



Client Project Agreement (CPA) Initial Engagement

Public Buildings Service, Office of Portfolio Management and Customer Engagement

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	12/9/2021
Project Description			
Agency POC Name		GSA Planning Manager	
Agency POC Email		GSA Planning Manager Email	
Agency POC Phone		GSA Planning Manager Phone	
Agency/Bureau Names		Agency Bureau Code(s)	
Building Name		OA Number(s)	
Current Location Address			
Occupancy Start Date		Bldg Number	
Occupancy Exp Date		Lease Number	
# of Years at Location		Date Term Rights Begin	
		Facility Security Level	
		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)	0
Current "All-In" U/R	Need Employee Count	Proposed "All-In" U/R	0
Current Usable Square Feet (USF)	0	Proposed Usable Square Feet (USF)	0
Current Rentable Square Feet (RSF)	0	Proposed Rentable Square Feet (RSF)	0
Current Parking Spaces	0	Proposed Parking Spaces	0
Current Occupancy Location (Rationale)	Proposed Occupancy Location Rationale (relation to CBD, other factors)		

Part 1b: PBS Initial Space Recommendation/Strategy Statement

Explain the proposed strategy for the new or ongoing occupancy. If parameters are not changing, please explain why the proposed solution is in the best interest of the customer and Government. Items to consider in your proposal include potential to cost savings, possibility of shared services, improvement in utilization of space, funding and resource solutions or concerns, workplace consulting possibilities, etc.

Agency UR Methodology or Current Space Standards

Document the customers utilization methodology and their standard. If the customer does not have a standard, please document the project's UR rate, and that the customer does not have a standard.

Space and Program Considerations

If the customer has unique space or programs consideration, such as labs, law enforcement, a public facing component, please be sure and document those here.

Operational Considerations

Describe any unique operational considerations including hours of operation, use and storage of oversize/unique vehicles, high risk user operations in relation to collocations, and so on.

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

Most Current Billing OA(s)	Cost/Options Analysis Report
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Part 1d: GSA/PBS Agreement

Signature

Date

Printed Name (PBS Representative)

Planning Manager

Title

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