

**PROSPECTUS – LEASE  
SMALL BUSINESS ADMINISTRATION  
FORT WORTH, TX**

Prospectus Number:       PTX-01-FW17  
Congressional District: 6, 12, 24, 26, 30, 33

**Executive Summary**

The General Services Administration (GSA) proposes a lease of approximately 163,000 rentable square feet (RSF) of space for the Small Business Administration (SBA), Office of Disaster Assistance (ODA), currently located in leased space at 14951 and 14925 Kingsport Drive in Dallas, TX.

The proposed lease will provide continued housing and allow SBA to rapidly respond to disasters. Space utilization will vary, depending on staffing levels during an emergency response. The office utilization will range from 164 to 47 usable square feet (USF) per person, and the overall utilization rate will range from 292 to 83 USF per person, resulting in SBA being housed in approximately 17,000 RSF less space than it has at the current locations. In the absence of this reduction, the status quo cost of continued occupancy at the proposed market rental rate would be \$5,220,000 per year.

**Description**

Occupant:	Small Business Administration
Current Rentable Square Feet (RSF)	180,000 (RSF/USF = 1.01)
Estimated Maximum RSF:	163,000 (RSF/USF = 1.15)
Expansion/Reduction RSF:	17,000 (Reduction)
Current Usable Square Feet/Person:	392
Estimated Usable Square Feet/Person:	292
Proposed Maximum Lease Term:	15 Years
Expiration Dates of Current Leases:	9/03/2017 and 7/23/2018
Delineated Area:	North: Southlake Blvd to Highway 114 to Highway 635 South: Highway 303 East: Interstate 25 to Highway 12 West: Loop 820 to Davis Boulevard
Number of Official Parking Spaces:	3
Scoring:	Operating lease
Estimated Proposed Rental Rate <sup>1</sup> :	\$29.00/ RSF
Estimated Total Annual Cost <sup>2</sup> :	\$4,727,000

<sup>1</sup>This estimate is for fiscal year 2018 and may be escalated by 1.95 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 negotiating this lease to ensure that lease award is made in the best interest of the Government.

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Current Total Annual Cost: \$4,264,000 (Leases effective 7/24/2003  
and 09/04/2007)

**Justification**

SBA ODA has been housed under three leases at 14951 and 14925 Kingsport Drive in Fort Worth, TX since July 2003 and September 2007, respectively and has an ongoing need to house its Disaster Assistance Processing and Disbursement Center (PDC).

Working with other SBA and Department of Homeland Security - Federal Emergency Management Agency offices, the PDC is one of six disaster assistance offices nationwide. Each disaster assistance office serves a unique function and the PDC is responsible for processing all disaster loan applications, including application entry, scanning, and processing. The PDC is also responsible for all loan approvals, loan document generation, loan closing, and disbursement of loan proceeds. The PDC requires adequate space for periods of "surge" when as many as 1700 employees offer assistance in support of disaster recovery efforts.

The other SBA disaster assistance offices include the Disaster Assistance Customer Service Center, Disaster Assistance Field Operations Centers East and West, Office of Disaster Personnel, Administrative Services Center, Disaster Credit Management System Operations Center, and the Damage Verification Center.

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

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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.

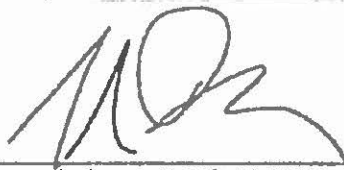
**Interim Leasing**

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.

**Certification of Need**

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

Submitted at Washington, DC, on 8/17/2016

Recommended:   
Commissioner, Public Buildings Service

Approved:   
Administrator, General Services Administration