



Client Project Agreement - Part 1 Initial Engagement

Public Buildings Service, Office of Portfolio Management and Customer Engag

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Purpose: PBS' goal is to bring value to the occupancy discussion early to help deliver innovative space solutions that drive cost savings, UR alignment and federal space optimization. The CPA Part 1 outlines the current occupancy and any known unique/special considerations that might impact the future occupancy. This initial engagement gives the Customer the benefit of GSA's focuses on providing the best real estate value for the future occupancy, based on PBS' expertise and analysis.

Part 1: Project Information

Project Name		Date Prepared	2/23/2021
Project Description			
Agency POC Name	GSA Planning Manager		
Agency POC Email	GSA Planning Manager Email		
Agency POC Phone	GSA Planning Manager Phone		
Primary Agency Name		Agency Bureau Code(s)	
Building Name			
Current Primary Address		OA Number(s)	
Bldg Number	Lease Number		
Occupancy Start Date	Termination Rights		
Expiration Date	Years at Current Location	Facility Security Level	
Lease Term Date	Number of Extensions	Congressional District	

Part 1a: Space Planning Information

Current Occupancy Parameters		Initial Proposed Occupancy	
Current Building Type		Proposed Building Type	
Number of Current Occupants	0	Number of Occupants (estimated)	
Current "All-In" U/R	Need Employee Count	Proposed "All-In" U/R	0
Current Rentable Square Feet (RSF)	0	Proposed Rentable Square Feet (RSF)	
Current Usable Square Feet (USF)	0	Proposed Usable Square Feet (USF)	
Current Parking Spaces	0	Proposed Parking Spaces	
Current Occupancy Location (Rationale)	Proposed Occupancy Location Rationale (relation to CBD, other factors)		

Part 1b: PBS Initial Space Recommendation/Strategy Statement

Explain the PBS proposed strategy for the customer for the new or ongoing occupancy needs. If the strategy is a consolidation, address and attach documents as needed. If parameters are not changing or are brand new, please notate that as well. (Note: potential to reduce costs, longer terms if lease solution, shared services, FIT program, etc)

Known Agency UR Methodology -OR- Reduction of Space Standards

Known Unique Space / Program Considerations (i.e., lab, law enforcement, public facing, etc)

Known Unique Operational Considerations

Part 1c: Supplemental Information & Documents (attach as applicable)

Most Current Billing OA(s)		Cost/Options Analysis Report	
Rural Development Act Compliance Memo		Completed FSH Risk Use Permit (GSA Form 12002)	

Part 1d: GSA/PBS Agreement

Signature	Date
	Planning Manager
Printed Name (PBS Representative)	Title