GSA Public Buildings Service

July 11, 2011

Dear Client Agency,

The General Services Administration (GSA) Small Projects and Reimbursable Services Division would like to make you aware of a new study that is available for immediate use. In an effort to provide our customers with greater flexibility, GSA has elected to conduct a study to allow the use of multiple buildings on single F-Type and N-Type RWAs, pursuant to the following parameters, for a specific period of time. The results of this study will be thoroughly reviewed before a permanent change to our policy will be considered. All other federal statutes, regulations, policies and limitations pertaining to RWAs remain unchanged.

F-Type RWAs: Multiple buildings will be allowed on all F-Type RWAs, regardless of payment method, with the following stipulations:

1. The client agency may not add buildings to the RWA after the initial acceptance.
2. The area of use for the RWA will be limited to a GSA "field office" or "service center".
3. A Project Manager must be assigned to the overall (primary) project and will be responsible for the RWA project execution and funds management.
4. A detailed cost estimate must be included for each building; this is a requirement outside of the current policy.
5. Severable and non-severable services may not be combined on one RWA.
6. May not be used for Severable Service RWAs.

N-Type RWAs: Multiple buildings will be allowed on all N-Type RWAs, with the following stipulations:

1. The RWA must meet the requirements of:
   a. A bona fide need,
   b. A fully defined scope of work associated with the funds at the time of RWA acceptance must be the same for all buildings listed on the RWA, and
   c. A cost estimate that supports the total authorized amount of the RWA, as well as financing and other supporting data (such as billing information) relative to the reimbursable request.
2. The client agency may not add buildings after the expiration of obligational authority on the RWA.
3. The area of use for the RWA will be limited to a GSA "field office" or "service center". In limited situations, the project may be managed at the GSA regional level, but this requires filing a waiver with GSA's Central Office. Coordinate with the appropriate Regional RWA Manager to initiate this process.
4. A Project Manager must be assigned to the overall (primary) project and will be responsible for the RWA project execution and funds management.
5. A detailed cost estimate must be included for each building.
6. Severable and non-severable services may not be combined on one RWA.
7. May not be used for Severable Service RWAs.

This guidance is effective immediately and expiring on September 30, 2012, unless extended. In the event this study is not extended, no new F-Type or N-Type RWAs with multiple buildings will be accepted after September 30, 2012. We look forward to the potential opportunities and flexibilities this study will provide to you.

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Please feel free to begin utilizing this new study immediately. For questions regarding this opportunity, please contact your Regional RWA Manager (map provided). Additional RWA inquiries may be directed to AskRWA@gsa.gov. We encourage you to visit our website at www.gsa.gov/rwa frequently for additional references.

Thank you for continuing to partner with GSA for your real estate solutions.

Sincerely,

Keith Colella
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