



Client Project Agreement (CPA) Strategic Requirements

Public Buildings Service, Office of Portfolio Management and Customer Engagement

Purpose: The Client Project Agreement (CPA) serves as the agreement from the customer to secure strategic requirements no later than 30 months prior to expiring occupancy (12 months prior to the OMB submission for prospectus projects), allowing our customers and the taxpayers the opportunity to reduce space and rent for the government's overall budget. Planning earlier will also help mitigate the risk of costly lease extensions and provides adequate time for the government to strategically negotiate and secure mission-driven space actions for the mutual benefit of the customer and the taxpayer. Note: There may be circumstances where the strategic requirements are needed outside of the usual cycle times.

Part 2: Basic Project Information

Project Name			
Project Description			
Existing OA Number(s)			
Agency/Bureau Names		Agency Bureau Code(s)	
Agency POC Name		GSA Planning Manager	
Agency POC Email		GSA Planning Manager Email	
Agency POC Phone		GSA Planning Manager Phone	
Building Name (if known)		Project Number(s)	
Proposed Address		Initial Housing Solution	
City, State		State Name	
Estimated Term (in months)		# Months Firm	
OA Effective Date		If initial housing recommendation is Leased, what is the proposed lease action, if identified during the planning phase. If the recommendation is anything other than full and open, the LCO must be consulted with and in agreement of the strategy prior to finalizing the strategy.	
OA Expiration Date		12/29/3799	

Part 2a: Space and Project Strategy

Explain the GSA proposed strategy for the customer. You must document why the final space strategy was proposed and agreed to, including information on cost savings, shared services, consolidations, etc. If no change is being proposed, then you must document why a stay in place/no change strategy best serves the taxpayers and the customers mission. For new requirements, please discuss the customers mission driven requirements for this space.

Federal Vacant Space Inventory Check (mandatory for Leased Projects):

Is vacant federally-controlled space available? Please select Yes or No, if **Yes**, see below.

If yes, but not backfilling, please explain why vacant federally-controlled space is not suitable for the customer.

Part 2b: Space Type Information

Anticipated R/U Factor	1.150000000	All in UR	0	Total USF / Occupant Count = All in UR
Number of Occupants		Office UR	0	Office Space / Occupant Count = Office UR
Office Space		USF*	0.00	RSF
Office Support Space			0.00	0.00
Special Space Subtotal (You may enter in the Space Type Field customer specific space names, and then using the drop down box, select the space type based on GSA Space Standards - see the Space Details tab for descriptions)			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Space Type			0.00	0.00
Warehouse (WRH) (occupied or unoccupied)			0.00	0.00
Total Square Feet			0.00	0.00
Other (Wareyard)			0.00	

Antenna (enter # of antennas) 0.00

* The USF entered should represent the net square feet and any circulation required for that space.

Should this Occupancy Agreement be Non-Cancelable based on Pricing Policy? Be sure and document reason for N/C OA in narrative.

Explain how this space supports the agency's mission and operational need:

Unique Requirements and Operational Needs	Description of Requirement or Operational Need		
Does the customer have any adjacency requirements or restrictions?			
Does the customer have any floor level requirements or restrictions?			
Does the customer have set back or site fencing requirements?			
Does the customer have unique or specific floor plate or column spacing?			
Does the customer have a public facing/lobby/waiting area requirement?			
Does the customer have a holding cell/secure area requirement?			
Does the customer have a requirement for a sallyport or carport?			
Are there requirements for wareyard or exterior covered storage?			
Any requirements for large vehicles? ex: buses or trailers, ability to pull into/exit the parking lot, turning radius, height restrictions			
Does the customer have a need for a loading dock and/or access to a freight elevator?			
Is the Facility Security Level known or are there unique security requirements?			
Does the customer have a high risk use operation? <i>(if yes, a GSA Form 12002 is required to be created as part of the planning package)</i>			
Does the customer have a requirement for ad hoc additional services?			
Does the customer have requirement for a backup generator?			
Does the customer have a server room/other type room that will require 24/7 operation?			
Does the occupancy require 24/7 operations in full or in part?	Hours of Operation	to	
Standard Operation is 5 days a week, 10 hours a day, or 50 hours per week.	Days per Week		Total Hrs per Week

Part 2c: Parking Information

Govt Vehicles/Official Parking	Number of Spaces	Secured/Unsecured	Reserved/Unreserved	
Surface	0			Will there be a requirement for EV Charging?
Structured	0			
Visitor Parking	Number of Spaces	Secured/Unsecured	Reserved/Unreserved	If Yes, how many stations?
Surface	0			
Structured	0			
Employee Parking	Number of Spaces	Secured/Unsecured	Reserved/Unreserved	
Surface	0			Determination and Findings Waiver
Structured	0			

If yes, please attach

Part 2d: Utilization Rate and/or Space Reduction Strategy

Use the space below to describe the space utilization approach and/or space reduction strategy for this project and how this project aligns with that approach. If the customer does not have a UR policy, be sure and document that as well.

