

**PROSPECTUS – LEASE  
CITIZENSHIP AND IMMIGRATION SERVICES  
SUBURBAN KANSAS CITY, MO**

Prospectus Number: PMO-01-KC20  
Congressional District: 05, 06

**Executive Summary**

The General Services Administration (GSA) proposes a lease for approximately 317,000 rentable square feet (RSF) for the Department of Homeland Security, Citizenship and Immigration Services–National Benefits Center (NBC). NBC is currently housed at 850 NW Chipman Road in Lee’s Summit, Missouri, under two existing leases that expire February 19, 2022, and April 30, 2022.

The proposed lease will provide continued housing for NBC and will maintain the office and overall utilization at 76 and 151 usable square feet (USF) per person respectively.

**Description**

Occupant:	NBC
Current RSF:	313,209 (Current RSF/USF = 1.13)
Estimated/Proposed Maximum RSF <sup>1</sup> :	317,000 (Proposed RSF/USF = 1.14)
Expansion/Reduction RSF:	None
Current USF/Person:	151
Estimated/Proposed USF/Person:	151
Expiration Dates of Current Lease(s):	02/19/2022; 04/30/2022
Proposed Maximum Leasing Authority:	20 years
Delineated Area:	North: Missouri River, Highway 291 and Highway 24 East: Highway 7 South: Highway 150 West: Stateline and I-435
Number of Official Parking Spaces:	26
Scoring:	Operating
Current Total Annual Cost:	\$7,037,417 (leases effective 02/20/2012; 05/01/2017)
Estimated Rental Rate <sup>2</sup> :	\$26.50 / RSF
Estimated Total Annual Cost <sup>3</sup> :	\$8,400,500

<sup>1</sup> The RSF/USF at the current location is approximately 1.13 accounting for two leases with different RSF/USF ratios; however, consolidation will result in a RSF/USF ratio of 1.14 as indicated in the housing plan.

<sup>2</sup> This estimate is for fiscal year 2022 and may be escalated by 2 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.

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

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**Background**

The NBC's mission is to process and adjudicate over 30 different immigration forms, including the family-based application for adjustment of status (I-485) and applications for naturalization (N-400), military naturalization, and all international adoptions. The CIS-NBC also serves as the central processing center for applications that require an interview at a domestic Citizenship and Immigration Services Field Office.

GSA will consider whether NBC'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 NBC to accomplish its mission.

**Justification**

NBC has a long-term need for space in the Kansas City area to meet the agency's mission. In FY 2018, NBC adjudicated 2.3 million cases, and close to 3.5 million files flowed through the facility.

The current leases at 850 NW Chipman Road expire February 19, 2022, and April 30, 2022. NBC requires continued housing 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**

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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 extension. 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 November 25, 2019

Recommended:   
Commissioner, Public Buildings Service

Approved:   
Administrator, General Services Administration