s goals of decarbonization and sustainability, present conditions that are not exactly aligned with the RFP requirements but would save the Commonwealth rent expense if the plan can adapt; alternative HVAC designs to achieve better emission standards or reduce expense; changes to present public transportation routes that would benefit the Commonwealth’s employees/clients, and anything else you want us to know.

DCAMM encourages proposers to suggest ways to use existing or less costly improvements to meet the needs of the User Agency and to submit alternative proposals that meet the needs of the User Agency in a better or more cost-effective manner. Please provide an explanation of your alternative proposal.