

**PROSPECTUS – LEASE  
DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
WASHINGTON, DC**

Prospectus Number: PDC-06-WA21

**Executive Summary**

The General Services Administration (GSA) proposes a lease of up to 587,000 rentable square feet (RSF) for the Federal Emergency Management Agency (FEMA), currently located at 400 and 500 C Street SW, Washington, DC. FEMA has occupied space in the buildings since 2013 and 1979, respectively, under two leases that expire on January 2, 2021, and August 16, 2020.

The new lease will provide continued housing for FEMA and provide an office and overall utilization rate of 86 and 137 usable square feet (USF) per person, respectively.

**Description**

Occupant:	FEMA
Current Rentable Square Feet (RSF)	497,299 (Current RSF/USF = 1.10)
Estimated/Proposed Maximum RSF <sup>1</sup> :	587,000 (Proposed RSF/USF = 1.20)
Expansion RSF:	89,701 Expansion
Current Usable Square Feet (USF)/Person:	128
Estimated/Proposed USF/Person:	137
Expiration Dates of Current Lease(s):	01/02/2021 and 08/16/2020
Proposed Maximum Leasing Authority:	20 years
Number of Official Parking Spaces:	17
Delineated Area:	Washington, DC, Central Employment Area
Scoring:	Operating
Current Total Annual Cost:	\$20,409,884 (leases effective 01/03/2003 and 08/17/2001)
Estimated Rental Rate <sup>2</sup> :	\$50.00/RSF
Estimated Total Annual Cost <sup>3</sup> :	\$29,350,000

<sup>1</sup> The RSF/USF at the current location is approximately 1.10; however, to maximize competition a RSF/USF ratio of 1.20 is used for the estimated proposed maximum RSF as indicated in the housing plan.

<sup>2</sup> This estimate is for fiscal year 2020 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 standard 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.

<sup>3</sup> New leases may contain an escalation clause to provide for annual changes in real estate taxes and operating costs in the District of Columbia.

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**Acquisition Strategy**

In order to maximize the flexibility and competition in acquiring space for FEMA, 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.

**Background**

FEMA's mission is to help people before, during, and after disasters. FEMA seeks to reduce the loss of life and property and protect communities nationwide from all hazards, including natural disasters, acts of terrorism, and man-made disasters.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, was signed into law on November 23, 1988. It amended the Disaster Relief Act of 1974, Public Law 93-288, and created the system in place today by which a Presidential disaster declaration of emergency triggers financial and physical assistance through FEMA. The Act gives FEMA the responsibility for coordinating governmentwide relief efforts.

**Justification**

FEMA headquarters was originally planned to relocate to the St. Elizabeths Campus that was master-planned to accommodate those Department of Homeland Security (DHS) components directly involved in programmatic functions for mission execution. Unfunded requests for construction funding for the DHS Headquarters Consolidation project and the increasing financial impact of short-term leases created the need to adjust the overall planning at the St. Elizabeths Campus. FEMA's space requirements are more easily housed in leased space and at a significantly lower cost when taking into account all costs. The components slated to occupy the St. Elisabeths campus have significantly higher tenant improvement costs than FEMA, requiring hundreds of millions in the aggregate of specialized DHS buildout costs to configure the space to meet the mission needs of the Cybersecurity and Infrastructure Security Agency, Office of Intelligence and Analysis, U.S. Immigration and Customs Enforcement, and Customs and Border Protection organizations.

GSA will consider whether FEMA's continued housing needs should be satisfied in the existing location. If other potential locations are identified, GSA will conduct a cost-benefit analysis to determine whether the Government can expect to recover the

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relocation and duplication costs of real and personal property needed for the continued housing FEMA requires to carry out its 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 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.

6/11/2020

Submitted at Washington, DC, on \_\_\_\_\_

Recommended:  \_\_\_\_\_  
Commissioner, Public Buildings Service

Approved:  \_\_\_\_\_  
Administrator, General Services Administration