

**PROSPECTUS – LEASE
U.S. CITIZENSHIP AND IMMIGRATION SERVICES
SUBURBAN KANSAS CITY, MO**

Prospectus Number: PMO-01-KC22
Congressional District: 05

Executive Summary

The General Services Administration (GSA) proposes a lease of approximately 342,245 rentable square feet (RSF) for the U.S. Citizenship and Immigration Services, National Records Center (USCIS-NRC), currently located at 150 NW Space Center Loop in Lee’s Summit, MO. USCIS-NRC has occupied the subterranean space since 1999 under a lease that expires on October 14, 2024.

The lease will provide continued housing for USCIS-NRC and will maintain the office and overall space utilization rates at 151 and 505 usable square feet (USF) per person respectively.

Description

Occupant:	USCIS-NRC
Current RSF:	342,245 (Current RSF/USF = 1.00)
Estimated/Proposed Maximum RSF:	342,245 (Proposed RSF/USF = 1.00)
Expansion/Reduction RSF:	None
Current USF/Person:	505
Estimated/Proposed USF/Person:	505
Expiration Dates of Current Lease(s):	10/14/2024
Proposed Maximum Leasing Authority:	10 years
Delineated Area:	North: I-70 East: Highway 7 South: Highway 150 West: Highway 49/ Highway 435
Number of Official Parking Spaces:	5
Scoring:	Operating
Current Total Annual Cost:	\$4,336,267 (lease effective 10/15/1999)
Estimated Rental Rate ¹ :	\$18.89 / RSF
Estimated Total Annual Cost ² :	\$6,465,008

¹ This estimate is for fiscal year 2025 and may be escalated by 2 percent annually to the effective date of the lease to account for inflation. The proposed rental rate is fully serviced including all operating expenses, whether paid by the lessor or directly by the Government. GSA will conduct the procurement using prevailing market rental rates as a benchmark for the evaluation of competitive offers and as the basis for negotiating with offerors to ensure that lease award is made in the best interest of the Government.

² New leases may contain an escalation clause to provide for annual changes in real estate taxes and operating costs.

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Background

The USCIS mission is to administer the Nation’s lawful immigration system, safeguarding its integrity and promise by efficiently and fairly adjudicating requests for immigration benefits while protecting Americans, securing the homeland, and honoring our values. USCIS oversees lawful immigration to the United States, providing services that include citizenship, immigration of family members, visas, verification of legal rights to work in the United States, humanitarian programs, adoptions, civic integration, and genealogy.

The NRC oversees the storage, management, and integrity of 72.5 million immigration files and an additional 17.5 million files in circulation across its Service Centers and Field Offices, while supporting the largest Freedom of Information Act program in the Federal Government.

GSA will consider whether USCIS-NRC’s continued housing needs should be satisfied in the existing location based on an analysis of other potential locations within the delineated area. If other potential locations are identified, a cost-benefit analysis will be conducted to determine whether the Government can expect to recover the relocation and duplication costs of real and personal property needed for USCIS-NRC to accomplish its mission.

Justification

The USCIS-NRC is currently housed at 150 NW Space Center Loop in Lee’s Summit, MO, in a lease that expires October 14, 2024. The existing location handles a daily average of over 100,000 files. These files are received, shipped out, pulled for audits or other action, and shelved.

USCIS is finalizing a long-term master plan to modernize NRC’s current storage and retrieval system. USCIS-NRC requires continued housing to carry out its mission during the development of the master plan, and the 10-year term will provide adequate time for planning and execution of the long-term strategy.

Summary of Energy Compliance

GSA will incorporate energy efficiency requirements into the Request for Lease Proposals and other documents related to the procurement of space based on the approved prospectus. GSA encourages offerors to exceed minimum requirements set forth in the procurement and to achieve an Energy Star performance rating of 75 or higher.

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Resolutions of Approval

Resolutions adopted by the House Committee on Transportation and Infrastructure, and the Senate Committee on Environment and Public Works approving this prospectus will constitute approval to make appropriations to lease space in a facility that will yield the required rentable area.

Interim Leasing

GSA will execute such interim leasing actions as are necessary to ensure continued housing of the tenant agency prior to the effective date of the new lease. It is in the best interest of the Government to avert the financial risk of holdover tenancy.

OMB Memorandum M-21-25 Implementations and Long-Term Space Requirements

The requirements within this prospectus reflect the known space needs prior to its submission to Congress. Agencies continue to develop their return to physical workplaces strategies consistent with OMB Memorandum M-21-25, incorporate lessons learned while working both in-person and under maximum telework during the COVID-19 pandemic, and determine each agency's long-term space posture. Accordingly, the requirements outlined in this prospectus may change prior to award of a lease. In the event that a change results in a revised requirement that makes a material change and does not fit within the acceptable parameters of the Congressional resolutions, GSA will submit an amended prospectus for consideration by the House Committee on Transportation and Infrastructure and Senate Committee on Environment and Public Works.


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Certification of Need

The proposed project is the best solution to meet a validated Government need.

Submitted at Washington, DC, on 11/17/2021

Recommended:  _____
Commissioner, Public Buildings Service

Approved:  _____
Administrator, General Services Administration