



June 1, 2020

Mr. Austin R. Evers
American Oversight
1030 15th Street NW
Suite B255
Washington, DC 20005

Dear Mr. Evers:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number (GSA-2020-000596), submitted on March 4, 2020, in which you requested the following:

“All records reflecting site visits to the location finalists for the relocation of the USDA’s Economic Research Service and National Institute of Food and Agriculture. This request includes, but is not limited to, the following:

- i. Records sufficient to identify all federal officials, employees, and/or contractors invited to attend each site visit;
- ii. Records sufficient to identify all federal officials, employees, and/or contractors who actually attended each site visit;
- iii. Any documents identifying the buildings visited;
- iv. Itineraries and/or agendas;
- v. Briefing or other informational materials;
- vi. Any hard copy materials provided to federal officials, employees, and/or contractors during the site visits;
- vii. Any handwritten or electronic notes taken during site visits;
- viii. Summaries of any site visits created after the fact; and
- ix. All email and text communications relating to the site visits, and attachments thereto.

Please provide all responsive records from May 3, 2019, through June 13, 2019.”

Enclosed please find the documents responsive to your request.

In processing your request, pursuant to FOIA, 5 U.S.C. § 552(b)(5) we have withheld portions of the responsive records which reflect the agency’s deliberative process and are considered pre-decisional in nature.

As we have redacted information referenced in the above paragraph with the aforementioned FOIA exemption, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://foiaonline.regulations.gov/foia/action/public/home>) or in writing to the following address:

U.S. General Services Administration
FOIA Requester Service Center (H3A)
1800 F Street, NW, Room 7308
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. In addition, your appeal must contain a brief statement of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and envelope or online appeal submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this FOIA request. Should you have any questions, please contact me at (202) 219-3078 or by email at travis.lewis@gsa.gov. If you need additional assistance, you may also contact Ms. Audrey Brooks, GSA's FOIA Public Liaison at (202) 205-5912 or via email at audrey.brooks@gsa.gov.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

Travis S. Lewis

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services

Enclosure

Solicitation Attachment #2 - Construction Schedule

The following chart shall be used by the Lessor and the Government to determine the number of working days allowed to complete each work item under the Lease Contract (L201C) paragraph entitled "Schedule of Completion of Space" and Attachment #3 - Scope of Work for DID's and Construction Schedule Tasks. The below Construction Schedule commences within five (5) days after lease award. The timeframes below apply to the management of the design and construction process, concluding at the date of acceptance for the space.

PHASE \ SIZE OF LEASE (ANSI/BOMA Office Area Square Feet)	0K to <10K	10K to <20K	20K to <35K	35K to <50K	50K to <70K	70K +
Lessor-Provided Design Intent Drawings	25 DAYS	25 DAYS	30 DAYS	40 DAYS	40 DAYS	45 DAYS
Government (GSA and Client) Reviews and Approval of Lessor-Provided Design Intent Drawings	30 DAYS	30 DAYS	30 DAYS	30 DAYS	45 DAYS	45 DAYS
Lessor Preparation and Submission of Construction Documents	20 DAYS	20 DAYS	20 DAYS	20 DAYS	35 DAYS	35 DAYS
Government Review of Construction Drawings	15 DAYS	15 DAYS	15 DAYS	15 DAYS	20 DAYS	20 DAYS
Lessor Preparation and Submission of the TI and BSAC Price Proposal	20 DAYS	20 DAYS	30 DAYS	30 DAYS	40 DAYS	40 DAYS
Government Reviews and Approves Pricing	30 DAYS	30 DAYS	30 DAYS	30 DAYS	40 DAYS	40 DAYS
Government Issues Notice to Proceed with Construction	10 DAY	10 DAYS	10 DAYS	10 DAYS	10 DAYS	10 DAYS
Lessor Completes Construction of TIs and Completion of Other Required Construction Work	60 DAYS	60 DAYS	70 DAYS	90 DAYS	100 DAYS	100 DAYS
Government Inspects and Accepts Finished Space	10 DAYS	10 DAYS	10 DAYS	10 DAYS	10 DAYS	10 DAYS
TOTAL WORKDAYS - (FROM LEASE AWARD TO GOVERNMENT ACCEPTANCE)	220 DAYS	220 DAYS	245 DAYS	275 DAYS	340 DAYS	345 DAYS

AAAP ESTIMATED LEASE PROCUREMENT TIMELINE*

TASK	MIN TIME	/	MAX TIME
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The below schedule ONLY accounts for the lease procurement phase of the overall lease schedule. The AAAP does not impact requirement development or post award timeframes.

