

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

Prospectus Number: PKS-01-LE20
Congressional District: MO 05,06, KS 3

Executive Summary

The General Services Administration (GSA) proposes a lease for approximately 983,000 rentable square feet (RSF) for the National Archives and Records Administration (NARA), Federal Records Center. NARA is currently housed at 17501 West 98th Street in Lenexa, Kansas, under a lease that expires on February 14, 2023.

The lease will provide continued housing for NARA and will improve the office utilization rate from 425 to 215 usable square feet (USF) per person.

Description

Occupant:	NARA
Current RSF:	982,642 (Current RSF/USF = 1.00)
Estimated/Proposed Maximum RSF:	983,000 (Proposed RSF/USF = 1.00)
Expansion/Reduction RSF:	None
Current Office USF/Person:	425
Estimated/Proposed Office USF/Person:	215
Expiration Date of Current Lease:	02/14/2023
Proposed Maximum Leasing Authority:	20 years
Delineated Area:	Jackson and Clay Counties, Missouri; and Johnson County, Kansas
Number of Official Parking Spaces:	114
Scoring:	Operating
Current Total Annual Cost:	\$3,049,257 (lease effective 2/15/2003)
Estimated Rental Rate ¹ :	\$5.50/RSF
Estimated Total Annual Cost ² :	\$5,406,500

¹ This estimate is for fiscal year 2023 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

NARA is the Nation's record keeper. Its mission is to provide public access to Federal Government records in its custody and control. Public access to Government records strengthens our Nation's democracy by allowing Americans to claim their rights of citizenship, hold their Government accountable, and understand their history so they can participate more effectively in their Government.

NARA is currently located in subterranean space. In this procurement, GSA will consider whether NARA'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, whether above ground or subterranean, a cost-benefit analysis will be conducted to determine whether the Government can expect to recover the relocation and duplication costs of the real and personal property needed for NARA to accomplish its mission. All offers must provide space consistent with the delineated area defined by this prospectus.

Acquisition Strategy

In order to maximize the flexibility and competition in acquiring space for NARA, GSA may issue a single, multiple-award solicitation that will allow offerors to provide blocks of space able to meet requirements in whole or in part. All offers must provide space consistent with the delineated area defined by this prospectus.

Justification

The NARA Lenexa facility is one of 18 Federal Records Centers across the Nation used by Federal agencies for records-related services. The current location provides storage conditions that meet permanent or archival requirements and temporary storage requirements. This facility also has one of only two extra-cold, "Ice Cube" storage areas in the Nation. This cold storage is required to preserve films and other special materials.

NARA requires space to accommodate the movement, processing, and retrieving of large quantities of client record boxes in a storage environment that meets regulations for Federal records storage (36 CFR 1234). Ample circulation space is required to maneuver the large retrieving carts. To satisfy NARA's requirements, the total storage capacity of the facility will hold approximately 3,730,000 cubic feet (CF) of records. The required CF does not include circulation. Although Federal agencies are attempting to convert to electronic storage, certain Federal records are required to remain in paper form based on their classification. NARA plans to establish a specialized document scanning mission at

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this location in the coming months, adding employees and specialized equipment to accomplish the mission.

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 extension. 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 October 25, 2019

Recommended: 
Commissioner, Public Buildings Service

Approved: 
Administrator, General Services Administration