Project Reduces Agency Footprint	
Confirm UR Methodology meets Customer UR Standard	
Confirm Union Agreement to revised workplace standard	<i>Should be provided by the agency</i>

Part 2e: Location and Delineated Area Confirmation

Map attached to this agreement	
Mission driven justification attached to this agreement	

Part 2f: Initial Project Risks and Opportunities (add attachments as applicable)

Identify if there are any high-level risks to this project that would impact the project schedule. This may include funding issues, union review, workload complications, special requirements, market conditions and/or prospectus level.

Are there any high-level opportunities for this project? Examples of opportunities may include significant reduction of space and costs, improved utilization, proximity to other agencies, shared services or amenities, etc.

Part 2g: Other Considerations

GSA Procured Furniture (if applicable)		GSA Disposal Services Needed	
GSA Procured Move Support Needed		RWA (As-is, TI buy-down, Above TI Allowance)	

Part 2h: Preliminary Budget (this section may vary in completeness based on information available or solution sought)

Estimated Market Rent	Rate per RSF	Annual Amt		
Shell Rate/Fully Serviced Rate	\$0.00	\$0.00	Base TI	\$49.13
Operating Rate	\$0.00	\$0.00	LCI	
Real Estate Taxes (Leased)	\$0.00	\$0.00	Tier	
Total Single Year	\$0.00	\$0.00	Amortization Term	Months
Estimated Rent Over Term of Occupancy (excluding TIs)		\$0.00	Amortization Rate	1.385 %
			State Name	

Additional Occupancy Costs	Amount	Funding Source	
TI General	\$0		If the costs are identified as RWA, the customer must provide funds prior to contract award for the scope of the RWA. Any other Funding Source would be repaid as part of Rent. Cost estimates as part of the CPA are Rough Order of Magnitude and do not constitute solicitation for RWA funds. These estimates do not include fees.
TI Custom	\$0		
TI Allowance	\$0		
Above Allowance (if known)	\$0		
Total Initial TI Estimate/Cost Over TI Term	\$0.00	\$0	
Functional Cost Estimate	\$0		If a functional cost estimate is used, Allowance will zero out.
Building Specific Amortized Capital (BSAC)	\$0		
Non-Rent Related Funding			Enter Purpose of Funding if known
Funding Source #1	\$0		
Funding Source #2	\$0		
Funding Source #3	\$0		
Consolidation Funding (if applicable)	\$0		
FIT Funding (if applicable)	\$0		
Total Estimated Initial Project Cost	\$0	Over Estimated Term	

Part 2i: CPA Checklist and Supporting Documentation (link deliverable documents as applicable)

SF-81 or Agency Space Request	Signed RDA Compliance Memo
Agency Design Guide / Standards	DA Mission Justification (if applicable)
Agency Standard U/R Confirmed	Parking Justification (if applicable)
Agency Unique Requirements	High Risk Use (GSA Form 12002) Created
Lease Cost Analysis (if applicable)	Milestone Schedule

Part 2j: Client Project Acknowledgement

Concurrence to this CPA acknowledges that the information captured in it is accurate and represents the Strategic Requirements of this project, and is the agreed upon strategy for this project. As the project progresses, based on further development of requirements, strategy and general scope may change, and additional acknowledgement of the project may be needed. While there may be financial information contained in section 2h, signature of this CPA does not constitute any financial obligation to this project, but rather is an initial estimate based on known project and market considerations. As with other forms of project agreements, all GSA Rent Space Pricing Policy rights and obligations are inherent in this document.

By signing below, all parties state that, to the best of their knowledge, this information is accurate.

GSA Agreement

	Date _____
_____ <i>Signature</i>	Planning Manager
_____ <i>Printed Name (GSA Representative)</i>	Title

Tenant Agency Agreement

	Date _____
_____ <i>Signature</i>	
_____ <i>Printed Name (Agency Designated Representative)</i>	Title