Timeframes shown below are dependent on receiving a fully executed requirements package with an established delineated area.

Advertisement Place Project Specific Ad on FBO, minimum of 20 days	3 weeks	6 weeks
Pick Winner Get Requirement from LCS, check AAAP database, verify with Lessor that winner meets minimum requirements	1 Week	2 Week
Show Space Schedule tour, discuss newly realized requirements, get agency acceptance	2 Weeks	4 Weeks
Send Lease to Lessor Prepare Lease Contract, get CAD's, verify measurement, calculate extra services costs (*delay is usually related to CADS/measurement discrepancies)	1 Week	2 Weeks
Get Executed Lease Back Retrieve properly executed lease package from Lessor, answer Lessor's questions regarding lease docs (SBA Plan, Fire Safety Report, Proof of Authority, SFO, 1217, etc)	4 Weeks	6 Weeks
OA, Portfolio & Budget Approvals - AAAP simultaneously does Debarred Bidders List, EEO, Catex, PNM, Randolph Sheppard, FLS/SBA review and approval - Signed OA, Final Scoring, Final Certification of Funds	6 Weeks	8 Weeks
Legal Review / Last minute changes	1 Week	2 Weeks
Execution by Contracting Officer	1 Week	1 Week
Subtotal:	19 Weeks (~5 months)	30 Weeks (~8 months)

***Note:** the timeframe for lease award does not account be internal/external factors out of our control that could cause delays (such as RWA funding issues, Customer Agency delayed decisions) and extend the timeframe for lease award.



Project Ag- USDA Relocation Itinerary North Carolina Triangle Region May 16,17

Thursday, May 16			
Time	Meeting/Activity	Facilitator(s)	Location
8:30-10:45 AM	Triangle Region Overview to include Commercial Real Estate Overview	Wake County Economic Development, Durham Chamber, NC Commerce, Governor Cooper's office, EDPNC	James B. Hunt Library Room 4107 1070 Partners Way Raleigh, NC 27606
10:45-11:30 AM	Discussion with local Federal Employees	EPA, NIEHS representatives	James B. Hunt Library Room 4107 1070 Partners Way Raleigh, NC 27606
11:30-12:30 PM	Residential Real Estate Overview and Relocation Discussion	Howard, Perry & Walston Relocation	James B. Hunt Library Room 4107 1070 Partners Way Raleigh, NC 27606
12:30-1:00 PM	Agricultural Partnership Discussion	Commissioner Troxler, Dean Linton, Larry Wooten, Scott Johnson	James B. Hunt Library Room 4107 1070 Partners Way Raleigh, NC 27606
1:00-1:30PM	Travel to 555 Mangum	Timothy Downs- Durham Chamber, EDPNC	555 S. Mangum Street Durham, NC 27701
1:30-2:30 PM	555 Mangum Overview	Timothy Downs- Durham Chamber, Mac Hammer/Doug Cook-Cushman Wakefield	555 S. Mangum Street Durham, NC 27701
2:30-2:45 PM	Travel to Parmer 14	Timothy Downs-Durham Chamber, EPDNC	14 TW Alexander Drive Research Triangle Park, NC 27709
2:45-3:45PM	Parmer 14 Overview	Timothy Downs-Durham Chamber, Lee Clyburn-CBRE	14 TW Alexander Drive Research Triangle Park, NC 27709
3:45-4:00 PM	Travel to Lenovo II	Wake County Economic Development, EDPNC	1009 Think Place Morrisville, NC 27560
4:00-5:00 PM	Lenovo II Overview	Wake County Economic Development, Jason High-CBRE	1009 Think Place Morrisville, NC 27560

Thursday, May 16

Time	Meeting/Activity	Facilitator(s)	Location
5:00-5:30 PM	Travel to Crabtree Terrace	Wake Economic Development, EDPNC	4509 Creedmoor Road Raleigh, NC
5:30-6:30 PM	Crabtree Terrace Overview	Wake Economic Development, Brian Carr/John Brewer-CBRE	4509 Creedmoor Road Raleigh, NC
6:30-7:00 PM	Return to hotel		

