

**PROSPECTUS – LEASE
FEDERAL EMERGENCY MANAGEMENT AGENCY
FREDERICK COUNTY, VA**

Prospectus Number: PVA-01-WI22
Congressional District: 10

Executive Summary

The General Services Administration (GSA) proposes a lease of approximately 162,094 rentable square feet (RSF) for the Federal Emergency Management Agency (FEMA), currently located at 430 Market Street in Winchester, VA. FEMA has occupied space in the building since 2008 under a lease that expires on April 1, 2023.

The lease will provide continued housing for FEMA and will improve the office and overall space utilization rates from 61 to 54 and 121 to 106 usable square feet (USF) per person, respectively.

Description

Occupant:	FEMA
Current RSF:	162,094 (Current RSF/USF = 1.15)
Estimated/Proposed Maximum RSF:	162,094 (Proposed RSF/USF = 1.15)
Expansion/Reduction RSF:	None
Current USF/Person:	121
Estimated/Proposed USF/Person:	106
Expiration Dates of Current Lease(s):	04/01/2023
Proposed Maximum Leasing Authority:	10 years
Delineated Area:	Winchester, VA & Frederick County, VA
Number of Official Parking Spaces:	734
Scoring:	Operating
Current Total Annual Cost:	\$3,967,230 (lease effective 04/02/2008)
Estimated Rental Rate ¹ :	\$30.00 / RSF
Estimated Total Annual Cost ² :	\$4,862,280

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.

¹ This estimate is for fiscal year 2023 and may be escalated by 2.0 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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FEMA houses its Disaster Operations Center (DOC) at 430 Market Street in Winchester, VA. This unique facility is the only DOC facility in the U.S. that procures, prepares, stores, and deploys technology, equipment, and supplies to all joint Field Offices established to support a disaster zone throughout the U.S. and U.S. territories.

The DOC is comprised of both mission-critical and mission-support divisions, housing 15 divisions in total. The mission-critical divisions are directly tied to the warehouse function, while the mission-support divisions are specifically building-support services.

Justification

FEMA's DOC is currently housed at 430 Market Street in a lease that expires April 1, 2023. This requirement supports the FEMA disaster response mission and maintains separation from eastern FEMA metro area assets, while remaining close enough to support those assets. Further, it provides proximity to local FEMA resources, such as the Mount Weather Emergency Operations Center and regional transportation resources.

FEMA recently consolidated personnel from a nearby FEMA controlled lease into the DOC, thereby increasing the building's efficiency and utilization rate (U/R), which is below its agency goals. Further efficiency and U/R improvements are expected to be realized over the term of this lease through program growth. This project will allow FEMA to evaluate its long-term housing requirements while meeting its requirement for continued housing to carry out its mission.

GSA will consider whether FEMA'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, a cost-benefit analysis will be conducted to determine whether the Government can expect to recover the relocation and duplication costs of real and personal property needed for FEMA to accomplish 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

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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.

OMB Memorandum M-21-25 Implementations and Long-Term Space Requirements

The requirements within this prospectus reflect the known space needs prior to its submission to Congress. Agencies continue to develop their return to physical workplaces strategies consistent with OMB Memorandum M-21-25, incorporate lessons learned while working both in-person and under maximum telework during the COVID-19 pandemic, and determine each agency's long-term space posture. Accordingly, the requirements outlined in this prospectus may change prior to award of a lease. In the event that a change results in a revised requirement that makes a material change and does not fit within the acceptable parameters of the congressional resolutions, GSA will submit an amended prospectus for consideration by the House Committee on Transportation and Infrastructure and Senate Committee on Environment and Public Works.


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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 11/22/2021

Recommended:  _____
Commissioner, Public Buildings Service

Approved:  _____
Administrator, General Services Administration