

**PROSPECTUS – LEASE  
DEPARTMENT OF STATE  
WASHINGTON, DC**

Prospectus Number: PDC-15-WA11

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**Project Summary**

The General Services Administration (GSA) proposes a consolidation lease of up to 500,000 rentable square feet of space for the Department of State (DoS). The additional space will allow DoS to consolidate the Bureau of Consular Affairs (CA) and Administration (A/EX) Bureaus. The proposal would bring to one location 1,159 CA staff and 202 A/EX staff, who are currently located in the Harry S. Truman Building and in State Annexes at the following addresses: 2401 E St., NW, Washington, DC; 1111 19<sup>th</sup> St., NW, Washington, DC; 2100 Pennsylvania Ave., NW, Washington, DC; 7500 Boston Blvd., Springfield, VA; 1800 Kent St., Arlington, VA; and 1000 Wilson Blvd., Arlington, VA.

DoS and GSA signed a Memorandum of Understanding (MOU) in 1987 that committed to consolidating space and personnel in the Foggy Bottom area of the District of Columbia and in Rosslyn, VA. To the extent that it is practicable, DoS requires that the consolidated space be located proximate to HST in order to facilitate telecommunications and data links as well as security and improved daily operations.

The consolidation will allow CA to effectively house its personnel to meet its obligations to the American public and will achieve the following results:

- Increased oversight of passport operations;
- Greater efficiencies of management and operations;
- Increased customer service and passport adjudication efficiency;
- Reduced operation costs;
- Improved CA staff workplace conditions; and
- Reduced overcrowding at current locations.

In addition to the efficiencies of consolidation, CA requires additional space. As a result of several policy and procedure changes over the past seven years, CA has increased staffing and production facilities to meet growing needs.

One major policy change has been the Western Hemisphere Travel Initiative (WHTI), which dramatically increased the demand for passports in Fiscal Year 2007 and Fiscal Year 2008 and changed the way that Passport Services does business. Congress mandated WHTI in the Intelligence Reform and Terrorism Prevention Act of 2004 and many of its requirements took effect on January 23, 2007. WHTI requires that all U.S. citizens traveling to other countries present a valid passport or other designated travel document to depart and reenter the United States.

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CA has gone from issuing 10.1 million passports in Fiscal Year 2005 to a record-setting 18.5 million in Fiscal Year 2007. In Fiscal Year 2008, CA issued 16.2 million passports (including 500,000 passport cards); the most recent Gallup projections anticipate 12.7 million issuances (including 1.6 million cards for travel to Canada, Mexico, or the Caribbean) for Fiscal Year 2009. Recognizing DoS's needs, in July 2007, Congress passed the Passport Backlog Reduction Act to enable DoS to respond to critical shortages of passport processing personnel. By collocating the Washington Passport Agency and the Special Issuance Agency with headquarters staff, DoS will be able to provide better oversight of these key offices.

Another substantial policy change has been CA's significantly increased responsibilities as the U.S. Central Authority for both the Hague Convention on the Civil Aspects of International Child Abduction and the Hague Convention on Protection of Children and Co-Operation in Respect of Intercountry Adoption. From 2005 to present, the staff of CA's Office of Children's Issues has grown from 45 to 75 and additional positions will be needed to continue to meet its obligations.

In addition to the efficiencies created by consolidating nearly all of CA's Washington, DC, staff, relocating the Washington Passport Agency and the Special Issuance Agency, currently located at 1111 19<sup>th</sup> St, NW, is an extremely high priority due to overcrowding in the current leased building.

**Description**

Occupants:	Department of State
Delineated Area:	Foggy Bottom
Lease Type:	Consolidation/Expansion
Justification:	Improve operational efficiency and reduce overcrowding
Expansion Space:	211,000 rsf
Number of Parking Spaces <sup>1</sup> :	25 inside
Scoring:	Operating Lease
Proposed Maximum Leasing Authority:	15 years
Maximum Rentable Square Feet:	500,000
Current Total Annual Cost:	\$9,681,475

<sup>1</sup> DoS security requirements may necessitate control of parking at the location leased. This may be accomplished as a lessor furnished service, under an operating agreement with the lessor, or as part of the Government's leasehold interest in the building(s). Any parking included in the Government's leasehold interest may result in a total proposed annual cost in excess of the amounts indicated above.

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Proposed Total Annual Cost <sup>2</sup> :	\$24,500,000
Maximum Proposed Rental Rate <sup>3</sup> :	\$49.00

**Energy Performance**

GSA will incorporate energy efficiency requirements into the Solicitation for Offers and other documents related to the procurement of space for which this prospectus seeks authorization. GSA encourages offerors to work with energy service providers to exceed minimum requirements set forth in the procurement.

**Authorization**

- Approval of this prospectus by the House Committee on Transportation and Infrastructure and the Senate Committee on Environmental and Public Works will constitute authority to lease space in one or more facilities that will yield the required rentable area.
- Approval of this prospectus will constitute authority to provide interim leases, if necessary, prior to the execution of the new lease(s).

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<sup>2</sup> Any new lease may contain an annual escalation clause to provide for increases or decreases in real estate taxes and operating costs.

<sup>3</sup> This estimate is for fiscal year 2012 and may be escalated by 1.7 percent annually to the effective date of the lease to account for inflation.

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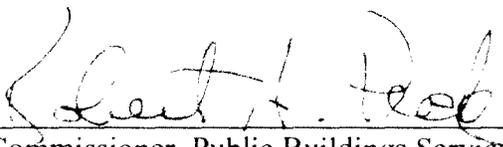
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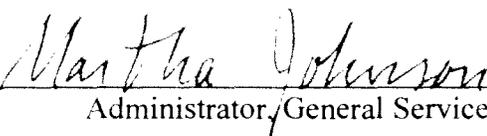
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**Certification of Need**

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

Submitted at Washington, DC, on May 13, 2010

Recommended   
Commissioner, Public Buildings Service

Approved   
Administrator, General Services Administration