PROSPECTUS – LEASE
SOCIAL SECURITY ADMINISTRATION
BALTIMORE CITY AND BALTIMORE AND ANNE ARUNDEL COUNTIES, MD

Prospectus Number: PMD-02-BA16
Congressional District: 2,3,7

Executive Summary

The General Services Administration (GSA) proposes a replacement lease of up to 511,000 rentable square feet (RSF) for the Social Security Administration (SSA), currently located at 1500 and 1718 Woodlawn Drive in Woodlawn, MD.

The replacement lease will provide continued housing for SSA and will improve SSA's office and overall utilization rates from 198 to 102 usable square feet (USF) per person and 297 to 163 USF per person, respectively. As a result of the improved utilization, the replacement lease will reduce the rentable square footage of the requirement by 41 percent, a 362,203 RSF reduction from the total of its current occupancy. In the absence of this reduction, the status quo cost of continued occupancy at the proposed market rental rate would be $28,815,699.

Description

Occupant:	Social Security Administration
Lease Type	Replacement
Current Rentable Square Feet (RSF)	873,203 (Current RSF/USF = 1.15)
Proposed Maximum RSF:	511,000 (Proposed RSF/USF = 1.15)
Expansion/Reduction RSF:	362,203 (Reduction)
Current Usable Square Feet/Person:	297
Proposed Usable Square Feet/Person:	163
Proposed Maximum Lease Term:	20 Years
Expiration Dates of Current Leases:	10/31/2018 (1500 Woodlawn Drive) 12/31/2018 (1718 Woodlawn Drive)
Delineated Area:	**North:** Rte. 140 starting at Dolfield Blvd. to I-695 to Rte.146 **South:** Rte. 100 **East:** Rte. 2 starting at Rte. 100 extending through Brooklyn Park at 2nd Street to Rte. 1 to Rte. 45 (Greenmount/York) to Rte. 146. **West:** Dolfield Blvd. South to Lakeside Blvd. to Painters Mill Rd. to McDonough Rd. to I I-795 to I-695 to Old Court Rd to N Rolling Rd to Frederick Rd to S Rolling Rd (166) to I-195 to Hwy 295 to Rte. 100

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Number of Official Parking Spaces[1]:	25
Scoring:	Operating lease
Maximum Proposed Rental Rate[2]:	$33.00 / RSF
Proposed Annual Parking Cost:	$70,000
Proposed Annual Lease Cost	$16,863,000
Proposed Total Annual Cost[3]:	$16,933,000
Current Total Annual Cost	$16,514,333 (Leases effective 11/01/1993, 1/1/2003)

Acquisition Strategy

In order to acquire space that will meet SSA's requirements, GSA may issue a single, multiple-award solicitation that will allow offerors to provide blocks of space to meet the requirements in whole or in part. A multiple building solution must house SSA in geographically proximate locations. All offers must provide space consistent with the delineated area defined by this prospectus.

Justification

The current leases located at 1500 Woodlawn Drive and a portion of 1718 Woodlawn Drive in Woodlawn, MD, expire in 2018. SSA requires continued housing to perform its mission. These leases house the Office of Central Operations (OCO) of SSA, responsible for processing claims and post-entitlement actions for disability claimants and beneficiaries. The total space requested will reduce the SSA footprint by 362,203 RSF, or 41 percent of the 873,203 RSF currently occupied. This reduction will be accomplished through rightsizing the workspace and resource sharing.

[1]SSA security requirements may necessitate control of the parking at the leased location. This control may be accomplished as a lessor-furnished service, as a separate operating agreement with the lessor, or as part of the Government's leasehold interest in the building.

[2]This estimate is for fiscal year 2018 and may be escalated by 1.9 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. Lease award shall not exceed the maximum rental rate as specified in this prospectus.

[3]New 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.

Certification of Need

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

Submitted at Washington, DC, on December 10, 2015

Recommended: _____
Commissioner, Public Buildings Service

Approved: Denise T. Roth
Administrator, General Services Administration

November 2014

Housing Plan
Social Security Administration

PMD-02-BA16
Baltimore City and Baltimore and Anne Arundel Counties, MD

Locations	CURRENT						PROPOSED					
	Personnel		Usable Square Feet (USF)[1]				Personnel		Usable Square Feet (USF)			
	Office	Total	Office	Storage	Special	Total	Office	Total	Office	Storage	Special	Total
1718 Woodlawn Drive	-	18			42,296	42,296						-
1500 Woodlawn Drive	2,523	2,536	638,910	16,127	61,974	717,011						
Proposed Lease							2,697	2,728	352,821	7,224	84,255	444,300
Total	**2,523**	**2,554**	**638,910**	**16,127**	**104,270**	**759,307**	**2,697**	**2,728**	**352,821**	**7,224**	**84,255**	**444,300**

Office Utilization Rate (UR)[2]		
	Current	Proposed
Rate	198	102

UR=average amount of office space per person
Current UR excludes 140,560 usf of office support space
Proposed UR excludes 77,621 usf of office support space

Overall UR[3]		
	Current	Proposed
Rate	297	163

R/U Factor[4]	Total USF	RSF/USF	Max RSF
Current	759,307	1.15	873,203
Proposed	444,300	1.15	511,000

Special Space	USF
Mail Room	26,189
Training Center	20,000
Food Service	18,082
ADP	3,000
Health Unit	3,600
Fitness Center	5,500
Credit Union	1,800
Career Life Center	1,284
Emergency Response/Security	4,800
Total	**84,255**

NOTES:

[1]USF means the portion of the building available for use by a tenant's personnel and furnishings and space available jointly to the occupants of the building.
[2]Calculation excludes Judiciary, Congress and agencies with less than 10 people
[3]USF/Person = housing plan total USF divided by total personnel.
[4]R/U Factor = Max RSF divided by total USF

November 2014

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Social Security Administration

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