Friday, May 17

Time	Meeting/Activity	Facilitator(s)	Location
8:30-9:00 AM	University Partnership Discussion	UNC System, Duke University, NCSU	EDPNC Boardroom 15000 Weston Parkway Cary, NC 27513
9:00-9:15 AM	Travel to 11000 Weston Parkway	Wake County Economic Development, EDPNC	11000 Weston Parkway Cary, NC 27513
9:15-10:00 AM	11000 Weston Parkway Overview	Wake County Economic Development, Jane Doggett-Highwoods Properties	11000 Weston Parkway Cary, NC 27513
10:00-10:15 AM	Travel to Alexandria AgTech Center		5 Laboratory Drive Durham, NC
10:15-11:30 AM	Triangle Employer Roundtable Discussion	Major Triangle Employers	5 Laboratory Drive Durham, NC
11:30-11:45 AM	Travel to RDU for departure	Michael Landguth discussion of RDU improvements	Raleigh-Durham International Airport 2400 John Brantley Boulevard, Morrisville, NC

PROJECT TIMELINE TEMPLATE

Smartsheet Tip →

This is a modified form of a Gantt chart which focuses on creating a project schedule that is broken down into stages.

PROJECT TITLE [Project's title]
PROJECT MANAGER Tiffany Simon

COMPANY NAME General Services Administration
DATE 5/7/19

PHASE	DETAILS		Q1				Q2			Q3			Q4			
PROJECT WEEK:		Enter the date of the first Monday of each month -->	JAN		FEB		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			2	9	16	23	30	6	13	20	27					
1	Project Conception and Initiation	- Project Charter	Project Charter													
		- Plan Review			Plan Review											
		- Initiation				Initiation										
2	Project Definition and Planning	- Scope and Goal Setting						Scope and Goal Setting								
		- Budget							Budget							
		- Work Breakdown Schedule														
		- Gantt Chart														
		- Communication Plan														
3	Project Launch & Execution	- Risk Management														
		- Status and Tracking														
		- KPIs														
		- Quality														
4	Project Performance & Control	- Forecasts														
		- Objective Execution														
		- Quality Deliverables														
		- Effort and Cost Tracking														
5	Project Close	- Performance														
		- Postmortem														
		- Project Punchlist														
		- Report														

PROJECT
END

Exemption 5-(b)(5)

[REDACTED]

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Exemption 5-(b)(5)

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State	Location	Applicants	Site Survey Conducted	Findings	Findings
Indiana	Multiple	Purdue University			
		Indiana Economic Development Corporation			
		State of Indiana			
Kansas & Missouri	Greater Kansas City	The Kansas City Area Development Council			
		The Kansas City Animal Health Corridor			
North Carolina	Research Triangle Region	NC Research Triangle			
		Wake County			
		Durham County and Research Triangle Park			
Alternates					
Missouri					
Wisconsin					



PROJECT USDA

MONDAY, MAY 20TH, 2019

INDIANA ECONOMIC DEVELOPMENT CORPORATION

1 NORTH CAPITOL AVE, 7TH FLOOR CONFERENCE ROOM, INDIANAPOLIS, IN 46204

Onsite Contact - Kim Vinson 317-408-1132

8:00 – 8:20 AM (EST)

WELCOME: MEET & GREET

Attendees:

- Governor Eric J. Holcomb
- Secretary of Commerce Jim Schellinger, Indiana Economic Development Corporation
- Brock Herr (Vice President & Counsel, Business Development, Indiana Economic Development Corporation)
- Kim Vinson (Director International & Domestic Attraction Projects, Indiana Economic Development Corporation)

8:20 – 9:30 AM

INDIANA BUSINESS COST, TAX ENVIRONMENT & INCENTIVES

Attendees:

- Secretary of Commerce Jim Schellinger, Indiana Economic Development Corporation
- Brock Herr (Vice President & Counsel, Business Development, Indiana Economic Development Corporation)
- Kim Vinson (Director International & Domestic Attraction Projects, Indiana Economic Development Corporation)

9:30 – 9:50 AM

AGRINOVUS PRESENTATION

Attendees:

