

**PROSPECTUS – LEASE
DEPARTMENT OF HOMELAND SECURITY,
CITIZENSHIP AND IMMIGRATION SERVICES
DALLAS, TX**

Prospectus Number: PTX-01-DA16
Congressional District: 3, 6, 24, 26, 30, 32, 33

Executive Summary

The General Services Administration (GSA) proposes a replacement lease of up to 261,000 rentable square feet (RSF) for the Department of Homeland Security - Citizenship and Immigration Services (USCIS), currently located in three leased locations at 4141 N. St. Augustine, Mesquite, TX; 7701 N. Stemmons Freeway, Dallas, TX; and 8001 N. Stemmons Freeway, Dallas, TX.

The replacement lease will house USCIS in one location, allowing for a more streamlined and efficient operation, and will improve USCIS' office and overall utilization rates from 215 to 81 usable square feet (USF) per person and 405 to 218 USF per person, respectively. As a result of the improved utilization, the replacement lease will reduce the rentable square footage of the requirement by 16 percent, a 51,138 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 \$9,364,140.

Description

Occupant:	U.S. Citizenship and Immigration Services
Lease Type	Replacement
Current Rentable Square Feet (RSF)	312,138 (Current RSF/USF = 1.04)
Proposed Maximum RSF:	261,000 (Proposed RSF/USF = 1.15)
Expansion/Reduction RSF:	51,138 Reduction
Current Usable Square Feet/Person:	405
Proposed Usable Square Feet/Person:	218
Proposed Maximum Lease Term:	20 Years
Expiration Dates of Current Leases:	4/30/2021, 11/2/2022, 3/15/2024
Delineated Area:	North: Highway 2499 and Highway 1171 (W. Main Street), east to Highway 121; continuing east on Highway 121 to Highway 544 (Parker Road); continuing east on Highway 544 (Parker Road) to the Dallas North Tollway. East: Highway 544 (Parker Road) and the Dallas North Tollway; south on

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	Dallas North Tollway to Interstate 35; south on Interstate 35 to Interstate 30. South: Intersection of Interstates 35 and 30, west on I-30 to Highway 360. West: Intersection of Interstate 30 and Highway 360, north on Highway 360 to Highway 121, continuing north on Highway 121 to Highway 2499 (International Parkway); continuing north on Highway 2499 to Highway 1171
Number of Official Parking Spaces:	8
Scoring:	Operating lease
Maximum Proposed Rental Rate ¹ :	\$30.00 / RSF
Proposed Total Annual Cost ² :	\$7,830,000
Current Total Annual Cost:	\$7,248,810 (Leases effective 5/1/2011, 11/3/2012 and 3/16/2014)

Justification

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 USCIS Texas Service Center (TSC) is one of four USCIS Service Centers and consists of two separate leased locations in Dallas, TX, and one leased location 30 miles away in Mesquite, TX.

The geographically separate locations create obstacles for management and oversight as well as security vulnerabilities in transporting client files between locations. To reduce these obstacles, USCIS studied the feasibility of consolidating the operation housed in Mesquite into the two

¹This estimate is for fiscal year 2017 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 negotiating this lease 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.

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

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buildings in Dallas, but the study showed that the consolidation was not feasible due to the lack of adequate square footage and the structural deficiencies that prevent the buildings from accommodating the weight of mission-critical files. Since none of the existing locations can accommodate the Service Center requirement, a replacement lease is needed to meet the long-term requirements of USCIS. To minimize vacancy risk, the existing leases contain flexible terms to coincide with the estimated occupancy of the replacement lease.

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

Submitted at Washington, DC, on January 27, 2016

Recommended: 
Commissioner, Public Buildings Service

Approved: 
Administrator, General Services Administration

Locations	CURRENT						PROPOSED						
	Personnel		Usable Square Feet (USF) ¹			Total	Personnel		Usable Square Feet (USF)			Total	
	Office	Total	Office	Storage	Special		Office	Total	Office	Storage	Special		
4141 St. Augustine	241	241	67,004		54,996	122,000							
7701 North Stemmons	225	225	58,292		14,291	72,583							
8001 North Stemmons	276	276	78,879		26,876	105,755							
Proposed Lease							1,038	1,038	19,840	19,840	98,536	19,840	98,536
Total	742	742	204,175	0	96,163	300,338	1,038	1,038	19,840	19,840	98,536	19,840	98,536

Office Utilization Rate (UR) ²		
Rate	Current	Proposed
	215	81

UR = average amount of office space per person
 Current UR excludes 44,918 usf of office support space
 Proposed UR excludes 23,835 usf of office support space

Overall UR ³		
Rate	Current	Proposed
	405	218

R/U Factor ⁴			
	Total USF	RSF/USF	Max. RSF
Current	300,338	1.04	312,138
Proposed	226,716	1.15	261,000

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

Special Space	USF
Clinic	160
Conference	1,950
ADP	7,476
Break Rooms	5,700
File Processing	61,020
Mail Rooms	4,800
Receiving Area	7,800
Secured Room	630
Secured Storage	1,440
Training Room	7,560
Total	98,536