

**PROSPECTUS – LEASE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
JACKSON AND CLAY COUNTIES, MISSOURI, AND JOHNSON
COUNTY, KANSAS**

Prospectus Number: PMO-01-LS17
Congressional District: MO 05, 06, KS 03

Executive Summary

The General Services Administration (GSA) proposes a lease of approximately 806,794 rentable square feet (RSF) for the National Archives and Records Administration – Federal Records Center (NARA-FRC), currently located at 200 NW Space Center, Lee’s Summit, MO.

The lease will provide continued housing for NARA-FRC, will maintain its current office utilization rate of 129 usable square feet (USF) per person, and allow for continued temporary and permanent record storage capabilities for Federal agencies.

Description

Occupant:	National Archives and Records Administration
Current Rentable Square Feet (RSF)	806,794 (Current RSF/USF = 1.00)
Estimated Maximum RSF:	806,794 (Proposed RSF/USF = 1.00)
Expansion/Reduction RSF:	None
Current Usable Square Feet/Person:	129
Estimated Usable Square Feet/Person:	129
Proposed Maximum Lease Term:	20 Years
Expiration Dates of Current Leases:	8/14/2017
Delineated Area:	Jackson and Clay Counties, Missouri, and Johnson County, Kansas
Number of Official Parking Spaces:	142
Scoring:	Operating lease
Estimated Rental Rate ¹ :	\$7.00 / RSF

¹This estimate is for fiscal year 2017 and may be escalated by 2.0 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 a basis for negotiating with offerors to ensure that lease award is made in the best interest of the Government.

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Estimated Total Annual Cost ² :	\$5,647,558
Current Total Annual Cost:	\$3,211,969 (Lease effective 8/15/1997)

Acquisition Strategy

The NARA-FRC is currently located in subterranean space. In order to maximize competition, GSA will consider aboveground and subterranean space for this procurement and will relocate the agency if economically advantageous to the Federal Government.

Justification

NARA-FRC is one of 18 Federal Records Centers across the nation used by Federal agencies for records-related services. The FRCs work together to provide temporary and permanent record storage services. The facility storage services are full at this location and any new incoming client boxes are accommodated by moving existing records to other Federal Records Centers or by the disposal of eligible records. The current location provides storage conditions that meet permanent or archival requirements, which accounts for 57 percent of permanent record storage.

NARA-FRC requires space to accommodate the movement, processing, and retrieving of large quantities of client record boxes into its computer systems, along with the ability to store client records in an environment that meets regulations for Federal Records Storage (36 CFR 1234). The movement of client record boxes is accommodated using eight-foot carts, which require ample circulation space for maneuvering. Although Federal agencies are attempting to convert to electronic storage, the demand for paper record storage still remains and since 2000 has grown by 2.38 percent per year.

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

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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.

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.

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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 August 9, 2016

Recommended: 
Commissioner, Public Buildings Service

Approved: 
Administrator, General Services Administration