- Beth Bechdol (President & CEO, AgriNovus) *possible conflict*

9:50 – 10:00 AM

BREAK

10:00 – 10:30 AM

INDIANA AGRICULTURE ECOSYSTEM

Attendees:

- Bruce Kettler (Director, Indiana State Department of Agriculture)
- Connie Neiningner (Director Business Development, Indiana State Department of Agriculture)

10:30 – 11:00 AM

WORKFORCE ROUNDTABLE

Attendees:

- Fran Valentine (Sr. Director, Research, Analysis & Engagement, Indiana Workforce Development)
- Bryon Silk (Executive Director of Business Services, Indiana Department of Workforce Development)

11:00 – 11:30 AM	COMMERCIAL REAL ESTATE OVERVIEW Attendees: TBD BROKER
11:30 – 1:00 PM	WORKING LUNCH WITH FEDERAL EMPLOYEES Attendees: - TBD – DFAS? - FOOD AND LOGISTICS
1:00 – 3:00 PM	INDIANAPOLIS PRESENTATION Attendees: - Ian Nicolini (Vice President of Indianapolis Economic Development, Develop Indy, Indy Chamber) - Vincent Ash (Project Manager, Develop Indy, Indy Chamber)
3:00 – 3:10 PM	DEPART FOR SITE TOUR #1
3:10 – 4:00 PM	SITE TOUR: 120 MONUMENT CIRCLE, INDIANAPOLIS Attendees: - Ian Nicolini (Vice President of Indianapolis Economic Development, Develop Indy, Indy Chamber) - Vincent Ash (Project Manager, Develop Indy, Indy Chamber) - Kim Vinson (Director International & Domestic Attraction Projects, Indiana Economic Development Corporation)
4:00 – 4:10 PM	DEPART FOR SITE TOUR #2
4:10 – 5:00 PM	SITE TOUR: 220 NORTH MERIDIAN, INDIANAPOLIS Attendees: - Ian Nicolini (Vice President of Indianapolis Economic Development, Develop Indy, Indy Chamber) - Vincent Ash (Project Manager, Develop Indy, Indy Chamber) - Kim Vinson (Director International & Domestic Attraction Projects, Indiana Economic Development Corporation)
5:00 PM	END PROGRAM FOR THE DAY DINNER ON YOUR OWN TRAVEL TO WEST LAFAYETTE



PROJECT USDA

TUESDAY, MAY 21TH, 2019

TBD, WEST LAFAYETTE, IN

Onsite Contact - Kim Vinson 317-408-1132

8:00 – 10:00 AM (EST) **PURDUE UNIVERSITY/WEST LAFAYETTE COMMUNITY PRESENTATION**

Attendees:

- President Mitch Daniels, Purdue University
- Brian Edelman, President, Purdue Research Foundation
- Paul Moses, Director, Business and Economic Development, Purdue Research Foundation
- Scott Walker, President & CEO, Greater Lafayette Commerce
- Others TBD

10:00 – 10:10 AM **DEPART FOR SITE TOUR**

10:10 – 11:00 AM **SITE TOUR: CONVERGENCE CENTER at DISCOVERY PARK DISTRICT
101 Foundry Drive, West Lafayette, IN 47907**

Attendees:

- Brian Edelman, President, Purdue Research Foundation
- Paul Moses, Director, Business and Economic Development, Purdue Research Foundation
- Scott Walker, President & CEO, Greater Lafayette Commerce
- Others TBD

11:00 – 12:15 PM **TRAVEL TO FISHERS, IN**

12:15 – 2:15 PM **WORKING LUNCH - FISHERS COMMUNITY PRESENTATION**

Attendees:

- Scott Fadness, Mayor of Fishers
- Megan Baumgartner Director Economic Development, City of Fishers
- **FOOD**

2:15 – 2:30 PM **DEPART FOR SITE TOUR #1**

2:30 – 3:20 PM **SITE TOUR: GATEWAY ONE BUILDING, FISHERS**

Attendees:

- Scott Fadness, Mayor of Fishers
- Megan Baumgartner Director Economic Development, City of Fishers
- Chamber)
- Kim Vinson (Director International & Domestic Attraction Projects, Indiana Economic Development Corporation)

3:20 PM **END PROGRAM FOR THE DAY – TRAVEL TO AIRPORT**